



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of
RTI Act 2005 of F/North Ward

Senior Inspector (Licences),F/North ward

Address -

**Office of Senior Inspector(License),
Room No. 6, Ground Floor,
96, Bhau Daji Road,
Matunga(E), Mumbai 400 019.
Contact No. 24024353**

PREAMBLE

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

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

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

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

**Senior Inspector (Licences),
F/North ward**

INTRODUCTION

LICENSE

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

1. Trade Licence
2. Advertisement
3. Projections
4. Encroachment

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

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

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

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

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

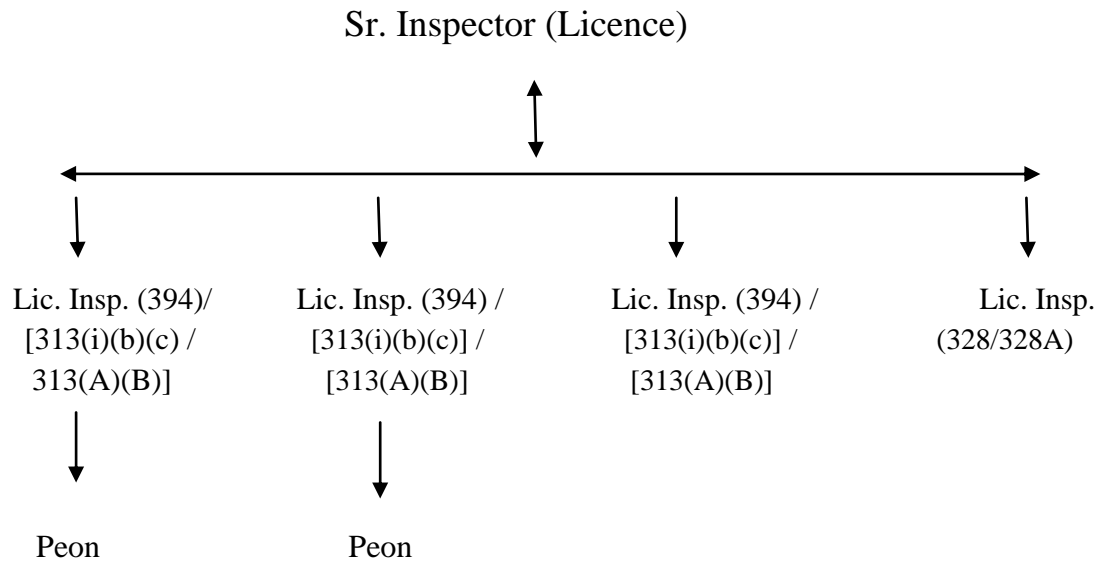
The License Department is not only the controlling department but side by side it is also a revenue earning department. It is not for the inspector only to see the places and to report, but he has to follow up the cases from time to time of detection till they are finalized by grant of license, if the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

SECTION 4 (1) (b) (i)

The particulars of functions and duties of the public authority:

1.	Name of Public Authority	Sr. Inspector (Licence)
2.	Address	Room No.6, Ground Floor, “F/North” Ward office Bldg., 96, Bhau Daji Road, Matunga (E), Mumbai 400019.
3.	Head of the Office	Sr. Inspector (Licence)
4.	Parent Govt. Deptt.	Superintendent of Licence
5.	Reporting to which office	Assistant Commissioner, “F/N”
6.	Jurisdiction Geographical	“F/North” Ward is bounded by the Thane Creek on the East, Central Railway on West, S. N. Mankikar Marg on North and Mumbai Marathi Granth Sangrahalaya Marg & Road No. 26 of Scheme No. 57 Sion Division on South side.
7.	Mission	1. To prevent unauthorized Trade activity and storage u/s 394, Projection u/s 313 (i)(b)(c) and Advertisement u/s 328/328A. 2. To regulate & caution trade activity and storage, Projections Advertisement permits.
8.	Vision	1. No unauthorized Trade activity and Storage, 2. U/a Advertisement, Board, Banners also.
9.	Objective	1. To minimize the Number of unrenewed licences, 2. To forfeit the Security Deposits of unrenewed licence. 3. To control the u/a Storages and Trades within the “F/N” Ward
10.	Functions	1. To inspect the premises where at storages & trades are carried out. 2. To renew the Trades, Projections, Hawkers Licence & Advertisement permits. 3. Removal of u/a Boards,

