



***Process Manual – Estate Department  
(MTS – I and MTS - III)***



## **Chief Vigilance Officer's Message**

The Vigilance department, CIDCO, has been working towards bringing clarity in roles and responsibilities in the department 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 and this has been ably done by the Estate 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.

Shri. Vinay Kargaonkar, IPS  
Additional Director General of Police &  
Chief Vigilance Officer, CIDCO

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## List of Abbreviations

Sr. No.	Acronym	Full Form
1	NBDLR	New Bombay Disposal Of Land Regulations
2	NMDL(A)R	Navi Mumbai Disposal of Land (Amendment) Regulation
3	M (TS)	Manager (Town Services)
4	EO	Estate Officer
5	AEO	Assistant Estate Officer
6	CP	Chief Planner
7	Sr. LO	Senior Law Officer
8	CCUC	Chief Controller of Unauthorized Construction
9	FO	Field Officer

## **Regarding the Department**

In exercise of powers conferred by sub clause (a) of clause (1) of section 159 of the MR&TP Act, 1966, the CIDCO being New Town Development Authority for the area comprised in the site of Navi Mumbai under sub section (3A) of section 113 of the said Act, has framed the New Bombay Disposal of Lands Regulations, 1975 (NBDLR, 1975 for short) to specify the process and the terms and conditions for grant on lease of plots and apartments in Navi Mumbai. These regulations were further amended and published as The Navi Mumbai Disposal of Lands (Amendment) Regulations, 2008 (NMDL(A)R, 2008 for short). CIDCO has been disposing off plots in Navi Mumbai as per the provisions of the said NBDLR, 1975 (and subsequently NMDL(A)R, 2008) .

Subsequent to disposal of plots and execution of Agreement to Lease, the file is transferred to the custody of the Estate Department's custody. The Estate Department is responsible for all post Agreement functions for the entire lease period of 60 years. This includes

- Maintaining all the records of the properties disposed by the Corporation
- Monitoring the conditions of lease and taking action in case of violations of the same.
- Formulating, regulating, implementing, and controlling all policies pertaining to management of the leasehold properties of the Corporation
- Generating revenues for the Corporation by collecting Additional Lease Premium, rent, penalties, various fees/ charges etc.

The major functions of the estate Department are as below:

### **Non Financial Activities**

- Maintaining property registers.
- Maintaining records of all the property files.
- To monitor the activities being carried out by the licensee while implementing the terms & conditions as per the Agreement executed.
- To issue show cause notices to the defaulters who have made breach of conditions of the agreement executed and take remedial measures.
- Execution of Agreements for Social Facility Plots.
- Execution of Lease Deed after issuance of occupancy certificate by the Competent Authority.
- To permit the licensee for transfer of lease hold rights, interests of the property to the transferee on his requests and execution of Tripartite Agreement in case of open plots and execution of conveyance deed in case of constructed premises.
- To raise the demand and issuance of notices for recovery of service charges/O&M charges, EMI, water charges etc & subsequent follow ups.
- Monitoring the recoveries of demand raised for various charges levied by CIDCO.
- To initiate action under the Govt. Premises Eviction Act in case of defaulters.
- To terminate the Agreement to Lease and take back possession of the premises.

- To initiate legal action in case of violations of the Agreement to Lease.

#### Financial Activities

- Condonation of delay in submission of Plan
- Extension in Construction period beyond the permissible period on payment of Additional Lease Premium.
- Implementation of Expansion of user policy
- Recovery of Lease Rent
- Raising of demand towards Equated Monthly Installment / Service Charges / O & M Charges etc
- To recover rent of properties allotted on Leave and License Basis
- Grant of additional / Balance / Residual FSI
- To recover Transfer Charges in case of Transfer of properties.
- To recover Administrative Charges - (NOC for Mortgage, Delay condonation, Amalgamation/ subdivision etc)
- Allotment of plots to NMMC/ PCMC for various Social purposes ranging from Garden, Parking Lots, Health user plots, Public utility plots, Daily bazaars, etc. on recovery of Lease Premium and also execution of the Agreement to Lease for the same.
- Allotment of plots on leave & license basis for a maximum duration of 11 years for different purposes such as Playgrounds for School, Nursery development under HT lines, Hill slopes, quarries, etc.

Within the Corporation, the Estate department works in close co-ordination with Marketing, Planning, Lands, Economics Departments and also co-ordinates with various Government Authorities ranging from the Urban Development Department of the State Government, NMMC, PCMC, various Municipal Councils and the Gram Panchayats in the area, etc.

The department also handles, all the legal issues evolved post Agreement, RTI, Customer Grievances etc.

On 15th August 2014, the Estate Department embarked on a mission towards Transparency and Ease of Doing Business and accordingly a Citizen Facilitation Centre was established on the Ground Floor of CIDCO Bhavan and it is functioning smoothly and has been appreciated by all Stakeholders.

At the CFC for the Estate Dept. citizens can submit their applications for various Estate services. The applicant receives an SMS as soon as the application is received informing him of the application no, the charges to be paid etc. The necessary Charges for these services are accepted at the cash counter in the CFC itself. Further once the application is approved and the NOC/ permission letter is forwarded to the CFC by the Estate Dept., another SMS is sent to the applicant to collect the same from the CFC. The Help Desk also provides ready to use formats for the accompanying documents like undertakings, Indemnity Bond etc, so that if required, the



applicant can complete the necessary documents at the CFC itself. All applications submitted to the CFC are cleared in a time bound manner and the resolution time for each service is indicated on the website along-with the list of documents to be submitted and the necessary charges payable for the same. An MIS is generated on a regular basis to monitor the functioning of the CFC.

This facility has helped to increase transparency in the working of the Estate Dept. and eliminated the role of middlemen. The CFC has helped to provide a citizen friendly single window setup for providing estate services, to bring transparency in functioning, to enable faster decision making, to ensure timely disposal of applications and complaints and to ensure reduction in number of visits of citizen for the same work.

The publishing of the Estate Manual is another step towards further Transparency and proactive disclosure and includes the following:

1. Business Process for all activities/ services provided by the Estate Dept.
2. List of documents to be submitted for all services, formats of documents wherever possible and instructions like documents duly notarized etc.
3. Charges payable for all services and locations where they can be paid.
4. Time required for obtaining the various services.

