



Company Secretariat

Inward No. 911Date: 14/06/18

CIN : U99999MH1970SGC014574

CSD/File M-14/OW 904 /E.Office-

Date: 13.06.2018

Ref: CSD/File No. M-14/O.W. 905 /E.Off. 26396/26420MINUTES OF HOD MEETING HELD ON 11.06.2018 AT 10.00 AMAT THE 2<sup>ND</sup> FLOOR CONFERENCE HALL, CIDCO BHAVAN.

VC&amp;MD urged the implementation of the following:-

Sr. No.	Deliberation / Decision
1	<p>(i) HODs to submit report in given Performa to M(P) about classification of Records.</p> <p>(ii) After one week one committee consisting of <b>(1)</b> JMD-I, <b>(2)</b> CE(NM) and <b>(3)</b> Company Secretary, will assess the cleanliness of every department. This Committee will also report about <b>(a)</b> the person, whose desk is dirtiest and <b>(b)</b> the person whose desk is cleanest.</p> <p>(iii) Deptt. who show substantial progress in cleanliness drive will be taken up for renovation on priority basis.</p>
2	CE(NM) to complete by 31.03.2019, all renovation work of CIDCO's Belapur Office building. Timelines to be shared with respective HODs for temporary shifting.
3	All HODs to send communication to GoM/ GoI through VC&MD.
4	Plastic to be banned as per GR of GoM. CE(NM) to install RO system Water Dispenser on every Floor of CIDCO Office.

Ref: CSD/File No. M-14/O.W. 904 /E.Off.

*Path*  
13/6/18

C:\Users\20212\Downloads\notings (1).docx

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5		All HODs to attend on priority basis, the PAP's pending issues. <b>Special drive to be taken to dispose off pending cases.</b>
6	(i)	CAO to functionalize the On-line payment system for CIDCOs Citizen Centric Services within one week.
	(ii)	<b>All HODs to see implementation of SAP in their deptt. and start using the modules developed.</b>

**Re-submitted with correction for approval. Upon approval, this will be displayed on Intranet portal.**

Ref: CSD/File No. M-14/O.W. 904/E.Off.

(Pradeep Rath)

Company Secretary

Emp. No. 34023

Ref: CSD/File No. M-14/O.W. 905/E.Off. 26396/26425

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14-6-18

VC&MD

To  
HODs

Copy to.

System Manager for Display  
at CIDCO Intranet Portal.





Ref: CSD/File M -14/E-off/944 / e.off. 26668 Dt. 25.06.2018

28

MINUTES OF HOD MEETING : 25<sup>th</sup> June 2018

Presided by : VC & MD

Following were discussed :-

Sl. No	Deliberation / Decision
A	<ol style="list-style-type: none"> <li>1. <u>Cleanliness Drive</u> - Manager (Personnel) apprised of the progress of Swachata Report submitted by HODs. MD, viewed seriously of this delay submission by HODs and urged that in this week, the HODs to see reaching of the Report to Manager (Personnel).</li> <li>2. CE (NM) and M(P) to make necessary arrangement for Shredding of waste papers. Weeding out activities be taken up on every Saturday.</li> <li>3. MD permitted purchase of One Shredding Machine.</li> <li>4. Housekeeping in CIDCO Bhavan need proper supervision. EE (NM) to visit all Floors to see cleanliness of the Floors/Staircase of this Building.</li> </ol>

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28/6/18

5. Environmental Cell has been strengthened in CIDCO. All HODs to co-ordinate with Environmental Cell headed by GM(Env.) for Forest / Environmental Clearance issues.
6. On pending proposals with GoM, MD informed that consequent upon his meeting with PS-UD-1, timelines must be adhered too for submitting necessary clarifications as discussed in the meeting.
7. MD directed that replies on LAQ / AA etc., be dealt on topmost priority and timelines to be adhered too. *Dealt*
8. Within 15 days System Manager to install e-Office Softwares for tracking the Tapal and file movement and all HOD to start using it.
9. After 15 days, MD Secretariat will acknowledge Files/Tapal, only if it is routed through e-Office Softwares.  
  
System Manager, to give demonstration on working of e-office softwares in next HOD meeting and train all concerned dealing persons. *→*
10. *Within next 10 days,* System Manager to send to CVO, on regular basis the MIS of daily Visitors. *→*

*Katta*  
*28/6/16*



11. The HoDs to be available on every Monday, between 02.00 p.m. to 03.00 p.m. for direct meeting with general public, without prior appointment, to redress grievances. Manager(Personnel) to issue circular and Sr.PRO to issue Press Note in this regard.

12. CAO/Sr. A.O. to execute the agreement with IndusInd Bank and online payment for Estate Services, Water and Service charges and Building Permissions be made functional without further delay.

### Ideas from HODs

Mr. Ravikumar informed that old unused Vehicles may be disposed off, for which Manager (Personnel) was advised to contact Web Portal of MMTC Limited for e-auctioning.

Submitted for approval,

MD3242  
28/6/18

*Rath*  
28.6.18  
( Pradeep Rath )  
Company Secretary

VC&MD  
*[Signature]*  
28/6/18

Company Secretariat  
Inward No. 934  
Date: 29/06/18

CS

29/06/2018  
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Old Ref: O.W. 985  
 Company Secretariat 17.7.18  
 Inward No. 963  
 Date: 18/07/18



Ref: CSD/File M -14/E-off/990/E-office-27368

Dt. 18.07.2018

MINUTES OF HOD MEETING : 17<sup>th</sup> July 2018

Presided by : VC & MD

Following were discussed :-

Sl. No	Deliberation / Decision
A	<p><b><u>Cleanliness Drive :-</u></b></p> <ol style="list-style-type: none"> <li>1. HODs to maintain proper list of Files, which are sent for shredding.</li> <li>2. System Manager to complete within one month disposal of E-Waste / Unusable IT Equipments.</li> <li>3. Cleanliness drive to be completed by July end.</li> </ol>
B	<p><b><u>Long Pending Complaint-Disaster Management Cell:-</u></b></p> <ol style="list-style-type: none"> <li>1. CE(NM) to resolve every Friday, all the Pending Complaints.</li> <li>2. MD informed a reference of directions given by Hon. High Court in April 2018 on establishing Grievance Cell to handle Potholes, and of advised CE(NM) to take necessary action.</li> </ol>
C	<p><b><u>Van Mahostav :-</u></b></p> <ol style="list-style-type: none"> <li>1. Horticulture Officer to organize Plantation of drive in Airport R &amp; R sites and invite all HODs for this programme.</li> </ol>

Ref: CSD/File No. M-14 /O.W. 990 /E.Off. 27368  
 Rath



D	<p><b><u>CFC – Estate Services :-</u></b></p> <ol style="list-style-type: none"> <li>1. All Estate Services be made on-Line w.e.f. 1<sup>st</sup> August 2018 &amp; stop collection of application <sup>at</sup> CFC.</li> <li>2. M(TS-1), to inform MD, a cut off date, from which acceptance of DD/ Cheques etc to be discontinued.</li> <li>3. A communication be sent to the Agency who handles distribution of Bills of Water Service Charges, informing to distribute the Bills, at least 15 days in advance prior to due date; as instance has come to the notice of MD, about sending Bills after due dates.</li> <li>4. System be developed for sending Bills, through E-Mails / SMSs in line with other utility Service Providers. e.g. MSEDCL, MTNL, BMC etc.</li> <li>5. Once again Press Note be released on implementation of Online Payment for Estate Services, water and Service Charges.</li> <li>6. Provision <sup>be made</sup> of adequate Counters <sub>n</sub> for issuing visitors passes.</li> </ol>
E	<p><b><u>SAP Implementation :-</u></b></p> <ol style="list-style-type: none"> <li>1. Within next Two Weeks, all concerned HODs to go through the processes and finalize with Zensar Staff, the proper functioning of the Module pertaining to their areas of operation and thereafter Module wise functioning of work flows be reviewed by VC &amp; MD.</li> </ol>

F	<p><b>1. <u>Replying to various letters addressed to VC &amp; MD :-</u></b></p> <p>Replies be sent immediately, within a week's time, for all such letters endorsed &amp; marked by VC &amp; MD to various HODs and weekly ATR be submitted to MD Office.</p>
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The minutes are issued as per approval of VC & MD.

