



**Navi Mumbai Airport Influence Notified Area (NAINA) Project  
City and Industrial Development Corporation of Maharashtra Ltd.**

**Citizens Charter**

3<sup>rd</sup> floor, Tower No. 10,  
Belapur Railway station Complex,  
Sector -10, CBD Belapur, Navi Mumbai - 400614.  
Phone No. (022) 6136 5200, Fax No. (022) 6136 5233.  
Website: <http://cidco.maharashtra.gov.in/>

**Services & Facilities provided to the Public**

<b>Sr. No.</b>	<b>Details of Service</b>	<b>Required Document</b>	<b>Timeline</b>	<b>Officer Concern</b>	<b>Complain redressal</b>
	Planning Department				
1	Issuing of Zone Confirmation Statement	List of required document is separately attached and placed on website of CIDCO.	15 working days after submission of required documents. Subject to all documents being in order.	Associate Planner	OSD (NAINA)
2	Issuing of Sale NOC	Proposals forwarded by District Collector	21 working days after submission of required documents. Subject to all documents being in order.	Associate Planner	OSD (NAINA)
3	Application under Right To Information Act, 2005	Application	As per RTI Act	PIO Amritha G Pai (Senior Planner)	Appellate Authority V. Venugopal (OSD)
4	NA Remark Proposal	List of required document is separately attached and placed on website of CIDCO.	30 working days after submission of required documents. Subject to all documents being in order.	Associate Planner	OSD (NAINA)
5	Grant of Commencement Certificate (CC)	List of required document is separately attached and placed on website of CIDCO.	As per MR&TP Act, 1966, after submission of required documents.	Associate Planner	OSD (NAINA)
6	Grant of Plinth Completion Certificate (PCC)	List of required document is separately attached and placed on website of CIDCO.	As per standardized DCRs (15 days), after submission of required documents.	Associate Planner	OSD (NAINA)
7	Grant of Occupancy Certificate (OC)	List of required document is separately attached and placed on website of CIDCO.	As per standardized DCRs (21 days), after submission of required documents.	Associate Planner	OSD (NAINA)
8	Issuing of approved CZMP & plans	Application	Within 5 working Days	Associate Planner	OSD (NAINA)