Through this manual, the Estate department aims to disseminate maximum information to all the stakeholders with a view to empower them to have a holistic understanding of the processes being dealt with by the Estate Department and also to crystallize the various Estate processes to enable the employees to discharge their duties in the most objective manner.

**Faiyaz Khan**  
**Manager (Town Services-I)**

**T. L. Parab**  
**Manager (Town Services-II)**





## Estate Department Structure

To enable smooth functioning of the Estate Department, the Corporation has distributed the work as follows:

1. **Manager (Town Services – I):** To handle the Estate Services for Airoli, Ghansoli, Koparkhairane, Vashi, Sanpada, Nerul and CBD Belapur nodes,  
Office: 1st Floor, CIDCO Bhavan, CBD Belapur, Navi Mumbai  
Phone: +91-22-67918141

Additionally, to handle the Estate functions pertaining to the CIDCO Built premises and plots under 100 sqm, the Corporation has established Nodal offices for the convenience of the citizens. These offices are located as follows:

- (a) Airoli: Airoli Railway Station Complex, Sector-5, Airoli, Navi Mumbai, Phone: +91-22-2769 2163
  - (b) Koperkhairane: 2nd Floor, Community Centre, Sector-5, Ghansoli, Koperkhairane, Navi Mumbai, Phone: +91-22-2754 7649
  - (c) Vashi: 1st Floor, CIDCO Administrative Bldg., Sector-1, Vashi, Navi Mumbai, Phone: +91-22-2782 6250
  - (d) Nerul, NRI Seawoods Estate and Sanpada: 2nd Floor, CIDCO Office Bldg, Sector-3, Nerul, Navi Mumbai, Phone: +91-22-2770 7563
  - (e) CBD Belapur Node and Railway Station Premises: Raigad Bhavan, Ground Floor, CBD Belapur, Navi Mumbai, Phone: +91-22-2757 1016/ +91-22-67121057
2. **Manager (Town Services – III):** To handle the Estate Services for Kharghar, Kalamboli, New Panvel, Dronagiri, Ulve, Taloja and Tarapur nodes,  
Office: 1st Floor, CIDCO Bhavan, CBD Belapur, Navi Mumbai  
Phone: +91-22-67918113

The Nodal Offices for MTS-III are located as follows:

- (a) Kharghar: CIDCO Office, sector 4 Kharghar. Phone +91-22-67918136
- (b) Kalamboli and Tarapur: Kalamboli Site Office, Sector-7, Kalamboli, Navi Mumbai, Phone: +91-22-2742 1299
- (c) New Panvel: Sector-I (S), New Panvel Dronagiri, Phone: +91-22-2745 2742
- (d) Ulwe: First Floor, CIDCO Bhavan, CBD Belapur, Phone: +91-22-67918113

## Delegation of Power-Proposed

1	2	3	4					5
Sr. No.	NMDLR(A) Regulation No.	Estate Functions	DELEGATION OF POWERS					Remarks
			MD	JMD	MTS	EO	AEO	
1	NMDLR(A) (Part I) Chapter III Regn 4 2nd proviso	ALLOTMENT OF PLOTS on L&L up to period of 11 years -for maintenance of garden, playgrounds, temporary labour camps or any such temporary activities.			√			With Concurrence of Planning Department
2	NMDLR(A) (Part I) Chapter III Regn 4 Provisio	ALLOTMENT OF PLOTS UNDER HT LINES for development of plant nursery		√				With Concurrence of Planning Department
3	NMDLR(A) (Part I) Chapter III Regn 5(ii)	Resumption of land allotted for religious, educational, charitable and public purposes, in case the land is not used for the specific purpose for which it is granted			√			
4	NMDLR Part I Chapter III Regn 7	DELAY CONDONATION (NON-SUBMISSION OF PLAN)					√	
5(i)	NMDLR(A) (Part I) Chapter III Regn 8	EXTENSION IN CONSTRUCTION PERIOD (For plots having area upto 2000 SQMT)			√			With Concurrence of Financial Adviser
5(ii)		EXTENSION IN CONSTRUCTION PERIOD (For plots having area more than 2000 SQMT)		√				
6	NMDLR(A) Chapter III Regn 9	TERMINATION OF AGREEMENT TO LEASE AND REVOCATION OF LICENCE for non completion of construction			√			

1	2	3	4					5
Sr. No.	NMDLR(A) Regulation No.	Estate Functions	DELEGATION OF POWERS					Remarks
			MD	JMD	MTS	EO	AEO	
7(i)	NMDLR(A) (Part I) Chapter III 10 (ii) Explanation (i)	MORTGAGE NOC FOR PLOTS area more than 100 SQMT.				√		
7(ii)		CONFIRMATION OF BANK LIEN for Plots					√	
8(i)	NMDLR(A) (Part I) Chapter IV Regn 11(vi)	GRANT OF ADDITIONAL FSI (Area up to 5000 SQMT)		√				With Concurrence of Planning Department
8(ii)		GRANT OF ADDITIONAL FSI (Area more than 5000 SQMT)	√					
9	NMDLR(A) (Part I) Chapter IV Regn 11(vi)	GRANT OF BALANCE/ RESIDUAL FSI			√			With Concurrence of Planning Department
10	NMDLR(A) (Part I) Chapter IV Regn 11(vi)	EXPANSION OF USE			√			With Concurrence of Planning Department
11(i)	NMDLR(A) (Part I) Chapter IV Regn 11(vi)	CHANGE OF USE OF PLOTS (Area less than 2000 SQMT)			√			Subject to approval of Land use change committee
11(ii)		CHANGE OF USE OF PLOTS (Area more than 2000 SQMT and less than 5000 SQMT)		√				
11(iii)		CHANGE OF USE OF PLOTS (Area more than 5000 SQMT)	√					
12	NMDLR(A) (Part I) Chapter IV Regn 11(xv)	GRANT OF PERMISSION FOR DISPLAY OF SIGN BOARDS			√			
13	NMDLR(A) (Part I) Chapter V Regn 13 Provisio	EXECUTION OF LEAVE & LICENCE for CIDCO staff Quarters					√	After approval of M(P)