MD39599  
18/07/18

Ref: CSD/File No. M-14 /O.W. 990 /E.Off.

*Rath*  
18/7/18  
( Pradeep Rath )  
Company Secretary

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18/07/18

Company Secretariat

Inward No. 963

Date: 18/07/18

CS





CIN : U99999MH1970SGC014574

CSD/File M-14/OW 1081 /E.Office-28649

Date: 27.08.2018

MINUTES OF HOD MEETING : 20 Aug, 2018PRESIDED BY : VC&MD

Sr. No.	Deliberation / Decision
1	VC&MD urged that the cleanliness Committee is to submit their report, recommending the name of (a) the Officer whose desk is cleanest (b) the Department, which is cleanest.
2	System Manager to take a review of implementation status of e-Office and e-Tapal system, and apprise of the progress in next HOD meeting.
3	In next HOD meeting, Accounts Department to give demonstration, of SAP implementation.
4	VC&MD, reiterated that replies on LAQ/ AA Committees etc. be dealt on top most priority and timelines be adhered to.

MD 10/9/18  
28/8/18

Rath

5	With reference to setting up of Grievance Cell [as per High Court directives of April, 2018], it was decided that existing Disaster Management Cell be continued for this purpose, with Lesser Number of staff; after the Monsoon timelines, and compliance Report in this regard be sent by CE(NM)
6	With reference to direction given by PUC, MD urged that CE(NM), Sr. Economist and MTS-III to expedite submission of <b>Enquiry</b> Report within a Week's time.
7	<p>With reference to various grievances emanating on CIDCO constructed Residential Buildings, MTS-I suggested that in the Lease Deed suitable clause be incorporated to deal with this liability after a specific time period. In this regard, MD while agreeing to the suggestion urged that this be implemented for all upcoming Housing Schemes.</p> <p>MD also advised that for future Housing Schemes, <b>Roof Design should be done</b>, keeping in mind the Heavy Rain Fall of Konkan Region.</p>

Submitted for approval, upon approval, this will be displayed on Intranet portal.

*Rath*  
27.8.18  
(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

*VC&MD*  
27/8/18

**HOD**  
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30-8-2018





CIN : U99999MH1970SGC014574

CSD/File M-14/OW

/E.Office-

Date: 29.08.2018

MINUTES OF HOD MEETING : 27 Aug, 2018PRESIDED BY : VC&MD

Sr. No.	HOD	Deliberation / Decision
1)	CE(NM)	<p>A) Expressing concern over slow progress of various works. MD urged that following works be expedited:</p> <ol style="list-style-type: none"> <li>1) Colouring of outer wall of CIDCO Bhavan, immediately wherever the structural work is completed.</li> <li>2) Cleanliness of Kharghar Chowk.</li> <li>3) Finalization of Tender for Renovation of, various deptt. in CIDCO Bhavan.</li> <li>4) Three CEs, to analyze reasons of delays of already completed &amp; on-going projects &amp; List of such projects be submitted to VC&amp;MD.</li> </ol> <p>MD also directed that, CIDCO's existing conditions be reviewed regarding imposition of penalty for delay in completing project. CEs to explore introducing incentive scheme for timely completion of project &amp; higher penalty for delays, as the present penalty quantum seemed not acting as a deterrent to curb delays.</p>

		<p>B) On "Potholes" MD advised CE(NM) for visiting BMC to know their usage of new type of cost effective Concrete mixtures.</p>
2)	NAINA	<p><b><u>Mobility Plan for NAINA</u></b></p> <p>MD stressed upon the need to have a plan that should capture all types of holistic requirements of NAINA, for next 40-50 years, best practices of the World should be followed.</p> <p>On the above context, Taskforce committee constituted comprising of the following:-</p> <ol style="list-style-type: none"> <li>1) Director, T&amp;A</li> <li>2) CAP</li> <li>3) CE(NM)</li> <li>4) CL&amp;SO</li> <li>5) Representative of other Stakeholders viz, MMRDA. PMC, NMMC to have their suggestions.</li> </ol> <p>The Taskforce committee will study the available plan &amp; their use &amp; suggest futuristic requirements in a holistic manner and to recommend appointment of consultants, if needed.</p>
3)	CL&SO	<p><b><u>Land Records &amp; Conciliation</u></b></p> <p>MD emphasized the need of reconciliation of area wise &amp; node wise Land data &amp; its digitization &amp; GIS mapping and directed that imposition of GIS be made within 30 days for CIDCO's Thane Area Land Record.</p> <p>In next HOD meeting presentation be made covering:</p> <ol style="list-style-type: none"> <li>a) Integration of Land Records into SAP – Mr. Ravikumar.</li> </ol>



		<p>b) 1. Private Lands acquired, but CIDCO's name has not been inserted – CLSO</p> <p>2. Pending Land related claims - CLSO</p>
4)	ALL HODs	<p><b><u>Monthly Action Plan</u></b></p> <p>All HODs to submit to VC&amp;MD on regular basis Monthly Action Plan of their activities &amp; by 31.08.2018 first such report be sent for the month of September, 2018 and during the month MD will fix a date for making presentation.</p>
5)	GM (Env.)	For EHVT lines & other project clearance, MCZMA's Public Hearing be expedited on top priority.
6)	MTS-I	One circular be issued by MTS-I informing to the Co-Op. Hsg. Societies about CIDCO's implementation of On-line mode of payment of all Estate Services.
7)	CAP	<p>PPT was shown indicating laying of alternate route to Sion-Panvel Express ways.</p> <p>MD urged that CAP &amp; DIR.(T&amp;A) to initiate talk with NMMC &amp; PWD &amp; thereafter to circulate to HODs, a concept Note seeking suggestions.</p>

Submitted for approval, upon approval, this will be displayed on Intranet portal.



(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

VC&MD



CIN : U99999MH1970SGC014574

CSD/File M-14/OW 1119 /E.Office- 29095 Date: 10.09.2018

MINUTES OF HoD MEETING : 03 September, 2018PRESIDED BY : VC&MD

Sr. No.	Deliberation / Decision
A)	<p>Demonstration was shown on the following:-</p> <ul style="list-style-type: none"> <li>a) E-Tapal</li> <li>b) On-line payment through RTGS/ NEFT.</li> <li>c) Integrated Enterprise GIS.</li> <li>d) CIDCO Land information Management System [CLaIMS]</li> </ul> <p>On the above, following directives were given by VC&amp;MD:</p> <ul style="list-style-type: none"> <li>i) In next HoD meeting, Zensar to give demonstration of fully functional E-tapal modules.</li> </ul> <p>Zensar Team also to provide necessary training to Dispatch Clerk about working of E-Tapal module in co-ordination with System Manager.</p>

	<p>ii) CAP should discuss the issues with regard to geo referencing in GIS Module and to make this Module fully functional by the end of September-2018.</p> <p>iii) Record updation for CIDCO properties to be done on priority.</p>
B)	Referring to the directives given in the previous HoD meeting, MD informed that HoDs, who are not submitting Monthly Action Plan, it will be assumed that the concerned HoD has no work and this aspect would be reflected in their CRs.

Submitted for approval, upon approval, this will be displayed on Intranet portal.

