

## MUNICIPAL CORPORATION OF GREATER MUMBAI

**Sub: Guidelines for declaring private and Municipal buildings as C-1 category (Dangerous, Unsafe)**

**Ref:** 1) W.P.No.1135 of 2014  
2) High court WP OOCJ 1080 of 2015  
3) No.MGC/F/1042 Dt.22-8-2016 (C-8)

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**PREAMBLE:**

- i) Section 353(B) of M.M.C. Act deals with structural audit of buildings. It is duty of owner/occupier of bldg. to carry out structural audit & submit report of structural audit to MCGM.
- ii) Section 354 of M.M.C. Act deals with the removal of dangerous / dilapidated structures, repairs to dilapidated structures and pulling down of dangerous structures, etc. Section 354AB deals with the responsibility of Owner/ Occupier to keep and maintain (exterior of the) building in good condition.
- iii) Guidelines are issued u/ No. MGC/A/6006 dated 7.11.2013/ 23.11.2013 regarding implementation of provisions of Section 353(B) of M.M.C. Act, appointment of structural auditors, repairs to the Municipal bldgs., repairs to the Private Bldgs., service of the Notice under Sector 354 of M.M.C. Act and prosecution action thereof.
  - Guidelines are issued under No. MGC/A/8698 dated 03.05.2014 regarding line of action to be taken for dangerous / dilapidated buildings.
  - Hon'ble High Court vide order dated 23<sup>rd</sup> June 2014 in W.P. (L) No. 1135 of 2014 had issued guidelines regarding classification of C-1 category buildings and procedure for evacuation / demolition of such dangerous private and municipal buildings.
  - UDD of GOM has issued the guidelines u/no.VSA-2015/ Case no.349/UD-20 date.5.11.2015 about procedure to be followed for dangerous buildings.

- This policy/ guidelines will be applicable only for private buildings and buildings belonging to MCGM, excluding MHADA/MBR&RB & cess properties, Central Government, State Government, Govt. undertakings and Special Planning Authorities formed u/s 40 of MR&TP Act, 1966, properties belonging to statutory bodies such as BPT, Defence Department etc. they shall devise their own policy to deal with dangerous and dilapidated buildings under their jurisdiction.

In view of above, following general S.O.P on the lines of guidelines issued by Hon'ble High Court in W.P. (L) No. 1135 OF 2014 and guidelines circulated by UDD of GOM on 5.11.2015 are prepared for deciding Municipal and Private buildings as dangerous / dilapidated, i.e. C-1 category.

Category	Description
C1	Unsafe/ Dangerous/ inhabitable structures need to be vacated and demolished.
C2A	Partially Unsafe/ Dangerous/ structures requiring Major structural repairs by partially vacating the dangerous part of structure
C2B	Structures requiring Major structural repairs without vacating the structure
C3	Minor repairs

- iv) Structural audit report mentioned in the policy shall be carried by Structural Engineer registered with M.C.G.M. or reputed Engineering Institute i.e. IIT, VJTI, Sardar Patel College of Engineering, which should be checked by concerned user department.

**(1) Private Buildings:**

- 1.01) a) All the buildings having more than 30 years of age or the cases wherein the A.E.(B&F) & Ward Executive Engineer have received specific complaints about dilapidated condition of the building

(though less than 30 year old then notice u/s 488 of MMC Act 1888 as amended up to date shall be served upon the building ) and if A.E.(B&F) & Ward Executive Engineer comes to the conclusion that the building is dilapidated, based on the visual inspection of a particular building, by recording the same as per **Proforma-A (Annexure-1)**, A.E.(B&F) shall issue Notice under Section 353 (B) of the M.M.C. Act to the owner / occupiers/tenants of the building to carry out structural audit from the Structural Engineer registered with M.C.G.M./ or reputed Engineering Institute i.e. IIT, VJTI, Sardar Patel College of Engineering.

**b)** For arriving the age of the building, the first date of assessment or issue of Building completion certificate by corporation or issue of permission to occupy a building under section 353A or date of physical occupation of at least 50 percent of its built up area or date of water connection whichever is earlier shall be treated as authentic.

The structural auditor shall carry out specific tests like ultrasonic pulse velocity test, rebound hammer test, half-cell potential test, carbonation depth test, and core test, chemical analysis, cement aggregate ratio as may be considered by MCGM and shall submit structural audit report in Performa B(Attached) as prescribed by MCGM.

