

**BRIHANMUMBAI MUNICIPAL CORPORATION**

No. EE/M&R/1060/Civil dated 15.07.2022

Subject :- Amendment in “Rules Governing Registration of Contractor/s in Civil and Mechanical & Electrical Engineering Works-2016”.

Reference:- 1. No. MGC/F/1614 dated 25.10.2016  
2.No. MGC/F/1614 dated 22.11.2016  
3.No. Director/ES&P/2564/II dated 02.12.2021

As per the above referred approval of Hon’ble Municipal Commissioner at reference no. 1 and 2, “Rules Governing Registration of Contractor/s in Civil and Mechanical & Electrical Engineering Works-2016” have been implemented and same have come into force since 01.12.2016.

Now, in pursuance to the approval of Director (ES&P) at reference no. 3, to streamline the process of registration of contractors in Civil, Mechanical & Electrical discipline, following additional documents have to be submitted by applicant in case of works carried out in Private Organization /private sectors /Hsg. Societies etc. as applicable.

- I. Work performance certificate of the work completed /in progress during last three years from the date of receipt of application in Format “VI (A)” for registration in Civil Discipline from Owner/Hsg. Society/Builder/Developer. (Form VI (A) is attached herewith).
- II. Work performance of the work completed /in progress during last three years from the date of receipt of application certificate in Format “VIII (A)” for registration in M&E Discipline from Owner/Hsg. Society/Builder/Developer.(Form VIII(A) is attached herewith).
- III. Chartered Accountant’s certificates required as per clause 6.3 n, q, & u of “Rules Governing Registration of Contractor/s for Civil and Mechanical & Electrical Engineering Works - 2016” should have UDIN number
- IV. The photocopies of all above C.A.’s certificates, work performance certificates will be forwarded to the concern C.A. and respective work performance certificate issuing authorities by registered post (R.P.A.D.) for confirmation and verification purpose.

Sd/- 15.07.2022

Executive Engineer  
(Monitoring & Registration) Cell

**ON THE LETTER HEAD OF OWNER OR HOUSING SOCIETY WITH**  
**REGN.NO./ BUILDER/ DEVELOPER**

FORMAT FOR WORK PERFORMANCE CERTIFICATE / WORK COMPLETION  
CERTIFICATE REQUIRED FOR NEW REGISTRATION / UP-GRADATION &  
RENEWAL OF REGISTRATION FOR CIVIL DISCIPLINE (Certified True Copy)

(FOR PUBLIC LTD. CO. / PVT. LTD. CO. / PVT. ORGANIZATIONS)

1. Name of The Work :
2. Name of the Owner/Hsg. Soc./Builder/  
Developer (In case of Private works) :
3. Work Cost / Revised cost
4. Work Period / Revised period :
5. Name of the Main Contractor/s :
- ( J.V. / Consortium if any with details )
6. Name of the Sub Contractor/s  
(with % of sublet work ) :
7. Schedule Date of Start of Work :
8. Actual Date of Start of Work :
- 9 . Schedule date of Completion of work :
10. Actual date of completion of work :
11. Cost of Work Completed by Main Contractor/s :
12. Cost of Work Completed by Sub-Contractor/s :

13. Brief Description of Work with main Items with  
Cost done by main contractor :
14. Brief Description of Work with main Items with  
Cost done by sub contractor :
15. Whether the work completed satisfactorily :
16. Penalties imposed, if any
17. Specific Remarks regarding Workmanship /  
Plant & Machinery / Technical Know-how etc. :
- :

**SIGNATURE WITH SEAL**

**Owner OR Housing Society With Regn.  
No./Builder/Developer**

ON THE LETTER HEAD OF OWNER OR HOUSING SOCIETY WITH  
REGN.NO./ BUILDER/ DEVELOPER

FORMAT FOR WORK PERFORMANCE CERTIFICATE / WORK COMPLETION  
CERTIFICATE REQUIRED FOR NEW REGISTRATION / UP-GRADATION &  
RENEWAL OF REGISTRATION FOR MECHANICAL AND ELECTRICAL DISCIPLINE  
(Certified True Copy)

(FOR PUBLIC LTD. CO. / PVT. LTD. CO. / PVT. ORGANIZATIONS)

1. Name of The Work :
2. Name of the Owner/Hsg. Soc./Builder/  
Developer (In case of Private works) :
3. Whether Permission of work of Local authority  
taken :
4. Work Cost / Revised cost :
5. Work Period / Revised period :
6. Name of the Main Contractor/s  
( J.V. / Consortium if any with details ) :
7. Name of the Sub Contractor/s  
(with % of sublet work ) :
8. Schedule Date of Start of Work :
9. Actual Date of Start of Work :
- 10 . Schedule date of Completion of work :
11. Actual date of completion of work :
12. Cost of Work Completed by Main Contractor/s :
13. Cost of Work Completed by Sub-Contractor/s :
14. Details of TDS for the work completed  
(Attach TDS Certificates certified by Registered  
Chartered Accountant) :

15. Brief Description of Work with main Items with  
Cost done by main contractor :
16. Brief Description of Work with main Items with  
Cost done by sub contractor :
17. Whether the work completed satisfactorily :
18. Penalties imposed, if any
19. Specific Remarks regarding Workmanship /  
Plant & Machinery / Technical Know-how etc. :
- :

SIGNATURE WITH SEAL

Owner OR Housing Society With Regn.  
No./Builder/Developer

**BRIHANMUMBAI MAHANAGARPALIKA**

No.EE/M & R/ /Civil/M&E dated

**CONFIDENTIAL**

Office of the  
Executive Engineer  
(Monitoring & Registration)Cell  
1<sup>st</sup> floor, J.B. Shah Market Building,  
Yusuf Meher Ali Road,  
Masjid, Mumbai: - 400 009.  
Tel.No.022-23403644

To,  
Chartered Accountant Name,  
Name of firm,  
Address of firm

**Sub:** Verification of Certificates issued in favour of M/s \_\_\_\_\_ (Name of Contractor)

**Ref:** 1. C.A. Certificate as per format 'III' issued under UDIN no.  
2. Turn-over certificate issued under UDIN no.  
3. C.A. certificate as per format 'X' issued under UDIN no.

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Dear Sir,

M/s \_\_\_\_\_ (Name of Contractor) (having  
Proprietor/Partners/directors:-

- 1)
- 2)
- 3)

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along with their application for new registration as contractor with M.C.G.M. have submitted above referred certificates issued by your office. The copies of the said certificates are attached herewith. It is requested to verify the same and state whether these certificates have been issued by your office and **attest the said photocopies attached herewith please.**

Thanking you.

Yours faithfully

Assistant Engineer  
(Monitoring & Registration) Cell

Encl: Photocopies of C.A. certificates