Ref: CSD/File No. M-14/O.W.1119 /E.Off. 29095

(Pradeep Rath)

Company Secretary

Emp. No. 34023

VC&MD

Company Secretariat

Inward No. 1173

Date: 14/09/18

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To HOD - 18/9/18 through CS's rd.





CIN : U99999MH1970SGC014574

CSD/File M-14/OW 1126 /E.Office- 29187

Date: 19.09.2018

MINUTES OF HoD MEETING : 10<sup>th</sup> September, 2018PRESIDED BY : VC&MD

Sr. No.	Deliberation / Decision
1.	<p><b><u>On-line payment :</u></b></p> <p>CAO to list out Ledger Heads of payment, that can be accepted through On-line mode and System Manager to link those heads in SAP Module. All type of payments should be 'On-line' mode only.</p>
2.	<p><b><u>PuC-Paragraph on CAG Audit Report:</u></b></p> <p>MD directed that concerned HoDs to ensure timely submission of Report against 4 PuC-Paras.</p>
3.	<p><b><u>Water Supply :</u></b></p> <p>Taking into account the present level of Water Supply and for catering to the future requirement, following Committee comprising of (i) CE-NM (ii) CE-NMIA (iii) CAP (iv) CLSO (v) One of Representative from (a) MIDC, (b) NMMC, and (c) MJP is constituted to, (i) assess the present capacity &amp; future demand for next 50 years, and to review the past reports, if any. (ii) usage of Treated Water (iii) Suggest new source of Water.</p> <p>The Committee may seek approval for engagement of Consultants, if need be.</p>

4.	<p><b><u>Solid Waste Management :</u></b></p> <p>DCR to be amended to incorporate mandatory provision for implementation of Solid Waste Management in Building/ Housing Complex, and such provision also be inserted in COPAS Module.</p>
5.	<p><b><u>Inter State Bus Terminus :</u></b></p> <p>Director (T&amp;A) to expedite the project. <b>Necessary proposal for regulations if needed be submitted to Transport Deptt.</b></p>
6.	<p><b><u>Pendency of cases :</u></b></p> <ul style="list-style-type: none"> <li>• Concerned HoDs are directed to take timely cognizance of pendency of cases and update the status on LTS, immediately after providing inputs to Advocates.</li> <li>• Sr. Law Officer to advice Advocates for taking timely cognizance of the cases, and performance of such Advocates be monitored &amp; reported to the Administration.</li> <li>• <b>Sr. Law Officer and CAO</b> to ensure release of <b>pending payments</b> of Legal fees.</li> </ul>
7.	<p><b><u>Generation Activities :</u></b></p> <p>MD urged HoDs to provide Ideas about generation of Revenue for the Corporation.</p> <p>Following Ideas were deliberated upon viz;</p> <p>(i) Ticketing and Pay &amp; Park system <b>and allocation of shops</b> at Central Park, Kharghar.</p>

	(ii)	Consultancy Services within State, outside State and at International level also.
	(iii)	Publicity of Urban Haat and policies to ensure capacity utilization.
	(iv)	Commercial utilization of circulating area of Railway Stations, like- Food Court/ Mini Shopping Stalls, in line with Delhi Metro Stations.
	(v)	Setting up Solid Waste Management Plant and to allow people to use the facilities on payment basis.

Minutes is issued with incorporating correction made by VC&MD, this will be displayed on Intranet portal.

Ref: CSD/File No. M-14 /O.W. 1126 /E.Off. 29187

(Pradeep Rath)

Company Secretary

Emp. No. 34023

VC&MD

TO HOD -

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24.9.18





CIN : U99999MH1970SGC014574

Company Secretariat

Inward No. 1230Date: 11/10/18CSD/File M-14/OW 1195 /E.Office- 29436

Date: 08.10.2018

MINUTES OF HoD MEETING : 08<sup>th</sup> October, 2018PRESIDED BY : VC&MD

Sr. No.	Deliberation / Decision
1.	<p><b><u>On-line Payment Receivable Heads</u></b></p> <p>A per directives of MD given in previous HoD meeting, CAO made a presentation, showing various Heads of Receivable Payments, that can be accepted through On-line mode.</p> <p>All HoDs were advised to identify all manual Receipt activities to be made On-line &amp; inform CAO within <u>3</u> week's time and Zensar to map On-line receivable activities on SAP module <u>in next 3 weeks.</u></p>
2.	<p><b><u>E-Tapal Users</u></b></p> <p>Within this week, Zensar to create &amp; provide Login Ids for all Deptt.</p> <p><u>↑ users in</u></p>
3.	<p><b><u>Audit Paras</u></b></p> <p>MD directed that concerned HoDs to ensure timely submission of Report on all pending Audit Paras and interim Replies be sent immediately, after taking reviews by JMDs &amp; VC&amp;MD.</p>

4.	<p><b><u>Replying to various letters addressed to VC&amp;MD</u></b></p> <p>MD reiterated that replies be sent immediately, within a week's time, for all such letters endorsed &amp; marked by VC&amp;MD to various HoDs and weekly ATR be submitted to MD Office.</p>
5.	<p><b><u>List of Delayed Projects</u></b></p> <p>MD reiterated that detailed list of ongoing Projects &amp; Delayed Projects be submitted to him by the 3 CEs.</p>
6.	<p>CL&amp;SO made a presentation showing the process flow for having made 12.5% allotment functioning ready for "Go-live" on SAP module.</p> <p>The MD inaugurated the "Go-Live" of 12.5% allotment functioning.</p> <p>In next HoD meeting, CL&amp;SO to inform details of 12.5% pending allotment &amp; node-wise remaining applications due for allotment in each File.</p>

Submitted for approval, upon approval, this will be displayed on Intranet portal.

Ref: CSD/File No. M-14/O.W.1195/E.Off. 29436

*Rath*  
8/10/18  
(Pradeep Rath)

Company Secretary  
Emp. No. 34023

VC&MD

*As corrected*

*10/10/18*

HOD - 11/10/18  
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*CS*





CIN : U99999MH1970SGC014574

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SAP No. 92

CSD/File No. M-14/OW 1258/E.Office-29519

Date: 13.11.2018

MINUTES OF HoD MEETING : 12<sup>th</sup> November, 2018PRESIDED BY : VC&MD

Sr. No.	Deliberation / Decision
1.	<p><b><u>NERUL-URAL RAILWAYS :-</u></b></p> <p>As a token of appreciation for works done by CE(SP) and his team, VC &amp; MD felicitated Engineers, and for the smooth arrangements of the inaugural functions, PRO, Horticulture Officer, Asstt. PRO were also felicitated.</p> <p>VC &amp; MD stressed the need for timely completion of the balance works, and urged that expectations for this project has gone up as per message of Hon'ble Chief Minister, Maharashtra.</p>
2.	<p><b><u>SCHEDULING OF REVIEW MEETINGS :-</u></b></p> <p>VC &amp; MD urged that in the current Week, concerned HoDs be in preparedness for the reviewing the following subject, as already discussed in past HoDs meeting.</p> <ul style="list-style-type: none"> <li>(A) Mobility Plans</li> <li>(B) Kharghar Corporate Park</li> <li>(C) Water Supply with reference to future requirement Assessment &amp; present capacity and future demand for next 50 years.</li> </ul>

*Lead acquisition officers*



3.	<p><b><u>INTERIOR WORKS &amp; COLOURING AT CIDCO BHAVAN :-</u></b></p> <p>CE(NM) was advised to complete by March-2019 the interior works of 4<sup>th</sup> floor and 7<sup>th</sup> floor of CIDCO Bhavan, CBD-Belapur and to start colouring the outer wall [Front view] of CIDCO Bhavan, within a month time.</p>
4.	<p><b><u>ACTION TAKEN REPORTs [ATR] :-</u></b></p> <p>(i) Company Secretary to submit ATR on decision of HoDs meeting.</p> <p>(ii) M(P) to update the status shredding of waste papers and deptt.-wise classification of Records.</p> <p>(iii) <b><u>Replying to various letters marked by VC &amp; MD to various HoDs:-</u></b> VC &amp; MD reiterated that replies be sent immediately, within a week's time, for all such letters endorsed &amp; marked by VC &amp; MD to various HoDs and weekly ATR be submitted to MD Office so that the list till Oct.-2018 can be updated.</p>

Submitted for approval, upon approval, this will be displayed on Intranet portal.