- 1.02)** If the owner/ occupier fails to submit the structural audit report as per the notice u/s 353B in the prescribed **Proforma-B (Annexure-2)** within 30 days from the date of service of notice, the prosecution u/s 471/472 (as applicable) under MMC Act 1888 as amended up to date shall be filed/launched against the offenders. The building will be inspected by Ward Executive Engineer & depending upon the visual inspection / condition of the building will be categorized.
- 1.03)** On receipt of Structural audit report, the findings (Category) of the same shall be communicated to tenants/ occupants by displaying it on the premises visible to all stating that occupants/shall take care to safeguard the property by propping the. building wherever necessary as suggested by Registered Structural Engineer.

- 1.04)** If the tenant/ Occupants object to the findings of the audit report they shall be asked to appoint their own registered structural engineer & submit the structural audit report in **Proforma-B** within 30 days. However, this period can be extended by 15 Days on receipt of request from tenant / Occupier / Owner / their structural Engineer. Otherwise process the same as per 1.07.
- 1.05)** If the owners and/or the occupants submit conflicting structural audit report on the status of the building, the matter shall be referred to the concerned Technical Advisory Committee (T.A.C.) (**Annexure-3**) and decision of T.A.C. will be final and binding on all the parties concerned. The Technical Advisory Committee shall give hearing to concerned structural consultants during the meeting. As far as possible meetings of Technical Advisory Committee(T.A.C.) shall not be adjourned. For genuine reasons the meeting may be adjourned but in no case more than two adjournments shall be granted.
- 1.06)** In case of any mishap/untoward incidence happens and building/major part of building collapses within validity period of Audit report, structural engineer who has given contradictory report suggesting building to be repairable and habitable shall be deregistered by MCGM, where professional negligence is proved, suitable legal action against the structural consultant may also be initiated.
- 1.07)** The Ward Executive Engineer shall submit the detailed report with his concluding remarks along with the structural Audit report, inventory, photographs, video shooting of building etc. to Dy.Ch.E(B.P) through Asstt.Comm. for obtaining the sanction to declare the building as C1 category.
- 1.08)** On receipt of approval for declaring the building as C-1 category after following procedure as mentioned in 1.03/1.05 and/ or 1.07 above. The A.E.(B&F) will issue notice under section 354 of the M.M.C. Act to pull down the building / structure with the time period of 7 days from date of issuance of notice by following due process. The copy of same shall be given to tenants/occupants.

The copy of the notice will also be submitted by A.E.(B &F.) to Senior Inspector of Police of concerned police station for evicting the owner / occupiers / tenants after expiry of the notice period.

- 1.09)** A E (B&F), before issuing notice u/s 354 to pull down dilapidated structure, shall call upon the owner to submit a statement in writing signed by owner within 7 days stating therein the names of the occupiers of the building from his record, the area in occupation and location of premises in occupation, possession of each of the respective occupiers or tenants, as the case may be along with supporting documents. The list/statement submitted by owner shall be certified by Asstt. Commissioner. Copies of which shall be given to tenants/occupiers/owner.

If he/she fails to furnish the statement as above within the stipulated period. A.E.(B&F) & Ward Executive Engineer of the Ward shall make a list of the names of the tenants and/or occupiers in the said building and the carpet area of the premises in their respective occupation and possession including the floor at which the same has been occupied and copy shall be given to the tenants/occupiers/owners. The inspection report along with inventory report, photographs, video shooting shall be kept on record.

If approved plans are available, then area of tenants/occupants shall be certified as per approved plan; and if approved plans are not available, then existing area in occupation of tenants/occupants shall be certified. Area certified by Municipal Officer concerned will be final.

The area certified by the MCGM engineers shall not affect the inter-se rights of the owner or tenants or occupiers, including right of reoccupation in any manner.

- 1.10)** Immediately, after completing notice period of 7 days as per 1.08 above, action of disconnection of water supply, electricity, gas supply etc. of such building shall be initiated, simultaneously property shall be safeguarded and evacuation of building shall be initiated.