1	2	3	4					5
Sr. No.	NMDLR(A) Regulation No.	Estate Functions	DELEGATION OF POWERS					Remarks
			MD	JMD	MTS	EO	AEO	
14	NMDLR(A) (Part I) Chapter V Regn 15(iii)	DEED OF APARTMENT				√		
15(i)	NMDLR(A) (Part I) Chapter V 16 (ii)	MORTGAGE NOC FOR BUILT-UP PREMISES (Apt Owners Assn / Co. op. Society / Tender plots) and plots up to 100 SQMT.					√	
15(ii)		CONFIRMATION OF BANK LIEN for Built up Premises					√	
16(i)	NMDLR(A) (Part I) Chapter V Regn 16 (ii)	PERMISSION TO TRANSFER CIDCO BUILT-UP PREMISES including Final Order for Transfer					√	
16(ii)		PERMISSION TO TRANSFER – PLOTS (Area below 100 Sqmts) Including Final Order of Transfer					√	
16(iii)		PERMISSION TO TRANSFER – PLOTS (Area above 100 SQMT & less than 2000 SQMT of area) Including Final Order of Transfer				√		
16(iv)		PERMISSION TO TRANSFER – PLOTS (Area more than 2000 SQMT) Including Final Order of Transfer			√			
17	NMDLR (Part I) Chapter V Regn 16(b)	APPROVAL OF NOMINATION					√	
18	NMDLR(A) (Part I) Chapter V Regn 17 (i)	TERMINATION OF AGREEMENT for Sale of apartment for breach / violation of conditions of agreement.			√			

1	2	3	4					5
Sr. No.	NMDLR(A) Regulation No.	Estate Functions	DELEGATION OF POWERS					Remarks
			MD	JMD	MTS	EO	AEO	
19	NMDLR(A) Part I, Chapter V Regn 17 (ii)	Determination of Lease of Company / Society / Apartment Owners Association			√		19	
20	NMDLR(A) Part I, Chapter V Regn 22	Summary eviction of persons unauthorisedly occupying the lands on the determination of agreement for sale or lease.			√		20	
21(i)	NMDLR(A) (Part I) Chapter VI Regn 23	ALLOTMENT OF OPEN SPACES FOR EXHIBITION Up to 30 Days				√	21(i)	With prior approval of Planning Dept
21(ii)		ALLOTMENT OF OPEN SPACES FOR EXHIBITION period between 30 Days to 60 Days			√		21(ii)	
21(iii)		ALLOTMENT OF OPEN SPACES FOR EXHIBITION period more than 60 Days		√			21(iii)	
22	NMDLR (Part II) Chapter IV Regn 27	ENROLLMENT OF ADDITIONAL MEMBERS in Co-operative Housing Society		√				Subject to scrutiny of eligibility of members by the Three member Committee
23	NMDLR Part II Chapter IV Regn 30 & 31	To take action to remedy the breach of any of these Regulations, committed by the members of the Society			√			

Sr. No.	NMDLR(A) Regulation No.	Estate Functions	DELEGATION OF POWERS					
			MD	JMD	MTS	EO	AEO	
24	NMDLR(A) (Part I II) Chapter V Regn 31 (i)	REMOVAL OR ADDITION / ALTERATION			√			
25	NMDLR(A) (Part II) Chapter V Regn 31 (ii)	EVICITION PROCEEDINGS AGAINST SOCIETY			√			
26(i)		CHANGE OF NAME DUE TO MARRIAGE / DIVORCE in case of CIDCO built premises as well as for plots having area up to 100 SQMT					√	With prior Approval of Planning Department
26(ii)		CHANGE OF NAME DUE TO MARRIAGE / DIVORCE etc. for Area more than 100 SQMT				√		
27(i)		AMALGAMATION / SUBDIVISION OF APARTMENTS and PLOTS having Area up to 2000 SQMT (The above areas are area after amalgamation)				√		With prior Approval of Planning Department
27(ii)		AMALGAMATION / SUBDIVISION OF PLOTS having area more than 2000 SQMT (The above areas are area after amalgamation)			√			
28		NO DUES CERTIFICATE				√		
29		NOC FOR SOCIETY FORMATION				√		
30		PERMISSION FOR REDEVELOPMENT	√					
31(i)		PERMISSION FOR RECONSTRUCTION (Area up to 2000 SQMT)			√			With prior Approval of Planning Department



1	2	3	4					5
Sr. No.	NMDLR(A) Regulation No.	Estate Functions	DELEGATION OF POWERS					Remarks
			MD	JMD	MTS	EO	AEO	
31(ii)		PERMISSION FOR RECONSTRUCTION (Area more than 2000 SQMT and less than 5000 SQMT)		√				With prior Approval of Planning Department
31(iii)		PERMISSION TO RECONSTRUCTION (Area more than 5000 SQMT)	√					

## Functions of Estate Department (MTS-I and MTS-III)

### 1. Allotment of Plots on Leave and License Basis

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the documents submitted	AEO	2
3	Submission of Proposal to the approval of Jt. MD/MD	Jt.MD/MD	30
4	After approval, issue of allotment Letter	EO	7
5	Receipt of Payment	AO(Estate)	3
6	After receipt of payment, Leave & License executed for approved time period.	EO	15
7	After every 6 months review of site inspection is done. If not satisfactory the L&L to be terminated without any notice.	AEO	-

### 2. Renewal of Leave and License Agreements

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the documents submitted along with: <ul style="list-style-type: none"> <li>Allotment details</li> <li>Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	SR. LO	7



3	Site Visit If satisfactory proceed further, else resume the plot/premises. If the plot/premises are not vacated within 30 days initiate proceedings as per Eviction of Govt. premises Act.	AEO	3
4	Charges are decided as per the Type as defined in the policy.	AEO	3
5	Submission of Proposal to the approval of competent Authority	EO/AEO	3
6	Receipt of Payment	AO(Estate)	3
7	On confirmation of payment, Leave & License Agreement is executed	EO	15