Organization's Structural Chart



Section 4 (i) (b) (ii)

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

A

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

B

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

C

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

D

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

E

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

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

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

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

1. Sr. Inspectors (Licence) are in overall charge of the Licence Department in the ward office and will control, guide and supervise the working of the Inspectors (Licence) under them.
2. To see that the staff under them do work according to the scheduled programme.
3. To see that the quantum of the field work by the Inspectorial staff under them is done according to the quota laid down.
4. To see that the renewal work is done every year in accordance with the instructions issued in this connection from time to time.
5. To inspect the premises for the purpose of declaring the suitability or otherwise of the premises with regard to the issue of Licences subject to powers delegated to them within their respective areas.
6. To attend personally to the complaints received from the public within 24 hours, take actions for the irregularities noticed during inspection, reply the complainants on the spot if possible, otherwise within 24 hours and report compliance to the Asst. M.Cs. or A.S.L. or S.L. as the case may be.
7. They are personally responsible for prompt and effective disposal of cases and applications received in their Asst. M.Cs. / Ward office / in their respective ward.
8. They should interview the visitors and guide them properly and see that the visitors are not required to come to the ward office again and again.
9. They should submit their abstracts or outdoor and indoor work of their ward offices on dates prescribed by Asst.M.Cs.
10. They have to report the names of the members of the staff under them whose outdoor as well as indoor work is not up to the mark to the higher authorities.

11. To see personally that the duties prescribed for Inspector (Licence) are properly discharged by them and instructions issued to them from time to time are complied with scrupulously.
12. To see personally that no cases are kept pending for more than a week and if they have any difficulties, they should see A.S.L. or Dy. S.L. or S.L. for guidance.
13. For any Municipal loss on account of licence fees of any kind or ground rent arising out of carelessness or slackness in supervising on their part, they are personally responsible and hence, it is necessary that they should keep proper watch over the recoveries of Municipal dues.
14. They should personally comply with inspection notes of M.C's rounds, Works Committee agenda / items and Councillor's necessary and immediate inspections to the offices within four days from the date of round or receipt as the case may be. They should also see that expected date cases are submitted well in time to H.O.
15. They should take thorough inspection of place affected in a fire, immediately after the fire and submit their reports taking actions wherever necessary immediately as per C.F.O's observation.
16. They should keep watch on hot spots from fire risk point of view and see that effective actions against licensees at these places are taken with a view to prevent any mishap.
17. To see personally that effective actions are taken against storages / trades whose premises are totally rejected by the Fire Brigade Department from fire risk point of view.
18. Sr. Inspectors are responsible for effective enforcement of licensing provisions which are administered by the department.
19. They should attend to Court work of their wards and see that convictions are ensured in cases of all prosecutions launched. For any judgments which require appeals to higher Courts, they should obtain copies of judgments and personally see that Appeals to higher Courts are filed before appeal period is time-barred.
20. For all purposes, they are under immediate control and command of Asst. M.C's concerned.
21. They will maintain field books and submit weekly abstracts thereof to A.S.Ls. They will check up the field books of their Junior Inspectors.