- 1.11) a)** In the event, a person occupying the building refuses to vacate the said premises, the A.E.(B.&F.) will intimate in writing to the Senior P.I of the concerned police station and then the police shall remove such person/s from the said premises by using such force as required for the same. The MCGM staff under AE (B&F) will provide logistic support for removing the belongings of the owner/occupier/tenants after they are removed by the police.
- b)** The police may use such force as is reasonably necessary to remove such person/s and /or occupiers and/or tenants along with their belongings from the said premises, without causing damage to their movables.
- 1.12)** If the Owner/occupier/tenants fail to comply the notice requisition u/s.354, then the further course of action including prosecution under relevant section of MMC Act shall be initiated by the A.E.(B&F). Further steps to demolish the notice structure shall be initiated at the risk and cost of owner/occupants and providing transit/ alternate accommodation shall not be of the MCGM.
- 1.13)** If there are any pending suits/proceedings and there are any restraining order passed by Hon.Court the corporation shall take necessary steps for vacating and/ or modifying such orders.
- 1.14)** While following procedure between Clause No.1.02 to 1.13, any mishap takes place then the owner/ occupants shall be entirely responsible for it and have to face the legal consequence arising out of such mishap and MCGM or any of its officers will not be held responsible.
- 1.15)** The corporation shall, while granting the sanction for redevelopment, the zonal building proposal department shall include a condition in Intimation of Disapproval (IOD) that "unless and until an agreement either providing a permanent alternate accommodation in newly constructed building or a settlement is arrived at by and between the tenants and or/ occupier and the landlord, no Commencement Certificate (C.C) will be issued under section 45 of M.R&T.P Act 1966".

**(2) MCGM Buildings:**

In this regards following general Standard Operating Procedure(S.O.P) as per **Annexure-4** shall be followed by concerned department for deciding Municipal buildings as dangerous /dilapidated, i.e. C-1 category.

- 2.01) All the buildings of more than 30 years age and/or if concerned department (as per Annexure-4) comes to the conclusion that the building is dilapidated, the concerned staff as per Annexure-4 will inspect the building & record the findings in **Proforma-A (Annexure-1)** along with photographs, video shooting of building and get the Building audited from the MCGM empanelled Structural Engineer.
- 2.02) The Structural Engineer will carry out the structural audit as specified in the **Proforma-B (Annexure-2)** and will submit his detailed report as per the format and category of the building depending upon the results of the tests carried out.
- 2.03) If the Structural Engineer categorizes the building under reference as C-1, then the concerned Engineer as per Annexure-4 will verify on site and submit the opinion of the Consultant along with his/her findings to concerned Dy.Ch.Engineer/ HOD/AC(as per Annexure-4).
- 2.04) On receipt of Structural audit report, the findings (Category) of the same shall be communicated to tenants/occupants by displaying it on the premises visible to all, and simultaneously to take action to safeguard the property by propping the building wherever necessary as suggested by Registered Structural Engineer.
- 2.05) If the tenant/ Occupants object to the findings of the audit report they shall be asked to appoint their own registered structural engineer & submit the structural audit report as per the guidelines of TAC in **Proforma-B** within 30 days. However, this period can be

extended by 15 Days on receipt of request from tenant / Occupier / their structural Engineer. Otherwise process of eviction will be initiated as per earlier report.

- 2.06)** If the occupants/tenants submit conflicting reports on the status of the building, the matter shall be referred to one of the concerned Technical Advisory Committee (T.A.C.) (**Annexure-3**) and decision of T.A.C. will be final and binding on all the parties concerned.
- 2.07)** The Technical Advisory Committee shall give hearing to concerned structural engineer during the meeting. As far as possible meetings of Technical Advisory Committee (T.A.C.) shall not be adjourned. For genuine reasons the meeting may be adjourned but in no case more than two adjournments shall be granted.
- 2.08)** In case Municipal Owned building based on Structural Audit report of C-1 category of the building, the concerned user department shall make a list of the tenants and/or occupants in the said building and the area in their respective occupation and possession including the floor.

In case Rented/Rent free buildings, A.E.(B&F), before issuing notice u/s.354 to pull down dilapidated structure, shall call upon the owner to submit a statement in writing signed by owner within 7 days stating therein the names of the occupiers of the building from his record, the area in occupation and location of the premises in occupation, possession of each of the respective occupiers or tenants as the case may be along with supporting documents. The list/statement submitted by owner shall be certified by Asstt. Commissioner. Copies of which shall be given to tenants/occupiers/owner.

If he/she fails to furnish the statement as above within the stipulated period, A.E.(B&F) & Ward Executive Engineer of the Ward shall make a list of the names of the tenants and/or occupiers in the said building and the carpet area of the premises in their respective occupation and possession including the floor at which the same has been occupied and copy shall be given to the tenants/occupiers/owner. The inspection report along with



inventory report, photographs, video shooting shall be kept on record.

If approved plans are available then area of tenants/occupants shall be certified as per approved plan. And if approved plans are not available then existing area in occupation of tenants/occupants shall be certified. Area certified by Municipal Officer concerned will be final.

