



BRIHANMUMBAI MAHANAGARPALIKA

Section 4 Manuals as per provision of RTI Act
2005 of G/South Ward

Sr. Insp. (License) G/South ward

Address – Office of Sr. Insp. (License) G/South ward

Asst. Commissioner G/South Ward Office

2nd Floor , Dhanmill Naka,

N.M.Joshi Marg,

Mumbai – 400 013

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 Assistant Engineer, Building & Factory, G/South 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.

This consolidated updated handbook on 17 Manuals of the Act would help all the information seekers in getting information. However, in case any information seeker wants to get more information on topics covered in the handbook as well as other information may contact Senior Inspector (Licences), G/South ward whose office is situated at G/South ward office, 2Nd Floor, Dhanmill Naka, N. M. Joshi Marg, Mumbai-400013. The procedure and fee structure for getting information is as per the provisions of RTI Act,2005.

Sd/-
Senior Inspector (Licences),
G/South 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:

	Name of Public Authority	Sr. Inspector (Licence)
1.	Office Address	2 nd Floor, G/South Ward Office Building, Dhanmill Naka, N. M. Joshi Marg, Mumbai – 400013
2.	Head of the Office	Sr. Inspector (Licence)
3.	Parent Govt. Deptt.	Superintendent of Licence
4.	Reporting to which office	Assistant Commissioner G/S.
5.	Jurisdiction	G/South ward.
6.	Mission	<ol style="list-style-type: none">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.
7.	Vision	<ol style="list-style-type: none">1. No unauthorized Trade activity and Storage as well as u/a Advertisement Boards, Banners.
8.	Objective	<ol style="list-style-type: none">1. To minimize the Number of un-renewed licences,2. To forfeit the Security Deposits of un-renewed licence.3. To control the u/a Storages and Trades within the “G/S” Ward.
9.	Functions	<ol style="list-style-type: none">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, Banners Advertisement.4. Permission given to Hoardings.5. To issue new Trade & Storage Licence.6. To lodge the prosecution against u/a Trade / storage business.7. To take action against licenced hawkers u/s 313(A)/(B), those who are external or have altered the R.A. and change of the commodity.

10.

Details of Services Provided

1. To renew the Trades & Storage license under section 394 and Advertisement permits.
2. To direct the applicant regarding issuance of new trades & Storage licence.
3. To issue the H.P.C.O. Hawkers license by changing the vendor ship.
4. To transfer the trade, storage projection licence, Hawkers license only on legal heir basis.

Organization's Structural Chart

Sr. Inspector (Licence)



Inspector Licences (5 posts)

Section (394),313(i)(b)(c) & 313(A)/(B) of MMC Act 1888

Inspector Lic (Advertisements)(3 posts)

Section 328 & 328 A of MMC Act 1888.



Peons (3 posts)

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/rule s/ orders/ & Rs.	Remarks
1.	Sr. Inspector (License)	Nil		
2.	Inspector (License)	Nil		

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

[C] SrNo	Designation	Powers Magisterial	Under which legislation/rule s/ orders/ & Rs.	Remarks
1.	Sr. Inspector (License)	Nil		
2.	Inspector (License)	Nil		

[D] Sr No	Designation	Powers Quasi judicial	Under which legislation/rule s/ orders/ & Rs.	Remarks
1.	Sr. Inspector (License)	RTI Act, 2005		
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. 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. 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. Commissioner.
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. Commissioner 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 and 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, "G/South" Ward Name of Activity

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

Name of the Act :
 Related provisions :
 Rules :
 Govt. Resolutions :
 Circulars :
 Office Orders :

M.M.C. Act, 1888
 Section 394

Sr. No.	Activity	Steps involved	Time Limit	Responsible employee or officer	Remarks
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1	Issuance of license u/s 394 of MMC Act	After receiving application with documents, scrutinize the same.	3 days	Inspector	
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	Letter to party for submission of documents if required as per CFC List and mentioning to come with original copies for verification.			Inspector	
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	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	
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	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	
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	Put up proposal for sanction of Sr. Inspector (Lic.) along with application and certified documents as per format Appendix "E".		3 days	Inspector	
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	Sanction is to be given by Sr. Inspector (Lic.).		2 days	Sr. Inspector	
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Sr. No.	Activity	Steps involved	Time Limit	Responsible employee or officer	Remarks
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	The information in proposal is to be entered in SAP system by taking approval of Sr. Inspector (Lic.) through SAP system.		3 days	Inspector Sr. Inspector	
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No.	Activity	Steps involved	Time Limit	Responsible employee or officer	Remarks
1		Issuance of license 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 license fees as per schedule within specific period and issue him requirement letter and license 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
2	Transfer of license 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.			Sr. Inspector (Lic.)
	As per sanction of Sr. Inspector (Lic.) necessary changes are made in license by taking approval of Sr. Inspector (Lic.) through SAP System.			Sr. Inspector (Lic.)
	Direct the party for payment of transfer fees within specific period at CFC Counter and produce the receipt of same.			Inspector (Lic.) & CFC
	Issue new license 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)
 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 license u/s 313(i)(b)(c) of MMC Act		After receiving application along with license, see that whether licence is renewed till date of application.	Inspector (Lic.)	