22. Their field work should be effective, extensive and driving with a view to preventing risk and danger to the life and property of the citizens and seeing that Municipality is not put to any monetary loss of dues of taxes, fees, ground rent, cheques on account of carelessness on the part of the staff under them.
23. May grant casual leave to their subordinates within the limits of prescribed restrictions laid down in M.C's circular on the subject from time to time.
24. To dispose of C.A. / M.C.A. audit notes in stipulated time.
25. To ensure that concerned Advertisement Inspector has to maintain permit registers and keep them up-to-date and see that action for non-renewal and for unauthorized advertisement is taken promptly and effectively.
26. It is his overall responsibility to see that unauthorized advertisements are not allowed to continue.
27. He has to process applications for grant of advertisement permits in the ward.
28. He is fully responsible for removal of unauthorized banners, posters, boards and all kinds of advertisements.
29. He is fully responsible to follow the orders of all Courts and take immediate follow up actions and to remove hoardings as directed by Court, Zonal D.M.C. in hearing matters or by another higher authority.
30. To reply to the application received under Right to Information Act, 2005.

B] DUTIES OF INSPECTORS (LICENCE) (ADVERTISEMENT)

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

C] DUTIES OF INSPECTOR (LICENCES)

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

Section 4(i)(b)(iii)

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

Name of Activity : Procedure for issuance of licences u/s 394 of the MMC Act

Name of the Act : M.M.C. Act, 1888

Related provisions : Section 394

Rules :

Govt. Resolutions :

Circulars :

Office Orders :

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

		application and certified documents as per format Appendix "E".			
		Sanction is to be given by Sr. Inspector (Lic.).	2 days	Sr.Inspector	

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

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

Sr. No.	Activity	Steps involved	Time Limit	Responsible employee or officer	Remarks
2	Transfer of licence u/s 394 of MMC Act	After receiving application with documents, scrutinize the same.	3 days	Inspector (Lic.)	
		Letter to party for submission of documents if required as per CFC List and mentioning to come with original copies for verification.	2 days	Inspector (Lic.)	
		After verification of documents as Rent receipt, Shop & Estt. Certificate, Partnership Deed or Article & Memorandum of Assoc., etc. inspection of premises is to be done.	3 days	Inspector (Lic.)	
		Put up proposal for sanction of Sr. Inspector (Lic.) along with application and certified documents.	3 days	Inspector Sr.Inspector (Lic.)	
		As per sanction of Sr. Inspector (Lic.) necessary changes are made in licence by taking approval of Sr. Inspector (Lic.) through SAP System.	3 days	Inspector Sr.Inspector (Lic.)	
		Direct the party for payment of transfer fees	5 days	Inspector (Lic.) &	

		within specific period at CFC Counter and produce the receipt of same.		CFC	
		Issue new licence through SAP system	2 days		
	All this procedure is to be completed within 30 days of application and sanctioned proposal is to be sent to H.C. (Revenue) Department for audit and further disposal.				

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

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

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

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

Section 4(i)(b)(iii)

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

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

Name of the Act : M.M.C. Act, 1888

Related provisions : Section 313(i)(b)(c)

Rules :

Govt. Resolutions :

Circulars :

Office Orders :

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

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

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

Name of the Act : M.M.C. Act, 1888

Related provisions : Section 313(i)(b)(c)

Rules :

Govt. Resolutions :

Circulars :

Office Orders :

Sr. No.	Activity	Steps involved	Time Limit	Responsible employee or officer	Remarks
2	Transfer of licence u/s 313(i)(b)(c) of MMC Act	After receiving application with documents, scrutinize the same.		Inspector (Lic.)	
		Letter to party for submission of documents if required as per CFC List and mentioning to come with original copies for verification.		Inspector (Lic.)	
		After verification of documents as Rent receipt, Shop & Estt. Certificate, Partnership Deed or Article & Memorandum of Assoc., etc. inspection of premises is to be done.		Inspector (Lic.)	
		Put up proposal for sanction of Sr. Inspector (Lic.) along with application and certified documents.		Inspector Sr.Inspector (Lic.)	
		As per sanction of Sr. Inspector (Lic.) necessary changes are made in licence by taking approval of Sr. Inspector (Lic.) through SAP System.		Inspector Sr.Inspector (Lic.)	
		Direct the party for payment of transfer fees within specific period at CFC Counter and produce		Inspector (Lic.) & CFC	

		the receipt of same.			
		Issue new licence through SAP system			
	All this procedure is to be completed within 30 days of application and sanctioned proposal is to be sent to H.C. (Revenue) Department for audit and further disposal.				