MD Sir,  
Draft for your  
approval pl.

(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

*Rath*

VC&MD

Company Secretariat

Inward No. 1329

Date: 26/11/18

Ref: CSD/File No. M-14/O.W. 1258/E.OFF. 29519

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15/11/2018

Company Secretariat  
Inward No. 1300  
Date: 14/11/18

12/13/11/18



CIN : U99999MH1970SGC014574  
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CSD/File No. M-14/OW 1279/E.Office- 29531  
SAP-107

Date: 19.11.2018

MINUTES OF HoD MEETING : 19<sup>th</sup> November, 2018

PRESIDED BY : VC & MD


Sr. No.	Deliberation / Decision
<p><b>1]</b></p> <p>All HoDs</p>	<p>A presentation was shown by Project management Cell, on progress of functioning (i) e-Tapal (ii) Online payment etc., and following directives were given:-</p> <p>(A) W.e.f 1<sup>st</sup> December, 2018 e-Tapal Modules shall be used and Manual maintenance of आवक &amp; जावक Register be done away with.</p> <p>(B) In next HoD Meeting ,demonstration be made by ZENSAR on viewing &amp; generation of MIS on categorization Letters .</p> <p>(C) The aspect of attachment of letters &amp; display thereof will be taken up in 2<sup>nd</sup> stage of implementation.</p> <p>(D) SE (Telecom) to resolve the issue pertaining to Nodal Office connectivity.</p> <p>(E) Services of additional Banks/ Payment Aggregators be availed immediately towards configuring Additional payment gateways.</p>



	(F) All collections will be routed through SAP Modules and no manual cheques be issued expect in exceptional situation with approval of VC & MD.
<b>2]</b> MTS-I	<b><u>CFC</u></b> In all HoD Meeting, MIS be shown on pendency of Applications .
<b>3]</b>	<b><u>Grievance Redressal</u></b> Company Secretary to take Additional charge of Grievance Redressal works and in next HoD meeting deptt-wise pendency be shown.
<b>4]</b>	<b><u>CAG – Performance Audit</u></b> All HoD to make endeavor to furnish immediate replies to the Audit paras & in next HoD meeting pending paras be discussed.

Submitted for approval, upon approval, this will be displayed on Intranet portal.

MD Sir,  
Draft for your  
approval pl.

  
19. Nov. 18  
(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

VC & MD

  
22/11/18

C/S

To  
HoD →

26.11.2018  
Email : cs@cidcoindia.com  
pa.cs@cidcoindia.com





CIN : U99999MH1970SGC014574  
cs@cidcoindia.com



CSD/File No. M-14/OW 1282/E.Office- 29539

Date: 26.11.2018

SAP-114

MINUTES OF HoD MEETING : 26<sup>th</sup> November, 2018

PRESIDED BY : VC & MD

Sr. No.	Deliberation / Decision
1] System Manager & M(P)	<b><u>e-Tapal Module</u></b>  Looking to the presentation, VC & MD directed that Zensar to meet Manager (Personnel) to configure the categorization of letters on the dropdown list.  e.g. – UDD, CM Office, GR, LAQ, HoD etc.
2] CAP & Marketing	<b><u>Un-sold Plots</u></b>  Immediate steps be taken towards reconciliation of area-wise & node-wise details of un-sold plots, to avoid duplication in Auctioning.

Submitted for approval, upon approval, this will be displayed on Intranet portal.

MD Sir,  
Draft for  
approval Pl.

*Rath*  
26 Nov 18  
(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

VC & MD

Company Secretariat  
Inward No. 1344  
Date: 29/11/18

To  
All HoDs 29/11/2018  
Email : cs@cidcoindia.com  
pa.cs@cidcoindia.com



CIN : U99999MH1970SGC014574

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CSD/File No. M-14/OW 1301 /E.Office- 29553  
SAP-114

Date: 03.12.2018

MINUTES OF HoD MEETING : 3<sup>rd</sup> December, 2018PRESIDED BY : VC & MD

Sr. No.	Deliberation / Decision
1]	<p><b><u>e-Tapal Module:-</u></b></p> <p>Looking to the demonstration, VC &amp; MD directed that Zensar to get feedback from HoDs for resolving difficulties, if any and thereafter, this Module be functionalized on SAP.</p>
2]	<p><b><u>On-Line Payment:-</u></b></p> <p>Representative of IndusInd Bank, made demonstration, about real-time integration of all type of payments linked to SAP data base and generation of instant Receipt, besides occurring of Real time Reconciliation.</p> <p><b>Press Note</b> be released by PRO setting out the salient features of this On-Line payment system.</p>
3] CE(NM)	<p><b>(1) <u>List of Delayed Project:-</u></b></p> <p>VC &amp; MD reiterated that detailed list of ongoing Projects &amp; Delayed Projects be submitted to him by the 3 CEs. <i>and analyze the reasons for delay and corrective action for avoiding these delays in future</i></p> <p><b>(2) <u>Empanelment of Vendors/ Consultants.</u></b></p> <p>CE(NM) to <del>re-initiate</del> the process of empanelment of Consultants/ Vendors towards ease of doing various activities. <i>Architects</i></p>



	<p><b>(3) <u>Quality and Cost Based selection [QCBS].</u></b> CE(NM) initiate the process for using QCBS process for various works.</p> <p><b>(4) <u>GST savings in various Contracts.</u></b> CE(NM) and CAO to discuss the subject and apprise the outcome to VC &amp; MD.</p>
<b>4]</b>	<p><b><u>CFC On-Line:-</u></b> By 15<sup>th</sup> December, 2018, the MTS-1 and MTS-3, to complete the Modalities for minimum requirements of documents and its size for uploading, besides making provision for allowing further reasonable periods [ say 7 days] towards validity of payment Advice, if payment falls due in the Last week of a month.</p>
<b>5]</b>	<p><b><u>Other Deliberations:-</u></b></p> <p><b>(1) <u>Tamilnadu and J&amp;K State Bhavan.</u></b> Joint field visit be made by staff from Planning and Marketing Deptt. to the proposed site, and immediate steps be taken for allotment.</p> <p><b>(2) <u>Plot for Petrol Pump – Navi Mumbai Police Deptt.</u></b> MTS-3 to expedite the allotment.</p>

Submitted for approval, upon approval, this will be displayed on Intranet portal.

MD Sir,  
Draft for approval pl.