If license is found un-renewed, letter to party for renewal of license within specific period. Inspector (Lic.)

If license is renewed till date of application or if party renewed license 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 license as per format. Sr. Inspector (Lic.)

As per sanction of Sr. Inspector (Lic.) for cancellation of license, license 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

Name of Activity	:	Procedure for complaint redresal 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	:	

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 License Inspector. Inspector (Lic.)		Inspector (Lic.)	Sr.Inspector
	After receiving the complaints, visit that premises. Inspection Report is to be given though party has produced valid license or not.				
	(a) If party produced valid license and if any infringement of conditions of license 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.				
	(b) If party has not produced valid license within specific period given in I.R., prosecution is filed against concerned party through Legal Department. 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, "G/South" 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 day		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.			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		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 license 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 license 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 License 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. Letter to complainant regarding action taken against party.	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 license issued u/s 313A / 313B of MMC Act (Except HPCO License)		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. 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	
	After receiving remarks from A.S.L. (City), proposal is sent to D.M.C. (HR) for sanction (i.e. transfer of license) through Asst. M.C. G/South Ward.			Inspector Sr.Inspector (Lic.)	Inspector Sr.Inspector (Lic.) Asst.M.C. G/S

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

Name of Activity : Procedure for transfer of HPCO 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 HPCO 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 license 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 license)	Applicant Sanstha Inspector (Lic.)	Letter to applicant for submitting documents along with 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 After receiving all documents I.R. is given on spot. Application along with all documents and IR in file, sent to A.S.L. (City) for verification and remarks. After receiving remarks from A.S.L. (City), proposal is sent to D.M.C. (HR) for sanction (for transfer of vendor ship on HPCO license) through Asst.M.C., G/South Ward

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 license as per sanction of D.M.C. (HR) on SAP system by taking approval from Sr. Inspector (Lic.). After that copy of licensees given to applicant.

After receiving Xerox copy of license, proposal is sent to H.C. (Revenue) for further disposal.

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 Designation Targets (Annual) Sr. No.	Activity	Financial Targets (in Rs.)	Time Limit	Remarks
1	Sr. Inspector (License)	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 (License)	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 licenses u/s 313A & 313B of MMC Act	SL/02 of 1974-75	Not more than one cobbler pitch license will be granted in one family.
2		SL/29 of 1974-75	No any new stalls to hawker on road or footpath will be allowed.
3		SL/92 of 1976-77	For infringement of hawker license's condition, S.D. should be forfeited.
4		SL/75 of 1977-78	Transfer of hawker license 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		SL/11 of 1983-84	Rolling shutter to stalls at Rs.25/- per year by taking note on license as stall with Rolling Shutter.
7		SL/44 of 15.12.1987	Not to shift stall licences from one ward to another ward.

8	SL/15 of 1997-98 Transfer of Sq. stall licenses on legal hair basis due to death, transfer fee is revised from Rs.50/- to Rs.500/-.
9	SL/44 of 16.2.1999 No permission is to be given for Aarey Sarita Stall or MAFCO Centres on road or footpath.
10	SL/3 of 2001-02 Restoration of hawker licenses u/s 313A & 313B cancelled due to non-payment of license fees.
11	SL/21 of 2007-08 Transfer of hawker licenses from 12.2.2007.
12	SL/18 of 2008-09 Restoration of hawker licenses cancelled due to non-payment of license fees. (Application received after 31.12.2008).
13	SL/21 of 2008-09 HPCO licenses can be renewed for the period of 1 year. Up to 1 year, S.D. should not be forfeited.
14	SL/22 of 2008-09 Authority for restoration of hawker licenses, up to 6 months - Sr. Inspector (Lic.) and more than 6 months to 2 or 3 years - Asst. Commissioner of Ward.
15	SL/3 of 2010-11 License fees can be accepted upto 1 year in advance from cobbler.