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

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

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

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

Section 4(i)(b)(iii)

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

Name of Activity : Procedure for issuance of permits u/s 328 & 328 A of the MMC Act

Name of the Act : M.M.C. Act, 1888

Related provisions : Section 328 & 328 A

Rules :

Govt. Resolutions :

Circulars :

Office Orders :

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

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

Name of Activity : Procedure for transfer of permits u/s 328 & 328 A of the MMC Act

Name of the Act : M.M.C. Act, 1888

Related provisions : Section 328 & 328 A

Rules :

Govt. Resolutions :

Circulars :

Office Orders :

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

		Issue new permit through SAP system	2 days		
	All this procedure is to be completed within 30 days of application and sanctioned proposal is to be sent to H.C. (Revenue) Department for audit and further disposal.				

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

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

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

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

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

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

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

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

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

Sr. No.	Activity	Steps involved	Time Limit	Responsible employee or officer	Remarks
		After receiving sanction from D.M.C.(HR), letter to party for payment of transfer fee and other charges as applicable.			
		On submitting the receipt of payment of transfer fees and other charges, necessary changes are done on licence as per sanction of D.M.C. (HR) on SAP system by taking approval from Sr. Inspector (Lic.). After that copy of licence is given to applicant.		Inspector Sr.Inspector (Lic.)	
		After receiving xerox copy of licence, proposal is sent to H.C. (Revenue) for further disposal.		Inspector H.C. (Rev.)	
All this procedure is to be completed within 30 days subject to sanctions received from higher authorities.					

Section 4(i)(b)(iv)

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

(Licence)

Organizational Targets (Annual)

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

Section 4(i)(b)(v)

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

(Licence)

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

Sr. No.	Subject		G.R. / Circular / Office Orders / Rule No. / Notification, etc. & Date	Remarks
		9	<u>SL/44 of 16.2.1999</u> No permission is to be given for Aarey Sarita Stall or MAFCO Centres on road or footpath.	
		10	<u>SL/3 of 2001-02</u> Restoration of hawker licences u/s 313A & 313B cancelled due to non-payment of licence fees.	
		11	<u>SL/21 of 2007-08</u> Transfer of hawker licences from 12.2.2007.	
		12	<u>SL/18 of 2008-09</u> Restoration of hawker licences cancelled due to non-payment of licence fees. (Application received after 31.12.2008).	
		13	<u>SL/21 of 2008-09</u> HPCO licences can be renewed for the period of 1 year. Upto 1 year, S.D. should not be forfeited	
		14	<u>SL/22 of 2008-09</u> Authority for restoration of hawker licences, upto 6 months - Sr. Inspector (Lic.) and more than 6 months to 2 or 3 years - Asst. Commissioner of Ward.	
		15	<u>SL/3 of 2010-11</u> Licence fees can be accepted upto 1 year in advance from cobbler.	

Section 4(i)(b)(v)

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

(Licence)

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

		5	<u>SL/87 of 10.2.1971</u> A.C. units projections should not be charged.	
		6	<u>SL/79 of 18.1.1972</u> Storage of material is not allowed in box type projection.	
		7	Weather frame exceeds than 1.22 meters in width shall be treated as O.H.A.	

Section 4(i)(b)(v)

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

(Licence)

Sr. No.	Subject		G.R. / Circular / Office Orders / Rule No. / Notification, etc. & Date	Remarks
3	Circulars and rules for the licences issued u/s 394 of MMC Act (Trade Licence & Storage Licence)		As per MMC Act, section 394(1), no person shall be allowed to keep any article specified in Schedule "M" Part-I, in excess quantity specified in Part-II and for sale or for other than domestic use any article specified in Part-III. As per Schedule "M" Part-IV, no person is allowed to carry on any trade without licence mentioned in its (i) & (ii).	
			Schedule "M" is a list of licenseable articles and trade which is devised into 4 parts in connection section 394 of MMC Act.	
			<u>Section 479 of MMC Act</u>	
		1	Licence can be granted by specifying period signed by M.C. or empowered officer of MCGM.	
		2	Licence fee may be charged as fixed by M.C. and sanction of Corporation	
		3	Licence can be revoked by M.C. if its condition is infringed.	
		4	If licence is suspended or revoked or time period expired (unrenewed) deemed to be without licence.	
		5	Licence must be produced on demand by M.C. or authority of	