### 3. Execution of Agreement to Lease for Social Facility Plots

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Receipt of file from the Social Service Department		
2	Informing the Allottee & Survey Dept.	EO	3
3	Handing over the possession of plot at site.	Survey Dept.	10 days
4	<u>Regarding Demarcation Plan for Social Facility plots:</u> <ul style="list-style-type: none"> <li>If the plot area is found to be in excess of 10% of the area represented in the plot or by 250 Sq. Mtr. whichever is higher, MD may allot this excess area at the Base Rate suggested in the Land Pricing and Land Disposal Policy at the time of allotment of this excess area or at the rate at which the original plot is allotted whichever is higher.</li> <li>If MD rejects the proposal, the file is sent to the Planning department for carving out a separate plot for additional area or otherwise and then, send the file back to the Estate department with the confirmed demarcation plan for further processing.</li> </ul>	MD          CP          Sr. Economist	30          30          7    3 (for

	<ul style="list-style-type: none"> <li>If MD approves the proposal, the Estate department forwards the file to Economics Section.</li> <li>After confirmation from Economics Dept., Estate Dept. issues corrigendum letter to the Allottee and collects lease premium for additional area being allotted.</li> <li>After verification of payment to the accounts, the Agreement to Lease is executed.</li> </ul>	EO  AO (Estate)	issue of Corrigendum letter)  3
5	Receipt of the copy of the registered agreement from the Allottee.		
6	<u>Recovery of watch and ward charges for Social Facility Plots -</u> <ul style="list-style-type: none"> <li>If the agreement is not executed within 30 days from the date of the intimation letter, the file is submitted to MD for approval.</li> <li>If MD approves the same, watch and ward charges are collected and agreement to lease is executed.</li> <li>If the proposal is rejected, the file is sent back to Social Service section for further processing.</li> <li>If the execution of agreement spills over beyond the maximum permissible period of 5 months the agreement stands terminated. In the event of termination of concluded agreement the EMD along with 25% of the installments of lease premium shall be forfeited.</li> </ul>	EO MD  M (TS) M (TS)/ EO	7 30  3 7

#### 4. Execution of Agreement to Lease for Plots allotted to NMMC / PCMC

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Plots identified by Planning Dept. to be handed over to NMMC Alternatively if request received from NMMC for allotment of specific plots, proposal is forwarded to	Planning, Estate	

	planning dept.		
2	Confirmed Demarcation Plan is received from Planning Dept.	Planning	15
3	If lease premium is to be recovered, proposal is moved to Economics Dept. for confirmation of lease premium.	Sr. Economist	7
4	MTS send's proposal for approval of MD for allotment of plot to NMMC. If required proposal may be put up to the Board.	M(TS)/ EO MD Board	15 30 60
5	If MD/Board rejects the proposal, the case is closed. If approved, Letter of Allotment is issued to NMMC.	M(TS) EO	3 7
6	On payment of lease premium if applicable, confirmation of accounts section is sought.	EO AO (Estate)	3 3
7	After receiving payment confirmation, letter is issued to NMMC for execution of agreement with a copy to the survey department.	AEO	3
8	Handing over the possession of plot at site.	Surveyor (Planning)	7
9	Subsequently, agreement to lease is executed.	M(TS)/EO	7

## 5. Delay Condonation

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr. LO	7

2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>Lease Rent</li> <li>Any other charges</li> </ul>	AEO/EO	3
3	Period of Delay Charges Payable Upto 3 months : Rs. 1000.00 Beyond 3 months upto 6 months : Rs. 2000.00 Beyond 6 months upto 9 months : Rs. 3000.00 Beyond 9 months upto 12 months : Rs. 4000.00 Beyond 12 months : Rs. 5000.00	AO(Estate)	3
4	On receipt of payment, NOC for Delay Condonation is issued	AEO/EO	3

#### 6. Grant of extension in Construction period.

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>Ownership details</li> <li>Outstanding dues</li> <li>Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further	EO/AEO	3

	Else issue Rejection letter and show cause notice.		
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>Lease Rent</li> <li>Any other Charges</li> </ul>	AEO/ AO (Estate)	3
3	Verification of Construction period	AEO	3
3a	If Allotment Letter date prior to 06.11.2004, then Construction period is 6 years	EO/AEO	1
3b	If Allotment/Agreement letter between 06.11.2004 & 05.11.2008, then construction period is 5 years for Plots allotted to Govt./Public Charitable Trust/Societies registered under relevant Act and 4 years for all other plots	EO/AEO	1
3c	If Allotment / Agreement Letter post 05.11.2008, then construction period will be uniform 4 years	EO/AEO	1
4	Verify status of Development Permission	EO/AEO	3
4a	If Development permission is not obtained, transfer to Delay Condonation Process and after completion transfer back	EO/AEO	1
4b	If development permission is granted but time lag is between Agreement and development permission more than 6 months, transfer it to Delay Condonation Process and after completion transfer back	EO/AEO	1
4c	If time lag between Agreement and development permission is less than 6 months, proceed further	EO/AEO	1
5	If dev permission is granted, verify if Occupancy Certificate (OC) is obtained.	EO/AEO	1
5a	If OC is obtained, verify the Balance FSI	EO/AEO	1
5aa	If area in the part OC <50% of the permissible FSI for Social Facility Plot OR <75% of the permissible FSI for rest of the Plots, then calculate applicable plot area for which ALP is to be levied and proceed to Step 12	EO/AEO	1
5ab	If OC area>50% of the permissible FSI for Social Facility Plots OR OC area>75% of the permissible FSI for rest of the Plot area, grant of Time extension without recovery of ALP	MTS	1
5b	Else consider unconsumed Plot area for calculation of ALP and proceed further	MTS	1
6	Verify whether any earlier Time extension granted	EO/AEO	1
6a	If yes, calculate ALP for the period post the expiry of earlier time extension up to the period sought by	EO/AEO	1

	the licensee (but not containing fraction of a year)		
6b	Else calculate ALP for the entire period	EO/AEO	1
7	Forward the file to FA section for verification of calculation and proprietary audit and proceed on the basis of remarks obtained	FA	7
7a	If any issues/compliances pointed out, issue Rejection Letter accordingly	EO/AEO	3
7b	Else proceed further	EO/AEO	1
8	If Plot area<2000 Sq. Mt., Submit the file to Manager (Town Services) If Plot area>2000 Sq. Mt., forward the proposal to MD	MTS MD	30
8a	If the proposal is approved, proceed further	EO/AEO	3
8ab	Else issue Rejection Letter	EO/AEO	3
9	Issue payment letter and Challan to the applicant	EO/AEO	3
10	Upon receipt of payment confirmation from Account dept., issue letter for Grant of Time Extension with copy to ATPO/ADTP (NMMC)	AO/AEO/ EO	7

## 7. Mortgage NOC for Plots

Plot/Flat/Shop may be mortgaged by the Licensee / Lessee to a bank / financial institution contained in the empanelled List.