*Rath*  
3/Dec/18  
(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

VC & MD

*4/12/18*

Company Secretariat

Inward No. 1367

Date: 06/12/18

06 DEC 2018  
Email : [cs@cidcoindia.com](mailto:cs@cidcoindia.com)  
[pa.cs@cidcoindia.com](mailto:pa.cs@cidcoindia.com)

To ✓  
all  
HOD





CIN : U99999MH1970SGC014574

cs@cidcoindia.com

CSD/File No. M-14/OW 1337 /E.Office-

Date: 24.12.2018

MINUTES OF HoD MEETING : 24<sup>th</sup> December, 2018PRESIDED BY : VC & MD

Sr. No.	Deliberation / Decision
<p><b>1]</b></p> <p><b>1-A]</b></p>	<p><b><u>Fire Incidence on 16.12.2018 – CIDCO's System Deptt.</u></b></p> <ul style="list-style-type: none"> <li>- VC &amp; MD expressed concern for the lack of basic safety measures, not undertaken by Fire Deptt., and directed CFO to ensure that necessary Fire Fighting Systems are functional in all CIDCO Offices, and Quarterly review be made.</li> <li>- CE(NM) and CAP to ensure that Designated Fire Exit Routes are open.</li> <li>- CE(NM) to give directives to concerned Contractors about not to disturb the Fire Fighting System and Data cables during Renovation works.</li> </ul> <p><u>Renovation work</u></p> <p>The earlier given timelines of 31.03.2019 is extended till 31.05.2019 and CE(NM) will share the timelines with respective HoDs for temporary shifting.</p>

2]	<p><b><u>Details of un-sold properties:-</u></b></p> <p>VC &amp; MD emphasized that record updation for CIDCO's un-sold properties to be done on priority. Official from CUC, Lands and Marketing to go for spot verifications of un-sold tenements, shops, plots and their encroachment status and thereafter, immediate action be started towards marketing of these properties.</p>
3]	<p><b><u>Board Notes:-</u></b></p> <ol style="list-style-type: none"> <li>(1) HoDs are advised to submit the Board Notes in advance without waiting for declaration of the date of Board Meeting.</li> <li>(2) Referring to the last Meeting's Board Note, VC &amp; MD directed that HoD to clearly report whether GST is Inclusive or Exclusive in Tender Estimation, and accordingly this aspect be taken care of during confirmation of Minutes.</li> <li>(3) Since GST Rate is Exclusive of Estimation Cost, henceforth, such rate be mentioned in Board Notes, as "Exclusive of GST".</li> <li>(4) <b><u>Revenue through Renting out space for Advertisement:-</u></b> To garner the revenue opportunities, CE(SP) to expedite selection of Advertising Agency/ies on concessionaire basis for installation of new trends of publicity through Digital Display Boards, across various places in CIDCO Nodes viz; Railway Station Premises, Flyover Areas, Parking Spaces etc.</li> </ol>



	<p>(5) <b><u>C&amp;AG, PUC Audit Paras:-</u></b> Immediate steps be taken, wherever improvements are necessary based on C&amp;AG, PUC recommendations.</p>
4]	<p><b><u>Other Deliberation:-</u></b></p> <p>(1) Action by HoDs be taken forthwith, after various files are cleared by VC &amp; MD/ Jt. MDs.</p> <p>VC &amp; MD also stated that any delay will be viewed seriously.</p> <p>(2) <b><u>Office Notings:-</u></b> In Office Notings, HoDs to mention the objectives and the requirements of various proposal without quoting the day-to-day discussions held with VC &amp; MD/ Jt. MD. <i>HoDs should take summary action on the references.</i></p>

Submitted for approval, upon approval, this will be displayed on Intranet portal.

*and examine the proposal in per rules & regulation*

*MD Sir,*  
*Draft for approval pl.*

*Rath*  
*24.12.18*  
(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

Company Secretariat

Inward No. 1408

Date: 27/12/18

VC & MD

*26/12/18*

*CS*

27 DEC 2018

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*HOD.*





CIN : U99999MH1970SGC014574

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CSD/File No. M-14/OW-1383 /E.Office- SAP-169

Date: 17.01.2019

MINUTES OF HoD MEETING : 15<sup>th</sup> January, 2019PRESIDED BY : VC & MD

Sr. No.	Deliberation / Decision
1]	<p><b><u>e-Tapal Module &amp; Upgradation of Computer System:-</u></b></p> <ol style="list-style-type: none"> <li>1. Expressing concern over non implementation of e-Tapal by Planning Department, VC &amp; MD urged that, all HoD to ensure use of this module and make it mandatorily functional in their deptt.</li> <li>2. Zensar to provide all license as per agreement for additional Users.</li> <li>3. Stock Audit be made of old Computers and steps be taken either for upgrading the configuration or new purchasing under buy-back scheme.</li> </ol>
2]	<p><b><u>Land Records &amp; Reconciliation :-</u></b></p> <p>VC &amp; MD emphasized the need of reconciliation of area-wise and node-wise Land details including the details of unsold shops, plots, tenements, etc.</p> <p>For the above, JMD-2 is to expedite conducting Land Audit since, details of saleable properties of CIDCO, are not made available despite many efforts being taken at Planning Deptt.</p> <p>Sr. Economist to workout the pricing of remaining unsold shops/ apartments, etc. on realistic basis, towards making these inventories saleable as per market conditions.</p>


3]	<p><b><u>Renovation :-</u></b></p> <ol style="list-style-type: none"> <li>1. To make the Data Centre [System Deptt.], functional on priority basis.</li> <li>2. 12.5% Deptt. to be accommodated at CFC area[Ground Floor], and 1<sup>st</sup> Floor, near the Estate Department, since, Estate services are now made available On-line.</li> </ol>
4]	<p><b><u>Estate Services :-</u></b></p> <ul style="list-style-type: none"> <li>• To initiate work plan for implementation of decision with regard to "Freehold Land".</li> <li>• Outsourcing services be explored for estate related On-line services in line with "Passport Seva Kendra" being managed by TCS.</li> <li>• Additional Internet services be extended to Nodal Offices and speed to be monitored at regular intervals, by Shri T.L. Parab [In-charge of System Department].</li> </ul>
5]	<p><b><u>Garjepoti :-</u></b></p> <p>CAP was advised to be in readiness with all data, to expedite Garjepoti issues. JMD-1 to make one co-ordination team to workout modalities for implementation of scheme.</p>
6]	<p><b><u>Monthly Review Meeting :-</u></b></p> <p>In case, issues are connected to other department, in CIDCO, then, the concerned HoD be invited for clearing proposals in the review meeting.</p>
7]	<p><b><u>12.5% Plot :-</u></b></p> <p>In Uran node, Land Pockets be confirmed by CAP to CL&amp;SO, towards allotment of balance 12.5% scheme plots.</p>
8]	<p><b><u>Kharghar Hill Plateau :-</u></b></p> <p>CAP to move the earlier proposal of the year 2010, in respect of marketable scheme, for permitted areas under Kharghar Hill Plateau.</p>




<b>9]</b>	<b><u>Policy for Persons with Disabilities:</u></b> To put up the Board Note on policy for allotment to Persons with Disabilities.
<b>10]</b>	All HoDs to furnish replies today itself to the pending PUC paras of 2015-16 & 2016-17.

Submitted for approval, upon approval, this will be displayed on Intranet portal.

MD Sir,  
Draft for approval Pl.

  
(Pradeep Rath) 15/1/19.  
Company Secretary  
Emp. No. 34023

VC & MD

  
16/1/19  
Company Secretariat  
In. No. 1442  
Date: 17/01/19

TO  
ALL HODS

Email : cs@cidcoindia.com  
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CS

- 18/01/19





CIN : U99999MH1970SGC014574

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CSD/File No. M-14/OW 1406 /SAP- 189

Date: 28.01.2019

**MINUTES OF HoD MEETING : 28<sup>th</sup> January, 2019****PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1]	<b><u>On-line Payment :-</u></b> CAO to include more payment gateways, including "Internet Banking" of various Banks under the payment aggregator services of SBI.
2]	<b><u>2.1 Chatrapati Shivaji Maharaj Statue :-</u></b> <b><u>2.2 Alternate Plot For Tribal Hostel :-</u></b> 1] Mr. Mankar, to expedite demarcation of suitable plot in Ulwe Node. <i>for development of island near Chowkpar Rly. Station</i> 2] Mr. Mankar also to expedite <del>allotment of an</del> Alternate Plot for Tribal Hostel.
3]	<b><u>Pricing of Un-sold Shops/ Apartments :-</u></b> Sr. Economist was advised to finalize the pricing of remaining un-sold shops/ apartments etc., towards making these inventories saleable and adding revenue to corporation.  For the above purpose, JMD-2 to convene an immediate meeting of Engineering, Marketing deptt. alongwith Sr. Economist to finalize this aspect within a week's time.
4]	<b><u>MOA-AOA of Pune Airport Ltd. :-</u></b> Company Secretary to examine the proposed MOA-AOA received from MADC & report to VC & MD about observations if, any.