			MCGM.	
			<u>Prosecutions</u>	
			Prosecutions can be lodged for not having licence for keeping licenseable article or trade as above	
		1	For keeping articles in Part-I in Schedule "M" - S. 394(1)(a)(i) / 471.	
		2	For Part-II in Schedule "M" for keeping articles excess than free limit - S. 394(1) (a)(ii) / 471	
		3	For Part-III in Schedule "M" for keeping articles for sale or use other than domestic purpose without licence - S. 394(1)(b) / 471	
		4	For Part-IV in Schedule "M" for carrying any trade (i) & (ii) without licence - S. 394(1)(e)(i) / 471	

Section 4(i)(b)(v)

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

(Licence)

Sr. No.	Subject		G.R. / Circular / Office Orders / Rule No. / Notification, etc. & Date	Remarks
			<u>Circulars</u>	
		1	<u>SL/3652/LLS of 12.1.1977</u> Taking cognizance or offence u/s 394 of MMC Act by the Police (Sec. 516AA of MMC Act).	
		2	<u>SL/6 of 1976-77</u> Powers to issue licences u/s 394 of MMC Act delegated to W.O. directly.	
		3	<u>SL/8136 of 3.5.1976</u> The storage controlled by BPT would be covered u/s 394 of MMC Act and hence required licence u/s 394 of MMC Act.	
		4	<u>SL/17 of 1993-94</u> For keeping paper or paper boards or products thereof as well as cloth, licence is not required. (As per Govt. Official Gazette dated 22.10.1991).	
		5	<u>SL/18/Lic of 13.8.2001, SL/21 of 30.8.2001 & SL/30 of 21.1.2001</u> Implementation of One Window System to issue licences for trade, storage u/s 394 of MMC Act.	
		6	<u>SL/17 of 2006-07, SL/14 of 2007-08 & SL/17 of 2007-08</u> Circulars for action against unauthorized fire crackers on	

			road, footpath and guideline for renewal of fire crackers licences.	
		7	<u>SL/16413/Ench of 25.2.2009</u> Licences under section 394 of MMC Act for keeping combustible liquid i.e. Alcoholic Beverages in excess of 1000 litres.	
		8	<u>AA/11222/Lekha of 14.10.2011</u> Revision of Trade Refusal Charges.	

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

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

Section 4(i)(b)(vi)

Statement of categories of documents held in the office of Sr. Inspector (Licence), "F/North" Ward

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

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

	313(i)(b) (c) & 328/ 328A of MMC Act				
10	Register for Hawkers licences			Details of hawker licences such as old and new licence number, name of party, R.A., licenseable permitted area, commodity, etc.	
11	Circular File			Various circulars issued by S.L. Department, D.M.C. (Special), D.M.C. (HR), A.M.C. (City) and Hon'ble M.C. regarding new orders, amendments, policy and guidelines, etc.	
12	RTI Application and their replies as well as Appeal made under RTI Act			Details of application received under RTI Act and replies given to the same. Details of Appeal made by applicant under RTI Act and orders passed by Appellate Authority.	
13	RTI Register			Details of RTI applications such as name of party, address, particulars, date and letter to party, etc.	