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr.LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment	AO(Estate)	3

	<ul style="list-style-type: none"> <li>Lease Rent</li> <li>Service Charges/Water charges</li> <li>Any other charges</li> </ul>		
3	Payment of Rs. 500 to be collected	AO(Estate)	3
4	On confirmation of payment, Mortgage NOC will be provided by CIDCO	EO	3

## 8. Grant of Additional FSI for Educational / Health / Religious Plots

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details& documents submitted along with: <ul style="list-style-type: none"> <li>Ownership details</li> <li>Outstanding dues</li> <li>Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	EO/AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>Lease Rent</li> <li>Service Charges/Water charges</li> <li>Any other charges</li> </ul>	AEO/ AO (Estate)	3
3	Verify status of Development Permission (CC)	AEO	1
3a	If CC is not obtained, transfer to Delay Condonation Process. Once delay Condonation process completed then process for Additional FSI.	AEO	1
3b	If CC is granted but time lag between Agreement and development permission is more than 6 months, transfer to Delay Condonation Process. Once delay Condonation process completed then process for Additional FSI.	AEO	1
3c	If time lag between Agreement and development		



	permission is less than 6 months, proceed further		
4	Verify if lease rent is recovered, if yes proceed further	AEO	1
5	If no, issue payment letter and Challan for recovery of lease rent and proceed further on receipt of payment	AEO	1
6	Verify if any other charges are to be recovered	AEO	1
7	If yes, issue payment letter and Challan and proceed further on receipt of payment	AEO	1
8	Verify if any unauthorized construction or change of Use is observed	AEO	1
9	If yes, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
9a	If issue resolved, proceed further Else issue Rejection Letter to applicant	AEO	1
10	If Dev permission (CC) is granted, verify if Occupancy Certificate (OC) is obtained	AEO	1
11	If OC is obtained, verify the FSI consumed		
12a	If FSI consumed is : <50% of the permissible FSI for Social Facility Plots <75% of the permissible FSI for rest of the Plots, Transfer the request to 'Time Extension Process. Once Time Extension process is completed then process for Additional FSI with levy of ALP		
12b	Else Process for Additional FSI without levy of ALP for time extension.		
13a	If the plot is in CIDCO area, Forward the file to the Planning Department for remarks regarding additional FSI as per GDCR and its extent	AEO/EO	1
13b	If the Plot is in NMMC area, write a letter to ADTP(NMMC) requesting to confirm permissibility of additional FSI and its extent		
13c	Upon receipt of Report from ATPO/NMMC (as the case may be), submit the file to empowered Land Use Change Committee for approval	EO	2
13c a	If the Committee rejects the proposal, issue Rejection Letter	CP/EO	15
13c b	If the Committee grants conditional approval, inform the applicant accordingly		
14	Calculate lease premium as per the Policy	AEO	1
15	Forward the file to FA section for verification of	FA	3



	calculation and proprietary audit and proceed on the basis of remarks obtained		
16	If any issues/compliances pointed out, inform accordingly. Else proceed further	AEO	1
17	Forward the proposal to MD	EO/M(TS)MD	30
18	On approval, issue Payment Letter and Challan to the applicant	AEO	1
19	Execution of modified Agreement to Lease	EO	3
20	Receipt of registered modified agreement copy from the Applicant		
21	Issue letter for grant of Additional FSI	AEO	1
22	To issue revised demand note for Service Charges (in CIDCO area) to accounts along with copy of issuing letter, agreement copy *Accounts to revise the Service charges details accordingly if applicable	AEO AO (Estate)	3 7

## 9. Grant of Additional FSI for other Plots

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>Ownership details</li> <li>Outstanding dues</li> <li>Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	EO/AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>Lease Rent</li> </ul>	AEO/ AO (Estate)	3

	<ul style="list-style-type: none"> <li>• Service Charges/Water charges</li> <li>• Any other charges</li> </ul>		
3	Verify status of Development Permission (CC)	AEO	1
3a	If CC is not obtained, transfer to Delay Condonation Process. Once delay Condonation process completed then process for Balance FSI.	AEO	1
3b	If CC is granted but time lag between Agreement and development permission is more than 6 months, transfer to Delay Condonation Process. Once delay Condonation process completed then process for Balance FSI.	AEO	1
3c	If time lag between Agreement and development permission is less than 6 months, proceed further		
4	Verify if lease rent is recovered, if yes proceed further	AEO	1
5	If no, issue payment letter and Challan for recovery of lease rent and proceed further on receipt of payment	AEO	1
6	Verify if any other charges are to be recovered	AEO	1
7	If yes, issue payment letter and Challan and proceed further on receipt of payment	AEO	1
8	Verify if any unauthorized construction or change of Use is observed	AEO	1
9	If yes, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
9a	If issue resolved, proceed further Else issue Rejection Letter	AEO	1
10	If Dev permission (CC) is granted, verify if Occupancy Certificate (OC) is obtained	AEO	1
11	If OC is obtained, verify the FSI consumed		
12	If FSI consumed is : <50% of the permissible FSI for Social Facility Plots <75% of the permissible FSI for rest of the Plots, Transfer the request to 'Time Extension Process. Once Time Extension process is completed then process for Balance FSI		
12a	Else Process for Additional FSI without levy of ALP for time extension.		
13	In case of plots allotted along with Built Premises	AEO	2

	on Hire Purchase, in such cases, obtain confirmation from Accounts Dept. regarding receipt of all the installments.	AO (Estate)	
14	Calculate Lease Premium as per the policy	AEO	1
15	Forward the file to FA section for verification of calculation and proprietary audit and proceed on the basis of remarks obtained	FA	3
16	If any issues/compliances pointed out, inform accordingly. Else proceed further	AEO	1
17	Forward the Proposal to MD	EO/M(TS)/MD	30
18	On approval, issue Payment Letter and Challan to the applicant	AEO	1
19	On Payment confirmation, issue letter for grant of Balance FSI	AEO	1