5]	<b><u>Identification of Plot for HIG/ MIG :-</u></b> Planning deptt. to put up proposal by identifying suitable plot.
6]	<b><u>MAFCO PLOT :-</u></b> Auctions of plots to be started, wherever, Tree Authority's permission is available.
7]	<b><u>Additional Compensation on Land Acquisition :-</u></b> This subject be legally examined & outcome be submitted to VC & MD.
8]	<b><u>PMC – Head Office :-</u></b> MTS-1 was advised to expedite the execution of agreement for the plot already allotted to Panvel Municipal Corporation for which payment has already been received.
9]	<b><u>Presentation – Facade Lighting of CIDCO Bhavan :-</u></b> A presentation was shown depicting various "Lighting Theme" including Landscape Garden Lighting at the entrance of CIDCO Bhavan, towards improvisation of branding & visibility impact of CIDCO.  The presentation need to be fine-tuned, considering the "Corporate Office" image & be re-shown in next HoD meeting.

Submitted for approval, upon approval, this will be displayed on Intranet portal.

MD Sir,  
Draft for approval pl.

*Rath* 28/1/19

(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

VC & MD

Company Secretariat  
Inward No. 1486  
Date: 04/01/19

*undecsd*  
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4/2/19

TO HO ✓





CIN : U99999MH1970SGC014574  
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CSD/File No. M-14/OW-1466 /SAP-242

Date: 25.02.2019

**MINUTES OF HoD MEETING : 25<sup>th</sup> February, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>e-Tapal:-</u></b></p> <p>HoDs to use "MIS" link to view the list of pendency and Zensar to provide link on this MIS page itself to generate documents as per categorization already configured in the e-Tapal Module.</p>
2	<p><b><u>On-line – Misc Receipts:-</u></b></p> <p>Zensar to give detailed presentation in the next HoD meeting.</p>
3	<p><b><u>Online Payment – Marketing Deptt.:-</u></b></p> <p>Configuration <sup>to be</sup> <del>be</del> made on CIDCO web portal to generate all types of payment challan &amp; this activity is to be completed by 15<sup>th</sup> March, 2019 &amp; live demo be shown in HoD meeting.</p>
4	<p><b><u>SAP – HCM module – Personnel Deptt.:-</u></b></p> <p>Related Transfer Orders be reflected on the SAP module on the date of issuing such order &amp; Personnel deptt. to take immediate action for linking the SAP login IDs of these staffs, posted in various deptt./ divisions.</p>



**5 Renovation of Data Centre (System Deptt.):**

CE(NM) to expedite immediate renovation of Data Centre, alongwith the renovation work of 4<sup>th</sup> & 7<sup>th</sup> Floors. *and shifting of 12.5% Deptt. to ground floor areas.*

**6 22.5% Related:-**

The data available since 2013 in a standalone software, be configured with SAP & status be apprised in the next HoD meeting.

**7 Central Park:-**

CE(NM) to explore possibilities of handing over the Toilet Blocks to SULABH INTERNATIONAL on MoU basis & expedite and allotment of Food Plaza through tender procedure. *Also for Tenders for civil works for Central Park to be expedited.*

**8 Land Records & Reconciliation:-**

One presentation was shown depicting the details of CIDCO constructed Shops & Tenements, since inception covering Node-wise unsold units:-

Sr. No.	NODE	Total Constructed Units	Verified Units out of sold units	Transfer related issues	Verified by Estate department for sold units	CIDCO Guest House / Transit camp	Unsold Units	Files required for verification for sold units
1	Airoli	13563	10990	1967	477	0	3	126
2	Ghansoli	10553	7223	2218	737	0	340	35
3	Koperkhairne	15518	9585	3962	973	0	998	0
4	Vashi	20591	10772	8406	1356	0	24	33
5	Sanpada	9220	7719	688	603	124	40	46
6	Nerul	24144	14366	8094	1192	5	22	465
7	CBD Belapur	8982	4109	2242	2407	2	59	163
8	Kharghar	14351	7892	1176	4179	0	878	226
9	Kalmboli	11131	6762	2662	1452	0	193	62
10	New Panvel	10000	4348	3004	2442	0	0	206
11	Ulwe	1398	1001	53	176	0	0	168
12	Dronagiri	528	22	215	227	0	0	64
13	Khandeshwar	79	0	0	0	0	79	0
14	Kamothe	20	0	0	0	0	20	0
15	Bhoisar	575	571	0	0	0	0	4
Total		140,653	85360	34687	16221	131	2656	1598
%		100	60.69	24.66	11.53	0.09	1.89	1.14

	<p>A specific slide was also shown about Airoli Node, showing 149 Numbers of open plot available for disposal.</p> <p>VC &amp; MD directed the following:-</p> <ol style="list-style-type: none"> <li>1. That JMD-III to carry out this type of survey for remaining CIDCO Nodes in Navi Mumbai.</li> <li>2. To devise a Marketing plan for dispose these unsold plots in a time bound manner and Planning Department to provide immediate demarcation.</li> </ol>
9	<p><b><u>Budget:-</u></b></p> <p>HoDs to provide budget figures on realistic basis to enable proper budgeting control and matching of data between budget &amp; actual achievements.</p>
10	<p><b><u>SAP in New Towns:-</u></b></p> <p>CAO to extend the SAP modules to New Towns &amp; communication in this regard be sent to CA(NT).</p>

Submitted for approval, upon approval, this will be displayed on Intranet portal.

MD Sir,  
Draft for approval pl.

*Rath*  
25/2/19  
(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

VC & MD

*As amended*

*22/2/19*

*CS*

Company Secretary  
Inw. No. 1537  
Date. 28/02/19

01/03/2019  
adocsd@gmail.com





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CIDCO/CSD/File No. M-14/OW-1494/SAP-266

Date: 13.03.2019

**MINUTES OF HoD MEETING : 11<sup>th</sup> March, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1]	<p><b><u>Election Code of Conduct :-</u></b></p> <p>HoDs were apprised about the DO's &amp; DON'Ts aspect and VC &amp; MD directed that strict adherence to be done.</p>
2]	<p><b><u>SAP – Progress Review:-</u></b></p> <p>System Manager &amp; in-charge of SAP – Shri T.L. Parab will visit to the Desk of each HoDs to facilitate clearing of backlog of pendency as reflecting on SAP MIS. By next HoD meeting, all pendency to be cleared. All HoDs to ensure Dak movement through E-tapal only in all Departments.</p>
3]	<p><b><u>Renovation:-</u></b></p> <p>CE(NM) to closely monitor the progress of Agency and also to ensure timely completion of the Renovation of 4<sup>th</sup> &amp; 7<sup>th</sup> Floors, as per already extended time schedule of 31<sup>st</sup> May, 2019.</p>
4]	<p><b><u>Budget:-</u></b></p> <p>Next Week VC &amp; MD will take review of Expenditures corresponding to previous year's budgeted figure. While preparing budget for year 2019, CAO to take into account various commitment given by CIDCO towards funding of projects of MSRDC, MMRDA etc.</p>

<b>5]</b>	<b><u>NAINA and KHOPTA :-</u></b> CP(NAINA) to take up all remaining schemes in Phase-I NAINA simultaneously, besides detailed proposal for preparation of DP in 26 villages, out of 32 villages covered under jurisdiction of Khopta, for which Govt. of Maharashtra has appointed CIDCO as SPA.
<b>6]</b>	<b><u>Kharghar Corporate Park and Kharghar Hill Plateau:-</u></b> Next Week, CAP to show PPT on the progress of these projects.
<b>7]</b>	HoDs to prepare list of issues pending at Govt. level.
<b>8]</b>	<b><u>Mahamumbai Metro Operation Corporation Ltd.:-</u></b> CE(NM) and Company Secretary to submit the comments for onward sending to UDD, Govt. of Maharashtra.
<b>9]</b>	<b><u>Mass Housing – 90,000 units:-</u></b> To save time, CAP to ensure that all aspects of Architectural & Structural Designs, Drawings, Internal Layout etc., are in readiness prior to issuance of RFP, immediately after RFQ is completed, so that the project is taken up as per time frame. CE(NM) & CE(SP) to coordinate with Architect so that there is no delay in issuing RFP.