The area certified by the MCGM Engineers shall not affect the inter-se rights of the owner or tenants or occupiers, including right of reoccupation in any manner.

- 2.09)** Concerned user department shall also takes the steps to provide the alternate accommodation to the all eligible tenants/ occupant of the building by obtaining sanction of concerned Additional Municipal Commissioner & thereafter Asstt.Commissioner(Estate) will provide residential PAP & Asstt.Commissioner(Market) will provide non-Residential PAP. In case of staff quarters, it will be considered as alternate staff quarter & not a PAP accomodation.
- 2.10)** On declaration of C-1 category, the same shall be communicated to tenants/ occupants by serving a letter of evacuation to every occupant to vacate the building along with their belongings within the period of 7 days to the allocated accommodation/PAP.
- 2.11)** Immediately after 7 day time as above, If the building is declared as C-1 Category, eviction order is served, alternate accommodation is provided and occupant refuses to vacate the premises, then
- a)** If the occupier is employee of MCGM, full-fledged departmental enquiry for gross negligence of legitimate orders, misconduct and or endangering life and property of self and others shall be initiated and employee shall be suspended from Municipal service pending outcome of enquiry.
- b)** If the occupier is a Municipal tenant his/her tenancy agreement / Licence with MCGM shall be terminated and he / she shall be summarily evicted.

- 2.12)** Action of disconnection of water supply, electricity, gas supply etc. of such building shall be initiated and simultaneously property shall be safeguarded by providing propping as recommended by the structural engineer.
- 2.13) a)** Also in the event, a person occupying the building refuses to vacate the said premises, the concerned staff shall intimate the Senior Police Inspector of the concerned police station, and then the police shall remove such person/s from the said premises by using such force as required for the same. The MCGM staff would provide logistic support for removing the belongings of the owner/occupier/tenants after they are removed by the police.
- b)** The police may use such force as is reasonably necessary to remove such person/s and /or occupiers and/or tenants along with their belongings from the said premises, without causing damage to their movables.
- 2.14)** The concerned staff shall pursue the matter to get the building evacuated and initiate demolition action.
- 2.15)** If there are any pending suits/proceedings and there are any restraining order passed by any court, the corporation shall take necessary steps for vacating and/ or modifying such orders.
- 2.16) a)** In case any tenant/occupant raises objection to the findings of structural audit report and any mishap happens between 2.05 to 2.15, then occupants/tenants shall be entirely responsible for it and have to face the departmental and/or legal consequence arising out of such mishap and MCGM or any of its officers will not be held responsible.
- b)** In case where objection is not raised by tenant/occupant but refused to vacate the premises and any mishap happens between steps 2.10 to 2.15, then occupants/ tenants shall be entirely responsible for it and have to face the departmental and/or legal consequence arising out of such mishap and MCGM or any of its officers will not be held responsible.

such mishap and MCGM or any of its officers will not be held responsible.

**(3) For All Types of above buildings ( Private & MCGM buildings)**

- 3.01) If the building or part thereof is in imminent danger and highly distressed state and needs evacuation then in such exceptional cases above process of declaration of C-1 category can be exempted/can be dispensed with but said decision must be with prior sanction from equivalent to Zonal Dy.Municipal Commissioner or above.
- 3.02) The AC (RE)-City shall publish and update the list of dangerous/C1 category buildings/ structures on MCGM website quarterly.
- 3.03) Every user department of MCGM shall prepare their department's Standard Operating Procedure within six months from issuance of this policy, for upkeeping & repairs of their department's properties with approval of concerned Additional Municipal Commissioner.

All concerned shall take note of above policy circular and follow the same scrupulously; this circular will come in force from the date of approval of Hon.M.C. & supersede all previous circulars pertaining to the subject.