#### 10. Grant of Residual FSI (CIDCO constructed Tenements)

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details& documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	EO/AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Service Charges/Water charges</li> <li>• Any other charges</li> </ul>	AEO/ AO (Estate)	3

3	Confirmation of Residual FSI (in lieu of Balcony & Staircase) on the basis of certification of competent Planning Authority (TPO/ATPO)	AEO	1
4	If Residual FSI available as per Certification, process further. Else issue Rejection Letter to the applicant		
5	Calculate Additional Lease Premium as per policy	AEO	1
6	Submit the file to Manager (Town Services) for approval	AEO/EO/M(TS)	3
7	If approved, Issue Payment letter and Challan to the applicant. Else, issue Rejection Letter.	AEO	1
8	On payment confirmation, issue letter for grant of Residual FSI	AEO/ AO (Estate)	2

## 11. Change of Use

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	AEO/FO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further. Else issue Rejection letter and show cause notice.	EO/AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Service Charges/Water charges</li> <li>• Any other charges</li> </ul>	AEO/AO (Estate)	5
3	Forward the file to Planning Dept. for examination as per GDCR.	AEO/EO/M (TS)	2
4	Planning Dept. examines the required details as	CP	7

	per GDCR and Board resolutions. If refused, planning will inform to Estate Dept. to communicate to Applicant. If eligible, planning Dept. submits the proposal to land use change committee for suitable decision.	CP	30
5	If approved by Land use change committee, subject to compliance recommended by committee, ALP is worked out as per policy and proposal forwarded through FA to MD for approval.	AEO/EO/M (TS) FA MD	7 3 30
6	If rejected by Land Use change committee, communicate the same to concerned Applicant.	AEO	3
7	After Approval of MD, Issue Payment Letter and Challan to the applicant	AEO	3
8	Confirmation of Payment by the Account section	AO (Estate)	2
9	Issue of letter for execution of modified Agreement to Lease.	EO	3
10	Execution of modified Agreement to Lease	EO	7
11	Issuing letter for grant of Change of User with copy mark to the planning department and concerned TPO.	EO	1
12	To issue revised demand note for Service Charges (in CIDCO area) to accounts along with copy of issuing letter, agreement copy *Accounts to revise the Service charges details accordingly if applicable	AEO AO (Estate)	3 7

## 12. Expansion of Use

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>Ownership details</li> <li>Outstanding dues</li> <li>Legal Issues</li> </ul>	EO/AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for	CCUC	7

	resolution of problem and proceed further only after their advice		
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	EO/AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Service Charges/Water charges</li> <li>• Any other charges</li> </ul>	AEO/ AO (Estate)	5
3	Forward the file to Planning Dept. for examination as per GDCR.	AEO/EO/ M(TS)	2
4	Planning Dept. examine the required details as per GDCR and Board resolutions. <b>Check Maximum % of the plot area which is permitted for the expansion of Use as per policies</b>  If refused, planning will inform to Estate Dept. to communicate to Applicant. If eligible, planning Dept. submits the proposal to land use change committee for suitable decision.	CP  EO/AEO  CP	7  3  30
5	If approved by Land use change committee, subject to compliance recommended by committee, ALP is worked out as per policy Proposal forwarded to FA for ALP verification After verification forwarded to MD for approval.	AEO/EO/ M(TS) FA MD	7  3 30
6	If rejected by Land Use change committee, communicate the same to concerned Applicant.	AEO	3
7	After Approval of MD, Issue of Payment Letter and Challan to the applicant	AEO	3
8	Confirmation of Payment by the Account section	AO (Estate)	2
9	Issue of letter for execution of modified Agreement to Lease.	EO	3
10	Execution of modified Agreement to Lease	EO	7
11	Receipt of registered modified agreement copy from the Applicant		
12	Issuing letter of Grant of Expansion of Use with copy mark to the planning department and concerned TPO.	EO	1

13	To issue revised demand note for Service Charges (in CIDCO area) to accounts along with copy of issuing letter, agreement copy *Accounts to revise the Service charges details accordingly if applicable	AEO	3
		AO (Estate)	7

### 13. Transfer of Property (Tender Plot)

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	FO/AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	EO/AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Any other charges</li> </ul>	AEO/ AO (Estate)	3
3	Verification of execution of lease deed (for tender plot) <ul style="list-style-type: none"> <li>• In case of plot transfer, execution of lease deed is verified and if not executed, tripartite agreement is required to be signed. Also, verification of registration of such tripartite (TP) is also required.</li> <li>• In case of plot transfer where lease deed is executed, proposal for NOC for transfer is submitted. Subsequently, the buyer and seller have to execute deed of assignment/conveyance deed and register</li> </ul>	AEO	7
		EO/AEO/ FO	2

	the same. The process is brought to a closure after a copy of registered document is submitted.		
4	<p>Verification of conditions of agreement to Lease, If applicable</p> <ul style="list-style-type: none"> <li>If the condition regarding completion of minimum prescribed construction within the period granted by the Corporation, is not satisfied, then issue a refusal and transfer the process to the process of grant of time extension.</li> <li>Else proceed for further.</li> </ul>	EO/AEO/FO	2
5	Submission of the proposal for the approval of the competent authority	AEO/EO	1
6	Issue of Payment Letter and Challan to the applicant or rejection of the application	AEO	1
7	In case of revision of transfer charges before payment is made recovery of differential charges.	AEO	1
8	Confirmation of Payment by the Account section	AO (Estate)	2
9	Issuing Transfer NOC	EO/ AEO	1
10	Submission of registered copy of TP/Deed of Assignment	-	
11	<p>If, the registration is not done within 3 months of the NOC,</p> <p>Recovery of Administrative Charges (Rs.500/-)</p> <p>Payment Letter</p> <p>Issue of Challan</p> <p>Transfer NOC revalidated.</p>	AEO	1
12	In case of cancellation of Agreement To Sale, then 10% of the Transfer Charges are forfeited and balance amount is refunded.	M(TS)/EO/AEO	3
13	Else final transfer order is issued with copy to ATPO/ ADTP (NMMC) and Accounts.	EO	1