Minutes are issued with incorporating corrections made by VC & MD.

Ref: CSD/File No.

13/03/2019  
adocsd@gmail.com

NO.W. 13/03/19  
YE.OFF.  
(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

To,  
All HoDs





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CIDCO/CSD/File No. M-14/OW-1513/SAP-286

Date: 27.03.2019

**MINUTES OF HoD MEETING : 18<sup>th</sup> March, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Integration of COPAS with SAP :-</u></b> Mr. Ravi Kumar, ACP (SP/NT) to ensure that the existing COPAS Software is configured with the SAP system and functional from April 2019.</p>
2	<p><b><u>Collection of Surcharge on Railway Tickets :-</u></b> In terms of Tripartite Agreement between GoM, Central Railways &amp; CIDCO, CE (SP) to inform Railway Authorities regarding Surcharges already paid by Central Railways to CIDCO on the Passenger fares as collected by the Railway for local Rail Travel connected with Navi Mumbai and requests to include the maintenance cost for recovery through Surcharge.</p>
3	<p><b><u>SAP in New Towns :-</u></b> With regard to functioning of Estate &amp; Marketing Modules, survey to be made towards data entry about details of CIDCO Properties in New Towns. In this regard, M(TS-I) and System Manager to coordinate for selection of Survey Agency and implement this module.</p>
4	<p><b><u>Billing – Water/Service Charges :-</u></b> M(TS-I) to ensure online payment of Water/ Service Charges and expedite the appointment of new agency for the same.</p>

5	<p><b><u>Payment Gateways :-</u></b></p> <p>Services of Additional Bank/Payment Aggregators to be availed by CAO, so that by the first week of April 2019 all online payments are functional in SAP.</p>
6	<p><b><u>AADHAR verification in 12.5% allotment in CL&amp;SO department :-</u></b></p> <p>The Project Management Consultant to implement facilities of making AADHAR verifications, linking to the Biometric systems towards authenticity of 12.5% allotment.</p>
7	<p><b><u>Legal Matter - Affidavit related :-</u></b></p> <p>Concerned HODs are directed to take timely cognizance of pendency of cases and update the status on LTS, immediately after providing inputs to Affidavits. HODs are also to ensure that Affidavits are filed in time and in case of any specific Affidavit require the approval of VC&amp;MD, the same to be submitted well in advance to avoid last minute rushing for securing such approval.</p>

Minutes are issued with incorporating corrections made by VC & MD.

Ref: CSD/File No. M-14 /D.W. 1513 /E.Off. SAP-286

27/03/2019  
adccsd@gmail.com

(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

To,  
All HoDs





CIN : U99999MH1970SGC014574

cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW- 1545/SAP-314

Date: 01.04.2019

**MINUTES OF HoD MEETING : 1<sup>st</sup> April, 2019****PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>e-Tapal Module :-</u></b></p> <p>Henceforth, with effect from 1<sup>st</sup> April 2019, all HODs to adhere Dak movement through e-Tapal Module only.</p> <p>With regard to various letters coming from CM Office, <sup>Urban Per;</sup> MP &amp; MLAs and others important subjects must be replied within a Week's time and in this regard system generated MIS to be generated by System Manager and submitted to OSD to VC &amp; MD, who will monitor these tasks.</p>
2	<p><b><u>On-line Payments :-</u></b></p> <p>a) <u>Service &amp; Water Charges :</u></p> <p>By 30<sup>th</sup> April 2019, the Project Management Consultant to implement in a full-fledged manner, the facilities of On-line Payment of Service Charges and also initiate work for distribution of physical Bills through services of "India Post" as done by BMC, TMC and other Govt. utility Service Providers.</p>

	<p>b) For On-line Payment facilities related to water charges, Mr. Kale, S.E (Water Supply) to coordinate with Project Management Consultant and status of implementation to be apprised to VC &amp; MD.</p> <p>c) <u>NAINA On-line Payment :</u> Mr. Venugopal, CP (NAINA) to ensure that the On-line Payment facilities are functional by 30<sup>th</sup> April 2019 with updation of DCRs.</p>
<b>3</b>	<p><b><u>UAT for SAP Modules :-</u></b></p> <p>VC&amp;MD expressed concern over the inordinate delays in finalizing UAT pertaining to HR and Marketing Modules and directed that all pendency of UAT to be completed within One Month.</p>
<b>4</b>	<p><b><u>Jalna Township – CIDCO being SPA :-</u></b></p> <p>From planning point of view, CA&amp;P to start formalities for development of Jalna Township as already approved by the Board in the month of February-2019.</p> <p>Similar formalities also to be started for "Raigad District" for which recently CIDCO has been appointed as SPA.</p>
<b>5</b>	<p><b><u>Pending issues with GoM :-</u></b></p> <p>On the list of pending issues with GoM, VC &amp; MD directed that the list of issues pending with Govt. level alongwith supporting documents to be submitted today itself.</p>

6	<p><b><u>BMTC :-</u></b></p> <p>CAO to ascertain the actual pendency of beneficiaries out of 1587 Numbers mentioned in the proposal in this regard.</p>
7	<p><b><u>Submission of files to VC&amp;MD through Financial Advisor:-</u></b></p> <p>VC &amp; MD expressed concern about direct submission by Planning Department of various Files having financial implications.</p> <p>In this regard, Company Secretary informed about existing of the MD's instructions of the year 2013 that such proposals to be submitted through Financial Advisor. VC &amp; MD directed Company Secretary to re-circulate this circular to all HODs.</p>

Submitted for approval, upon approval, this will be displayed on Intranet portal.

MD Sir,  
Dabt for  
approval pl.

*Ratha*  
(Pradeep Rath) 1. APR 19.  
Company Secretary  
Emp. No. 34023

VC & MD

*W*  
2/4/19

Company Secretariat  
Inward No. 1613  
Date: 03/04/19

CS

adocsd@gmail.com - 3/4/2019

TO HOD  
→





CIN : U99999MH1970SGC014574  
cs@cidcoindia.com


CIDCO/CSD/File No. M-14/OW-1561/SAP-328 Date: 30.04.2019

**MINUTES OF HoD MEETING : 23<sup>rd</sup> April, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Pendency in E-tapal/SAP</u></b></p> <ul style="list-style-type: none"> <li>i) System Manager to sort out license issue within a Week's time.</li> <li>ii) Replies must be given in next seven day's time against various letters pending for more than one month and to be reviewed by VC &amp; MD in next HoD meeting.</li> <li>iii) Pendency list need to be classified period-wise and reflected on the E-tapal Dash Board for every HoDs.</li> <li>iv) Data Migration work pertaining to Service Charges and Water Charges to be completed by 31<sup>st</sup> May, 2019.</li> <li>v) Housing Loan and TA/DA "<u>sub-Modules</u>" to be made functional by 30<sup>th</sup> April, 2019.</li> <li>vi) JMD-II to pay surprise visit to MTS-II section and see the functioning of Department. M(P) to verify attendance and check unauthorized absence of such staff and submit the report in this regard.</li> </ul>

*Dr. Darshan*  
1-072.