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
1	Circulars and rules for the licenses issued u/s 313(i)(b)(c) of MMC Act (Projection Lic.)	Projection licenses are issued as per section 313(i)(b)(c) of MMC Act and fee is charged as per section 479(2). Necessary license (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		SL/46 of 1970-71 dt. 14.10.1970, SL/51 dt. 27.9.1976 & SL/316 dt. 8.12.1965 No license issued over open drain. No new dead wall cupboards shall be permitted. No licenses are issued over inspection chambers, manholes, storm water drains, entrance of house gullies. No showcases be permitted on Arcade Pillars.
2		SL/18 of 12.8.1974 Address of premises should be painted on projection.
3		SL/59 of 14.3.1980 Projections are charged and permission is granted as per section 313(i)(b)(c) of MMC Act

by License Department.

- 4 SL/155 of 10.8.1965
Hanging below projections on municipal street /
footpath are not allowed.
- 5 SL/87 of 10.2.1971
A.C. units projections should not be charged.
- 6 SL/79 of 18.1.1972
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.

**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
3	Circulars and rules for the licenses issued u/s 394 of MMC Act (Trade License & Storage Licences.	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 license mentioned in its (i) & (ii).

Schedule "M" is a list of licensable articles and trade which is devised into 4 parts in connection
section 394 of MMC Act.

Section 479 of MMC Act

- 1 License can be granted by specifying period signed by
M.C. or empowered officer of MCGM.
- 2 License fee may be charged as fixed by M.C. and
sanction of Corporation.
- 3 License can be revoked by M.C. if its condition is
infringed.
- 4 If license is suspended or revoked or time period expired
(unrenowned) deemed to be without licence.
- 5 License must be produced on demand by M.C. or
authority of MCGM.

Prosecutions

Prosecutions can be lodged for not having license for keeping licensable 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

**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
Circulars		
1		SL/3652/LLS of 12.1.1977 Taking cognizance or offence u/s 394 of MMC Act by the Police (Sec. 516AA of MMC Act).
2		SL/6 of 1976-77 Powers to issue licenses u/s 394 of MMC Act delegated to W.O. directly.
3		SL/8136 of 3.5.1976 The storage controlled by BPT would be covered u/s 394 of MMC Act and hence required license u/s 394 of MMC Act.
4		SL/17 of 1993-94 For keeping paper or paper boards or products thereof as well as cloth, license is not required. (As per Govt. Official Gazette dated 22.10.1991).
5		SL/18/Lic of 13.8.2001, SL/21 of 30.8.2001 & SL/30 of 21.1.2001 Implementation of One Window System to issue licenses for trade, storage u/s 394 of MMC Act.
6		SL/17 of 2006-07, SL/14 of 2007-08 & SL/17 of 2007-08 Circulars for action against unauthorized fire crackers on road, footpath and guideline for renewal of fire crackers licenses.
7		SL/16413/Ench of 25.2.2009 Licenses under section 394 of MMC Act for keeping combustible liquid i.e. Alcoholic Beverages in excess of 1000 liters.
8		AA/11222/Lekha of 14.10.2011 Revision of Trade Refusal Charges.

Section 4(i)(b)(vi)

Statement of categories of documents held in the office of Sr. Inspector (Licence), "G/South" 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 G/S 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 licenses 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 licenses 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 licenses 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 licenses issued to parties such as name of party, address, license number, fees, receipt no., etc.	
7		Register for information regarding new licences issued u/s 313(i)(b)(c)		Detailed information regarding new licenses issued to parties such as name of party, address, license number, fees, receipt no., etc.	
8		Register for cancellation of licences issued u/s 394		Details of cancellation of licenses such as name of party, validity, license number, etc.	
9		Register of counter parts of old licences issued u/s 394(i), 313(i)(b)(c) & 328/ 328A of MMC Act.		Counter parts of old licenses issued u/s 394(i), 313(i)(b)(c) & 328/ 328A of MMC Act.	
10		Register for Hawkers licences		Details of hawker licenses such as old and new license number, name of party, R.A., licensable 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 G/S Ward	Contact details (Phone / Fax / Email)
1	Sr. Inspector (Licence)	Shri. Dilip S. Karkhanis	B	10.10.2010	05.05.2015	022-24305031
2	Sr. Inspector (Licence)		B	Vacant		
3	Inspector (Licence)	Shri Prakash P. Surve	C	5.1.1995	Sept. 2012	022-24134560
4	Inspector (Licence)	Shri Ramesh Salve	C	19.1.1991	Sept. 2012	022-24134560
5	Inspector (Licence)	Shri Yuvraj Patil	C	2.9.1995	Nov. 2012	022-24134560
6	Inspector (License)		C	Vacant		
7	Inspector (License)		C	Vacant		
8	Peon	Shri Dayanand Kate	C	13.07.1985	January-12	022-24134560
9	Peon	Shri Y. L. Pote	C		Aug. 2011	022-24134560
10	Peon	Shri Sable	C	8.1.1990	Aug. 2011	022-24134560