**14. Transfer of Property (Built up Premises of Society)**

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC <ul style="list-style-type: none"> <li>In case of Tender Plot transfer of individual apartments only if the Lease Deed is executed.</li> <li>In case of society plots Lease Deed is not mandatory.</li> </ul>	CFC	1
2	Basic Scrutiny of the details& documents submitted along with: <ul style="list-style-type: none"> <li>Ownership details</li> <li>Number of Units Permitted</li> <li>Comparison of Member List with OC</li> <li>Outstanding dues</li> <li>Legal Issues</li> </ul>	Estate	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	EO/AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>Lease Rent</li> <li>Any other charges</li> </ul>	AEO/ AO (Estate)	3
3.	Confirmation of the carpet area of flat with respect to architect certificate. In absence of such certificate proportionate plot area is considered. Applicable transfer charges will be levied accordingly.	AEO	1
4.	In case of multiple transfers of the Apartment, verification of the required documents for previous transfer.	AEO	2
6.	Submission of the proposal for the approval of the competent authority	AEO/EO	1

7.	Issue of Payment Letter and Challan to the applicant or rejection of the application	AEO	1
8.	In case of revision of transfer charges before payment is made recovery of differential charges.	AEO	1
9.	Confirmation of Payment by the Account section	AO (Estate)	3
10.	Issuing Transfer NOC	AEO	1
11.	Submission of registered copy of Deed of Assignment.		
12.	If, the registration is not done within 3 months of the NOC, Recovery of Administrative Charges. Payment Letter Issue of Challan Transfer NOC revalidated.	AEO	1
13.	In case of cancellation of Agreement To Sale, then 10% of the Transfer Charges are forfeited and balance amount is refunded.	M(TS)/EO/ AEO	3
14.	Else final transfer order is issued.	EO	1

#### 15. Transfer of Property (CIDCO Built up Premises)

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details& documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Change of User</li> <li>• Residual FSI</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> <li>• Deed of Apartment</li> </ul>	AEO	2

	<ul style="list-style-type: none"> <li>Service charges and water charges</li> </ul>		
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	EO/AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>Lease Rent</li> <li>Any other charges</li> </ul>	AEO/ AO (Estate)	3
3	In case of multiple transfers of the Apartment, verification of the require documents for previous transfer.	AEO	2
4	Submission of the proposal for the approval of the competent authority	AEO/EO	1
5	Inform the applicant about the applicable Transfer charges. Account for Residual FSI if applicable.	AEO	1
6	Issue of Payment Letter and Challan to the applicant or rejection of the application	AEO	1
7	In case of revision of transfer charges before payment is made recovery of differential charges.	AEO	1
8	Confirmation of Payment by the Account section	AO (Estate)	3
9	Issuing Transfer NOC	AEO	1
10	Submission of registered copy of Deed of Assignment.		
11	If, the registration is not done within 3 months of the NOC, Recovery of Administrative Charges. Payment Letter Issue of Challan Transfer NOC revalidated.	AEO	1
12	In case of cancellation of Agreement To Sale, then 10% of the Transfer Charges are forfeited and balance amount is refunded.	M(TS)/EO/ AEO	3
13	Else final transfer order is issued	EO	1

## 16. Transfer of Property (Miscellaneous)

### i. Change in composition of partnership firm: If a partner retires or a new partner is added

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details& documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> <li>• Partnership Deed (Old &amp; revised)</li> </ul>	AEO	2
2a	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Service Charges/Water charges</li> <li>• Any other charges</li> </ul>	AEO/ AO (Estate)	3
3	Transfer charges are calculated as per policy	AEO	1
4	Approval of competent authority as per DOP	EO	1
5	Payment letter is issued	AEO	1
6	Change is recorded after payment confirmation. Letter is issued	AEO	1

### ii. Change in Directors of a company: If a Director retires or a new Director is added

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details& documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	AEO	2
2a	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Service Charges/Water charges</li> </ul>	AEO/ AO (Estate)	3

	• Any other charges		
3	Transfer charges are calculated as per policy	AEO	1
4	Approval of competent authority as per DOP	EO	1
5	Payment letter is issued	AEO	1
6	Change is recorded after payment confirmation. Letter is issued	AEO	1

iii. **Change in name of partnership firm / company:**

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details& documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> <li>• Declaration to and registration with competent authority regarding change of name</li> </ul>	AEO	2
2a	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Service Charges/Water charges</li> <li>• Any other charges</li> </ul>	AEO/ AO (Estate)	3
3	Transfer charges are calculated as per policy	AEO	1
4	Approval of competent authority as per DOP	EO	1
5	Payment letter is issued	AEO	1
6	Change is recorded after payment confirmation. Letter is issued	AEO	1

**17. Transfer of Property (due to demise of licensee/ member)**

- On the Basis of Probate of Will
- On the Basis of Heirship/Succession Certificate
- On the Basis of letter of Administration
- On the basis of nomination with Society/CIDCO

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1

2	Basic Scrutiny of the details& documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> <li>• Succession document</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr. LO	7
2b	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	EO/AEO	3
2c	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Service Charges/Water charges</li> <li>• Any other charges</li> </ul>	AEO/ AO (Estate)	3
3.	Approval of Competent authority as per DOP	AEO/ EO	1
3	Payment of applicable charges collected	AEO/ AO (Estate)	3
4	On confirmation of payment, CIDCO records the Change in Name of Heirs and issues the letter.	AEO	1

## 18. Recording of Nomination

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr.LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	AEO	3

2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Service Charges/Water charges</li> <li>• Any other charges</li> </ul>	AO(Estate)	3
3	Payment of Rs. 5000 to be collected	AO(Estate)	3
4	On confirmation of payment, CIDCO records the Nominee and issues the letter.	AEO	3

## 19. Amalgamation of Plots

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr. LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Other Charges</li> </ul>	AO(Estate)	3
3	Proposal is forwarded to Sr. Planner for comments	Sr. Planning	7
4	After receipt of remarks from planning Dept., proposal is forwarded to TPO for amalgamation of plots.	ATPO	30
5	On formal clearance for amalgamation by TPO/ADTP (NMMC), file is forwarded to Planning Dept. for confirmed Demarcation Plan.	Sr. Planner	7
6	Upon receipt of confirmed Demarcation Plan, Payment Letter is issued.	EO/AEO	3