*(3) 16*  
*9/25/18*  
AC(RE)City (I/C)

*M. Du*  
DMC(RE)

*[Signature]*  
*15/05/18*  
Director (E.S.&P)

*[Signature]*  
Municipal Commissioner *25/5/18*

Annexure-1



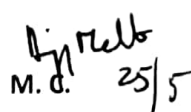
MUNICIPAL CORPORATION OF GREATER MUMBAI

Proforma-A – INSPECTION REPORT

Ward:

Department:

Sr. No.	Content
1)	Name & Address of Building
2)	UID no./SAC No.
3)	CTS No./C.S.No./ F.P.No Village/Divn./TPS Name
4)	Approval/IOD/OC number
5)	First Date of Assessment
2	Date of Inspection
3	Name & Designation of Staff – J.E. S.E. A.E.
4	<ul style="list-style-type: none"> <li>• <b>Details of building</b> <ol style="list-style-type: none"> <li>1) Mode of construction</li> <li>2) User of bldg.</li> <li>3) Number of Floor</li> <li>4) Number of Wings</li> <li>5) Approximate number of occupants</li> <li>6) Year of construction of Building</li> <li>7) Approximate age of Building</li> </ol> </li> </ul>
5	<p>Observations</p> <ul style="list-style-type: none"> <li>• Visual conditions assessed of columns, beams, slabs, structural members, chhajas, Brick work, Internal/ External plaster condition/ development of cracks, deflection, sagging etc.</li> <li>• Rank vegetation</li> <li>• Approximate year when building have been repaired in past.</li> <li>• Type of leakage observed in tenament/ toilets etc.</li> <li>• Condition of common passages/ staircase/ lift/ terrace, water proofing/ water tank</li> <li>• Condition of plumbing/ drain lines/chambers.</li> <li>• Photographs/video shooting from various angles</li> <li>• Other observation, if any</li> </ul>
6	Conclusion of Inspecting Officer

 Dir (E.S. & P.)     
  M.C. (R.E.)     
  J.E./ S.E./ A.E.B&F \_\_\_ Ward

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Annexure-2  
PROFORMA 'B'

Note: To be filled by structural Engineer/ Auditor appointed by owner/  
tenants/occupiers.

Sub:-

Name of Consultant :

- 1 Name of Bldg./ Address
- 2 CTS No./Ward/ UID/SAC
- 3 No. of Storey
- 4 Year of Construction and age of building
- 5 User Department
- 6 Date of Inspection by consultant
- 7 Date of preparation of Report
- 8 Validity Period of report –Except, C-1 category bldg.
- 9 Mode of construction of existing Bldg.
  - i Foundations
  - ii Floors
  - iii Walls
  - iv Beams
  - v Columns
  - vi Roof
- 10 History of Repairs done year-wise-
  - (a) Slab recasting
  - (b) Column jacketing
    - i Structural Repairs
    - ii Tenantable Repairs
    - iii Roof/Waterproofing
    - iv Plumbing
    - v Additional/Alterations if any
- 11 Condition of –
  - i Internal plaster
  - ii External plaster
  - iii Plumbings
  - iv Drain lines/chambers

Signature of Structural Auditor

Name - \_\_\_\_\_

Address - \_\_\_\_\_

Reg./ License No. \_\_\_\_\_

Dir. (E. S. & P.)

DMC (R. E.)

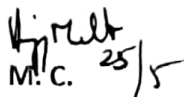
M. C. 25/5/11

12	Observations-		
	a) Doors & windows don't close		
	b) Columns & steel exposed		
	c) Settlement uneven flooring gaps between and skirting & floor		
	d) Foundation settlement		
	e) Deflections/sagging		
	f) Major cracks in column/beams		
	g) Seepage/Leakages		
	h) Staircase area/Column condition		
	i) Lift walls		
	j) U.G. Tank		
	k) OHT/Column condition		
	l) Parapet at terraces		
	m) Chhajjas		
	n) Common areas		
	o) Toilet blocks		
	p) Terrace/Water proofing		
	q) Vegetation		
13	Test carried out on structure/ observations	Findings	Range as per IS Code
	a) Ultrasonic pulse velocity Test		
	b) Rebound Hammer Test		
	c) Half Cell Potential Test		
	d) Carbonation Depth Test		
	e) Core Test		
	f) Chemical analysis		
	g) Cement aggregate ratio		
14	Distress Mapping Plan & photographs with caption below about description of structural member and its location, video shooting.		

Signature of Structural Auditor  
 Name - \_\_\_\_\_  
 Address - \_\_\_\_\_  
 Reg./ License No. \_\_\_\_\_

  
 Dir. (E. S. & P.)

  
 DMC (R. E.)