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

(Amount in Rs.) No.	Name of Sr. / employee	Designati on	Basic Pay DA	HRA	CLA	Special Allowance / Transport Allowance / Project Allowance	Total
1	Shri Dilip S. Karkhanis	Senior Inspector (Licence)	21180+43021856 0	8196	463	600	58429
2	Vacant	Senior Inspector (Licence)	17430+28 16184 00	6069	463	600	43746
3	Shri Prakash P. Surve	Inspector (Licence)	14860+28 14552 00	5457	463	600	39462
4	Shri Ramesh Salve	Inspector (Licence)	13240+28 12832 00	4812	463	600	34747
5	Shri Yuvraj Patil	Inspector (Licence)	13350+28 12920 00	4845	-	800	34715
6	Vacant	Inspector (Licence)	15460+28 14608 00	5478	463	1080	39889
7	Vacant	Inspector (Licence)	9390+ 855 1300	3207	-	1811	24170
8	Shri Y. L. Pote	Peon	11330+19 10584 00	3969	-	914	
9	Shri G. T. Sable	Peon	11330+19 10584 00	3969	-	914	
10	Shri D. R. Kate	Peon	11330+19 10584 00	3969	-	914	

Section 4(i)(b)(xi)

Details of allocation of budget and disbursement made in the office of Sr. Insp (Lic) G/S ward.

* Publish copy of the budget (in Rs.)

* Publish copy of grant distribution

Format A for current year No.	Budget Head Sr. Description	Grant received	Planned use (Give details area-wise or work-wise in a separate form)	Remarks
NIL	NIL	NIL	NIL	NIL

Section 4(i)(b)(xi)

Details of allocation of budget and disbursement made in the office of Sr. Insp (Lic) G/S ward.

* 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	NIL

Section 4(i)(b)(xii)

Details of beneficiaries of subsidy programme in the office of Sr. Insp (Lic) G/S ward.

Name of the Scheme / Programme For the year	Name & Address of Beneficiary	Amount of subsidy / concession sanctioned
_____ Sr. No.		
N I L		N I L

Section 4(i)(b)(xiii)

Particulars of recipients of concessions, permits or authorizations granted in the office of Sr. Insp (Lic) G/S ward.

Type of Licence / Permission	Name of the Licensee	License No.	Issued on	Valid upto	General Conditions	Details of the License
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Concessio

n : Sr. No.

This information is available on MCGM's website - www.mcgm.gov.in

Section 4(i)(b)(xiv)

Details of information can be made available in Electronic Form in the office.	Type of Document / File / Register	Sub-Topic	In which electronic format it is kept	Person incharge
Sr. No.				
1) Tape	NA	NA	NA	NA
2) Film	NA	NA	NA	NA
3) C.D.	NA	NA	NA	NA
4) Floppy	NA	NA	NA	NA
5) Any other	Yes	Yes	NA	Sr. Insp (Lic)

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)(xv)

Particulars of the facilities available for citizens for obtaining

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 Wednesday (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.), "G/S" Ward Office Building, .2 nd floor, Dhanmill Naka, N.M. Joshi Marg, Mumbai-400013	Sr. Inspector (License), "G/S"

Section 4(i)(b)(xvi)

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

P.I.O. 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 Karkhanis	Sr. Inspector (License)	G/S Ward	. Office of the - Sr. Inspector (Lic.), "G/S" Ward Office Building, .2nd floor, Dhanmill Naka, N.M. Joshi Marg, Mumbai- 400013	-	Asst.Comm. G/S 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 P.I.O. reporting PIO under RTI	Email id for purpose of RTI
1	Dr. Bhagyashri Kapse	Asst.Comm. G/S Ward	"G/S" Ward	Sr. Inspector (License), "G/S" Ward

Section 4(i)(b)(xvii)

Any other information of Public use ----- N I L