Section 4(i)(b)(ix)

Directory of the Officers and Employees

Sr. No.	Designation	Name of the officer / employee	Cadre	Date of joining the post	Date of joining in F/N Ward	Contact details (Phone / Fax / Email)
1	Sr. Inspector (Licence)	Mr. Sambhaji B. Patil	B	09.09.2010	Aug. 2014	022-24024353
2	Inspector (Licence)	Mr. S.L. Gosavi	C	24.04.2001	Jan. 2016	022-24024353
3	Inspector (Licence)	Mr. N.A. Dhavale	C	29.12.2004	Jan. 2016	022-24024353
4	Inspector (Licence)	Mr. H. N. Ghedmal	C	03.12.1992	Mar-2015	022-24024353
5	Inspector (Licence)	Mr. R.U. More	C	04.08.2006	Jan. 2016	022-24024353
6	Peon	Mr. Bhupesh M. Jadhav		10.11.1989	July 2011	022-24024353
7	Peon	Mr. Sameer Sawant		23.09.1998	Jan. 2015	022-24024353

Section 4(i)(b)(x)**Details of remuneration of Officers and Employees in the office of
Licence Department**

Sr. No.	Name of the officer / employee	Designation	Basic Pay	DA	HRA	CL A	Special Allowance / Transport Allowance / Project Allowance	Total
1	Mr. Sambhaji B. Patil	Senior Inspector (Licence)	20189+ 4300	26204	7347	463	600	59103
2	Mr. S.L. Gosavi	Inspector (Licence)	20280+ 2800	24696	6924	463	600	55763
3	Mr. N.A. Dhavale	Inspector (Licence)	13950+ 2800	17923	5025	463	600	40761
4	Mr.H. N. Ghegadmal	Inspector (Licence)						
5	Mr. R.U. More	Inspector (Licence)	17540+ 2800	21764	6102	463	600	49269
6	Mr. Bhupesh M. Jadhav	Peon	11270+ 1900	14038	3936	-	600	
7	Mr. Sameer Sawant	Peon	10710+ 1900	13493	3783	-	600	30486

Section 4(i)(b)(xi)

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

* Publish copy of the budget

(in Rs.)

* Publish copy of grant distribution

Format B for previous year

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

Section 4(i)(b)(xii)

Details of beneficiaries of subsidy programme in the office of _____

Name of the Scheme / Programme

For the year _____

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

Section 4(i)(b)(xiii)

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

Type of Licence / Permission / Concession :

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

Section 4(i)(b)(xiv)

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

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

Section 4(i)(b)(xv)

Particulars of the facilities available for citizens for obtaining information in the office of "F/N" Ward.

Sr. No.	Type of facility	Timings	Procedure	Location	Person Incharge
1	Inspection of record under R.T.I.	3.00 p.m. to 5.00 p.m. on Tuesday & Thursday (Except Holidays) with prior appointment only	For inspection of records no fee for first hour will be charged. However, fee of Rs.5/- for each 15 minutes or fraction thereof will be charged thereafter.	Office of the Sr. Inspector (Lic.), "F/N" Ward Office Building, Room No.6, Ground Floor, 96, Bhau Daji Road, Matunga (E), Mumbai 400012.	Sr. Inspector (Licence), "F/N" Ward

Section 4(i)(b)(xvi)

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

P.I.O.

A

Sr. No.	Name of P.I.O.	Designation	Jurisdiction as PIO under RTI	Address / Phone No.	Email id for purpose of RTI	Appellate Authority
1	Shri Patil S. B.	Sr. Inspector (Licence)	F/N Ward	Office of the Sr. Inspector (Lic.), "F/N" Ward Office Building, Room No.6, Ground Floor, 96, Bhau Daji Road, Matunga (E), Mumbai 400012.	-	Asst.M. C. F/N Ward

Section 4(i)(b)(xvi)

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

A.P.I.O.

B

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

Section 4(i)(b)(xvi)

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

Appellate Authority

C

Sr. No.	Name of Appellate Authority	Designation	Jurisdiction as PIO under RTI	P.I.O. reporting	Email id for purpose of RTI
1	Mr. Keshav Ubale	Asst.M.C. F/N Ward	"F/N" Ward	Sr. Inspector (Licence), "F/N" Ward	-

Section 4(i)(b)(xvii)

Any other information of Public use

NIL