  
 M.C. 25/5

15	Brief Description of repairs to be done	
	a)Water Proofing	
	b)External Plaster	
	c)Structural repairs	
	i.Column jacketing	
	ii.Slab recasting	
	iii.RCC cover to be replaced	
	iv.Beam recasting	
	a)Partial Evacuation during repairs needed	
	b)Propping	
16	Conclusions of Consultants -	Observations
i	Whether structure is livable/or whether it is to be evacuated & pulled down	
ii	Whether structure requires tenantable repairs/Major structural repairs & its time frame	
iii	Whether structure can be allowed to occupy during course of repairs	
iv	Nature/Methodology of repairs	
v	Whether structure requires immediate propping. If so, its propping plan /methodology given	
vi	Whether other immediate safety measures required- What is specific recommendation?	
vii	Enhancement in life of structure after repairs/frequency of repairs required in extended life period.	
viii	Projected repair cost/Sq. ft.	
ix	Projected reconstruction cost/Sq.ft.	
x	Specific remarks, whether building needs to be vacated/demolished/ repairable	
xi	Whether structure in extremely critical condition	
17	Critical Observation	
18.	Classification of Bldg. -	Category
	To be evacuated /demolition immediately	C1
	To be evacuated and/or partial demolition requiring major structural repairs	C2-A
	No eviction only structural repairs.	C2-B
	No eviction needs minor repairs only	C3

Additional Remarks/ Recommendations, if any.

Signature of Structural Auditor

Name - \_\_\_\_\_

Address - \_\_\_\_\_

Reg./ License No. \_\_\_\_\_

Dir. (E. S. & P.)


DMC ( R. E. )

M.C.

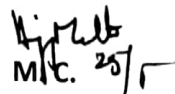
**Annexure-3**

**VARIOUS TECHNICAL ADVISORY COMMITTEES (TAC)**

<b>1</b>	<b>Committee for Private Buildings in City area</b>	
i)	Dy.Ch.E. (B.P.) W.S.- I	Chairman
ii)	Ward Executive Engineer (Concerned ward)	Member Secretary
iii)	E.E.(B.P.) City	Member
iv)	A.L.O. (Concerned ward)	Member
<b>2</b>	<b>Committee for Private Buildings in Western Area (Z-I)</b>	
i)	Dy.Ch.E.(B.P.) E.S.	Chairman
ii)	Ward Executive Engineer (Concerned ward)	Member Secretary
iii)	E.E.(B.P.) WS -I	Member
iv)	A.L.O. (Concerned ward)	Member
<b>3</b>	<b>Committee for Private Buildings in Western Area (Z-II)</b>	
i)	Dy.Ch.E.(B.P.) City	Chairman
ii)	Ward Executive Engineer (Concerned ward)	Member Secretary
iii)	E.E.(B.P.) WS -II	Member
iv)	A.L.O. (Concerned ward)	Member
<b>4</b>	<b>Committee for Private Buildings in Eastern Area</b>	
i)	Dy.Ch.E.(B.P.) W.S. II	Chairman
ii)	Ward Executive Engineer (Concerned ward)	Member Secretary
iii)	E.E.(B.P.) ES	Member
iv)	A.L.O. (Concerned ward)	Member
<b>5</b>	<b>Committee for Municipal Properties (Hospitals/Dispensaries/ Cemeteries/School/Estate/ Market)</b>	
i)	Dy.Ch.E. (For details please refer Annexure – 5)	Chairman
ii)	A.E. or Executive Engineer of User Department	Member Secretary
iii)	Concerned E.E.(B.M.) / B.C. / S.I.C. / H.I.C.	Member
iv)	Dy.C.A. of User Department	Member
v)	A.L.O. (Concerned ward)	Member

  
Dir. (E. S. & P.)

  
DMC (R. E.)