7	Administrative charges are recovered as below: Rs.10000/- per amalgamation of 2 plots and further addition of each is charged additional Rs.10000/-. Payment receipt from Applicant. Payment confirmation from Accounts Dept. if the amount is > Rs. 100000/-.	AO(Estate)	3
8	Modified agreement is executed at Estate	EO	15
9	Registration Agreement copy need to be submitted to Estate by Applicant.	EO/AEO	15
10	Competent Authority issues the Amalgamation Letter with copy to Accounts	MTS	7

## 20. Permission for Temporary Use of Open Spaces

Sr. No.	Process/Activity	Employee concerned	Time line In days
1.	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Application is referred to Planning dept. for comments	Sr. PLANNER	7
3	After the proposal is accepted by Planning it is sent to Nodal Administrator for site verification in CIDCO area. And for site verification in NMMC area is done by Surveyor.	SE (Nodal)	7
4	If the permission is required for period of maximum up to 30 days, the proposal is submitted to Manager Town Services for approval. Else proposal is submitted to MD for approval. Payment letter is issued (Charges as per policy) Challan is prepared.	MTS / MD	30
5	Payment is made	AO(Estate)	3
6	Permission Letter is issued	EO/AEO	3

## 21. Enrollment of Additional Members

If there is vacancy in membership of society against the number of tenements confirmed in the O.C. additional members can be taken.



- Due to increase in FSI from 1 to 1.5
- Due to increase in no. of units within same FSI

Sr No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr. LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	AEO	3
3	Check the number of additional units as per occupancy. Submit the proposal to scrutiny committee	AEO	7
4	Submit the proposal to competent authority for approval	AEO/EO	3
5	After receipt of approval, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Membership Charges</li> <li>• Lease Rent</li> <li>• Service Charges/Water charges</li> <li>• Any other charges</li> </ul>	AO(Estate)	3
6	After confirmation of receipt of Payment, Permission Letter for addition of member is issued to the society.	AEO/EO	3

## 22. Grant of No Dues

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1

2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr. LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	EO/AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment Lease Rent Service Charges/Water charges Any other charges	EO/AEO	3
3.	For CIDCO Area - On Communication from TPO/ATPO Licensee approaches CIDCO for payment of dues	AO(ESTATE)	3
4	For CIDCO Area No dues Certificate is sent to TPO/ATPO	TPO/ATPO	7
5.	For NMMC Area - After receipt of outstanding dues, No dues Certificate is issued to applicant through CFC.	EO/AEO	3

### 23. Grant of Lease or Deemed Conveyance

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their	Sr. LO	7

	advice		
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Other Charges</li> </ul>	AO(ESTATE)	3
3	Verify whether Occupancy Certificate (OC) is obtained	AEO	3
3a	If OC obtained for FSI>50% of the permissible FSI for Social Facility Plots OR FSI>75% of the permissible FSI for rest of the Plot, then proceed	EO/AEO	1
3b	Else issue Rejection Letter	EO/AEO	1
4	Verify whether OC obtained within permissible/ extended period of construction	EO/AEO	3
4a	If yes, proceed	EO/AEO	1
4b	Else transfer to time extension process and after completion proceed	EO/AEO	3
5	Verify observance of other conditions of agreement to lease (including special conditions in case of SF plots)	EO/AEO	3
5a	If yes, proceed	EO/AEO	1
5b	Else issue Rejection Letter	EO/AEO	1
6a	If Plot is for individual residence, proceed further.	EO/AEO	1
6b	If it is a Society Plot, verify list of present members with the members enrolled with CIDCO	AEO	3
6ba	If the list matches, proceed further	AEO	1
6bb	else transfer to apartment transfer process and after completion of process, proceed further	AEO	1
6c	If Plot is a tender plot, verify whether the Allottee has formed the Society of the residents	AEO	1
6cb	Else issue Rejection Letter	EO/AEO	3
7	Forward the file to FA section for verification of calculation and proprietary audit and proceed on the basis of remarks obtained	FA (Financial Adviser)	7
7a	If any issues / compliances pointed out, issue Rejection Letter accordingly	EO/AEO	3
7b	Else proceed further	AEO	1

8	Verify whether amendment of Bye Law No. 38 regarding seeking permission from CIDCO has been effected	AEO	3
8a	If yes, proceed further	AEO	1
8b	Else issue Rejection Letter	EO/AEO	1
9	Submit the file to Manager (Town Services) for approval	MTS	3
9a	If approved, proceed further	EO/AEO	1
9b	Else issue Rejection Letter	EO/AEO	1
10	Issue letter calling for Execution of Lease Deed	EO/AEO	3
11	Execution of Lease Deed	EO	15
12	Receipt of registered Lease Deed	EO/AEO	15
13	Issue of Final Order	EO	3

## 24. NOC for Society Formation

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> <li>• Unauthorized Construction</li> </ul>	AEO	3
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr.LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	AEO	3
3	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Any other charges (Transfer Charges)</li> </ul>	AO(Estate)	3
4	Payment is made and copy of receipt is submitted to Estate	AO(Estate)	7
5	NOC is issued for formation of society.	AEO/EO	3

## 25. Drainage NOC for NMMC / PMC Areas

Sr. No.	Process/Activity	Employee concerned	Time line In days
1	Check List of documents attached with application and Receipt of Application at CFC	CFC	1
2	Basic Scrutiny of the details & documents submitted along with: <ul style="list-style-type: none"> <li>• Ownership details</li> <li>• Outstanding dues</li> <li>• Legal Issues</li> </ul>	AEO	2
2a	If any legal issues, forward the file to Legal Department and proceed further only after their advice	Sr. LO	7
2b	If any unauthorized construction or change of use observed, forward the file to CUC section for resolution of problem and proceed further only after their advice	CCUC	7
2c	If issue resolved, proceed further Else issue Rejection letter and show cause notice.	AEO	3
2d	If any dues are there, issue Payment Letter, challan & Receipt of Payment <ul style="list-style-type: none"> <li>• Lease Rent</li> <li>• Service Charges/Water charges</li> <li>• Any other charges</li> </ul>	AO(Estate)	3
3	On confirmation of Payment if applicable, Drainage NOC will be issued by CIDCO	EO	3