  
M.C. 25/5



Annexure - 4 for declaring C-1 Category of Municipal Buildings

Sl. No.	Type of Municipal Building	Inspection by Engineer	Appointment of structural Auditor by	Report will be prepared by concerned for declaration of category of building	Decision of concerned Dy.Ch.Engr regarding Category C-1	Evacuation	Propping and other safety measures during the period of notice till evacuation	Demolition by
1	Schools	A.O. School/ Principal	E.E. (SIC)	E.E.(SIC)	Dy.Ch.Engr. (SIC)	A.O.(School) with the help of Asstt.Comm of	A.E.(Maint) of ward	E.E. Ward/E.E.(SIC) (Applicable as per cost of work)
2A	Major Municipal Hospitals & Quarters	A.E (Civil) Hospital	Concerned E.E. (Hospital)/E.E. Of Ward	Dean/Chief M.S.	Dy.Ch.Eng (HIC)	Concerned Dean/ Chief M.S. with the logistic support of Asstt.Comm(Ward)	A.E.(Civil) Hospital	A.E.(Civil)/E.E.(HIC) (Applicable as per cost of work)
2B	Peri Pheral Hospital	A.E. (Maint.)of ward	E.E. of Ward	Asstt.Comm. Of Ward	Dy.Ch.Eng (HIC)	Concerned EHO with the logistic support of Asstt Comm	A.E. (Maint.)of ward	E.E.Ward/E.E. (H.I.C.) (Applicable as per cost of work)
3	Health Post , Community, Dispensaries	A.E. (Maint.)of ward	E.E. of Ward	Asstt.Comm. Of Ward	Dy.Ch.Eng (HIC)	Concerned EHO with the logistic support of Asstt Comm of Ward	A.E.Maint)of ward	E.E.Ward/E.E. (H.I.C.) (Applicable as per cost of work)
4A	Maternity Home	A.E (Maint)	E.E. Ward	EHO	Dy.Ch.Eng (HIC)	Concerned EHO with the logistic support of Asstt.Comm (Ward)	A.E. of Ward	E.E. Ward/E.E.(HIC) (Applicable as per cost of work)
	Quarters & offices for Health Department	A.E. (Maint)/ A.E.(Civil) in case of major hospitals	E.E. of ward / A.E. (C) in case of Major Hospital	EHO/Dean	Dy.Ch.Eng (HIC)	Concerned EHO with the logistic support of Asstt Comm (Ward)	A.E. of Ward	E.E. Ward/E.E.(HIC) (Applicable as per cost of work)

*[Signature]*  
Dir. (E.S. & P)

*[Signature]*  
D.M.C.(R.E.) & Chairman

*[Signature]*  
M. D. 25/5

C-909

Sr. No.	Type of Municipal Building	Inspection by Engineer	Appointment of structural Auditor by	Report will be prepared by concerned for Declaration of category of building	Decision of concerned Dy.Ch. Engr regarding Category C-1	Evacuation	Prepping and other safety measures during the period of notice till evacuation	Demolition by
5	Fire station and Quarters of C.F.O.	Station officer / Dy. C.F.O.	Dy. C.F.O.	CFO	Dy.Ch.Eng (BM)City/ Dy.Ch.Eng (BM) Subs	Fire Station Officer / Dy C.F.O. with the logistic support of Asstt. Comm(Ward)	E.E. Ward/E.E. (BM) ( As per cost of work)	E.E. Ward/E.E. (BM) ( Applicable as per cost of work)
6	Estate	A.E. (Estate).	Ex.Eng (Estate)	E.E. (Estate) through Asstt. Commissioner (Estate)	Dy.Ch.Eng (Imp)	A.O.(Estate) of the Ward with the logistic support of Asstt. Comm(Ward)	A.E. (Maint.) of ward	E.E. Ward/E.E. (BM) ( Applicable as per cost of work)
7	All Ward Offices	A.E. (Maint.) of ward.	Ex.Engrs. (Wards)	Asstt. Comm(Ward)	Dy.Ch.Eng (BM)City/ Dy.Ch.Eng (BM) Subs/	A.C. of ward	A.E. (Maint.) of ward	E.E. Ward/E.E. (BM) ( Applicable as per cost of work)
8	Market & their Quarters	A.E. of Market	A.E. Market	A.E. Market	Dy.Ch.Eng (BM)City/ Dy.Ch.Eng (BM) Subs	AC (Market)	E.E. Ward	E.E. Ward/E.E. (BM) ( Applicable as per cost of work)
9	S.w.m. properties	A.E.(SWM) Civil	E.E.(SWM) Civil	E.E.(SWM) Civil	Dy.Ch.Engr.(SWM) Civil	Ch. Engineer (S.W.M.) / H.S. (Chawls)	A.E.(SWM) Civil	EE.(SWM) Civil.
10	Deonar Abattoir	A.E. of ward	E.E. of Ward	G.M.(D.A.)	Dy.Ch.Eng (BC) Subs	G.M.(D.A.)	A.E. of ward	E.E. Ward.
11	Security Quarters	A.E. of ward	E.E. of Ward	Asstt. Comm. Of Ward	Dy.Ch.Eng (BM)City/ Dy.Ch.Eng (BM) Subs	Ch.(S.O) with logistic support of AC of ward	A.E. of ward	E.E. Ward.
12	Municipal structures like Toilet chowkies	A.E. of ward	E.E. of Ward	Asstt. Comm. Of Ward	Dy.Ch.Eng (BM)City/ Dy.Ch.Eng (BM) Subs	A.C. of Ward	A.E. of ward	E.E. Ward.

*[Signature]*  
Dir. (E.S. & P)

*[Signature]*  
D.M.C.(R.E.) & Chairman

*[Signature]*  
M. C. I

C-911

Sr. No.	Type of Municipal Building	Inspection by Engineer	Appointment of structural Auditor by	Report will be prepared by concerned for declaration of category of building	Decision of concerned Dy.Ch.Engr regarding Category C-1	Evacuation	Propping and other safety measures during the period of notice till evacuation	Demolition by
13	Bldgs of other deptt. i.e. HE/WSP/MSDP/SO/Bridges etc.	A.E. Of Dept	E.E. Of Dept.	E.E. Of Dept.	Dy.Ch.Eng. Of Dept.	Department head	A.E. Of Dept /Manager with support of A.E. of ward.	E.E. Of Dept
14	Printing Press	A.E. Of Ward	Concerned E.E. Of ward	A.C. Of ward	Dy.Ch.Eng.(BC)	Manager with help of ward	Manager with support of A.E. of ward.	E.E. Of ward
15	M.C.G.M. Head Office & Worli Hub Engineering Bldg., Heritage structures /Bungalows	A.E. (Heritage)	E.E. (Heritage)	E.E. (Heritage)	Dy.Ch.Eng.(BM)City/Suburbs	E.E. (Heritage) With support of AC of ward	A.E. (Heritage)	E.E. (Heritage)
16	Garden Department	A.E. (Garden)	E.E. (Garden)	E.E. (Garden)	Dy.Ch.Eng.(BC)City/WS/ES	Supdt. Of Garden with support of AC of	A.E. (Garden)	E.E. (Garden)

Note -The concerned user deptt. shall carry out Structural Audit of their buildings. Thereafter, E.E. of respective wards / B.M. /H.I.C. /S.I.C. / E.E. (Civil) SWM / E.E. (Heritage) /Concerned E.E. of other Deptt. i.e. H.E., W.S.P., M.S.D.P., S.O. and Bridges shall carry out necessary repairs. Further, as per the provisions of section 353 B of M.M.C. Act, 1888, user deptt. to carry out structural audit after every 10 years OR such period as determined by the concerned deptt. having regard to the condition of the building and repairs carried by them i.e. E.E. of respective Ward/B.M./ H.I.C. /S.I.C. / E.E. (Civil) SWM / E.E. (Heritage) /Concerned E.E. of other Deptt. i.e. H.E., W.S.P., M.S.D.P., S.O. and bridges

*[Signature]*  
D.E.S. & P)

*[Signature]*  
D.M.C.(R.E.) & Chairman

*[Signature]*  
M. 29/5

## Annexure-5

**THE CHART SHOWING ' CHAIRMAN OF TAC ' IN CASE OF MUNICIPAL BUILDINGS**

Sr. No.	Case pertaining to deptt.	Chairman of the TAC
1	School	Dy.Ch.E. (B.M.) City
2	Major Hospitals, Maternity Home	Dy. Ch. E.(S.I.C.)
3	Fire Station and their quarters, Estate their quarters	Dy. Ch. E.(H.I.C.)
4	All Ward Offices	
5	Market & their quarters	Dy. Ch. E. (S.I.C.)
6	S.W.M.	Dy.Ch.E.(B.M.) Suburbs
7	Deonar Abattoir	Dy. Ch. E.(H.I.C.)
8	Security Quarters	Dy. Ch. E.(B.C.) Suburbs
9	Toilet, dispensaries	Dy. Ch. E.(B.C.) City
10	Buildings of other Deptt.	
	a. Sewerage Operation	Dy. H.E. ( Construction)
	b Hydraulic Engineer	Dy. Ch. E. (M.S.D.P.) I/II
	c. W.S.P.	Dy.Ch. E. (Bridges)
	d. M.S.D.P.	Dy. Ch. E. (Bridges)
	e. Bridges	Dy.H.E.(Construction)
11	Printing Press	Dy. Ch. E (H.I.C.)
12	Municipal Head Office & Worli Engineering Hub	Dy. Ch. E. (B.C.) City
13	Garden	Dy. Ch. E. (SWM.) Civil

Note – If Chairman of the TAC feels that there is need of help of third party structural Engineer then he/she may appoint such structural Engineer registered with MCGM as a third party structural Engineer.

*[Signature]*  
Dir. (E. S. & P.)

*[Signature]*  
DMC (R. E.)

*[Signature]*  
M. R. 25/5/18