2	<p><b><u>Extension for construction time :-</u></b></p> <p>These functions to be linked to SAP Module and Online Payment Advice is to be generated through SAP only indicating on the challan about the expiry date of payment and information to be given to the lessee/ allottee that, <u>"in case of default to make the payment by the due date, CIDCO shall proceed to terminate the Agreement and revoke the License so granted as contained in NMDL(A)R, 2008."</u></p>
3	<p><b><u>Parking Space behind RBI, Belapur :-</u></b></p> <p>MTS-1 to expedite execution of the Agreement.</p>
4	<p><b><u>Strengthening CIDCO's Nodal Offices :-</u></b></p> <p>With an objective to provide effective and efficient services to citizens, VC &amp; MD directed Nodal Offices to be strengthened and in this regard following Committee comprising of (i) Jt.MD-1 (ii) CE (NM) (iii) CA&amp;P (iv) Fire Officer (v) MTS-1 (vi) CHO is constituted to (a) Suggest the works that can be assigned to the Nodal Officer, (b) Requirement of staff from HO, (iii) Delegation of Powers to Nodal Heads.</p> <p>The Report of the Committee be submitted to VC&amp;MD within 15 days.</p> <p>Suggestions from HoDs are invited.</p> <p style="text-align: right;"></p>



5	<p><b><u>Ex-BMTC Employee Related :-</u></b></p> <p>CE (NM) and CAP to explore possibilities of earmarking some plots in PCMC/ NMMC/ CIDCO areas towards allotment of shops/ galas/ Oatlas of size 10 ft. x 10 ft, as per decision of Board in the year 2013, pertaining to BMTC Rehabilitation Package.</p>
6	<p><b><u>Streamlining the handing over of Mass Housing Schemes to Societies:-</u></b></p> <p>MTS-1 made a presentation at length, depicting the standard operating procedures for handing over CIDCO constructed tenements to CHS.</p> <p>VC &amp; MD urged that, this presentation be shared among HODs to get further suggestion and advised MTS-1 to study the <i>modus operandi</i> followed by Private Builders.</p> <p>MTS-1 to compile (i) details of CIDCO constructed tenements, those are not yet handed over to CHS (ii) electricity meters continuing in the name of CIDCO in the CIDCO constructed tenements.</p>

Minutes are issued with incorporating corrections made by VC & MD.

Ref: CSD/File No. M-14/O.W.1561/E.Off.

(Pradeep Rath) 30/4/19.

Company Secretary

Emp. No. 34023

All HoDs

30/04/2019

**adocsd@gmail.com**

- 2 - 2





CIN : U99999MH1970SGC014574  
cs@cidcoindia.com

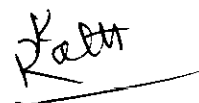
CIDCO/CSD/File No. M-14/OW- 1611 /SAP-367 Date: 22.05.2019

**MINUTES OF HoD MEETING : 21<sup>st</sup> May, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Pendency in E-Tapal/SAP:-</u></b></p> <p>i) MIS was shown about category-wise and period-wise pendency of Tapals in all Department of CIDCO.</p> <p>VC &amp; MD directed the following :-</p> <p>a) That ZENSAR to send the list of pending Tapals by e-mail to all HoDs, and within a Week's time, these pendency to be cleared having tag of more than One Month. <i>Zensar to immediately develop link showing the list of references along with necessary details in the SAP Dashboard for HoD's.</i></p> <p>b) 30<sup>th</sup> May, 2019 is the new date kept for On-line functioning of Housing Loan and TA/DA "sub-modules", instead of 30<sup>th</sup> April, 2019 decided in previous HoD meetings held on 23.4.2019.</p> <p>c) That w.e.f. 1<sup>st</sup> June, 2019, all Bills pertaining to Service Charges and Water Charges should be sent to e-mail IDs of Customers through system generation only.</p>

	<p>d) With effect from 1<sup>st</sup> July, 2019, the Estate related Services for granting extension for construction time, should be made "ONLINE", i.e. Auto Extension Approval.</p>
2	<p><b><u>Delegation of Power for strengthening CIDCO's Nodal Office :-</u></b></p> <p>i) In continuation of the deliberations taken place in previous HoD meeting held on 23.04.2019, VC &amp; MD directed <del>that</del> CE(NM) to reinforce the MD's Office Order issued in the year 2013-14, and examine the adequacy of delegation of various Administrative &amp; Financial power, so granted and submit proposal to VC &amp; MD outlining the requirements for additional delegation of power.</p> <p>ii) VC &amp; MD also reiterated that HODs can suggest about certain kind of services, those can be done at Nodal Offices and this suggestion to be sent directly to VC &amp; MD.</p> <p>iii) VC &amp; MD also directed Chief Transportation &amp; Communication Planner to expedite on priority connectivity of Nodal Offices.</p>
3	<p><b><u>Streamlining the handing over of Mass Housing Schemes to Societies :-</u></b></p> <p>With reference to previous decision taken to compile details of Electricity Meters, continuing in the name of CIDCO in its constructed tenements, and towards</p>



	<p>reducing CIDCO's concurrent financial liabilities, VC &amp; MD directed CE (NM) to get these details immediately from CIDCO's Electrical Department and write to MSEDCL to disconnect the electricity of common areas for which CIDCO is incurring financial liabilities.</p>
4	<p><b><u>Status of E-Governance Initiative at CFC :-</u></b></p> <p>PWC's Consultant made presentation about "Action Taken Report" of various Citizen Centric e-Governance initiatives being implemented since last one year viz. On-line Estate services (including Mortgage NOC, Transfer of Property etc.).</p> <p>Moving forward, it was also decided to emboss "<b>BARCODE</b>" in every transaction. The Consultant and Estate Staff to finalize the requirement of minimum number of documents, to provide Mortgage NOC and in this regard, VC &amp; MD directed that within one Month's time the "On-line Mortgage NOC" to be implemented on Pilot basis.</p>
5	<p><b><u>BOARD NOTE :-</u></b></p> <p>VC &amp; MD directed that within this week, Board Note to be submitted for the ensuing Board Meeting likely to be held at the end of this month.</p>

*Rath*



6	<p><b><u>Govt. Audit Paras for the F.Y. 2016-17:-</u></b></p> <p>CAO read out list of pending Audit Paras pertaining to various Departments for which VC &amp; MD directed that list of such Paras be sent to concerned HoDs and replies be furnished within a Week's time.</p>
7	<p><b><u>Pending LAQs and Preparedness for ensuing Assembly Session :-</u></b></p> <p>Mr. Zine informed about additional information sought for previous Session's - 2 Nos. of LAQ. VC &amp; MD directed that replies be given within time limit by concerned HoD on topmost priority.</p> <p>With reference to ensuing Assembly Session, likely to be started from Mid of June 2019, VC &amp; MD directed that all HoDs to be in preparedness, for timely submission of replies on LAQ, if any comes.</p>

Submitted for approval, upon approval, this will be displayed on Intranet portal.

Hon MD Sir,

Draft for kind  
approval please  
modified

VC & MD

24/5/19

*Rath*  
22/may/19  
(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

Company Secretariat

Index No. 1689

Date: 27/05/19

**adocsd@gmail.com**



CIN : U99999MH1970SGC014574

cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-1639 /SAP-392 Date: 03.06.2019

**MINUTES OF HoD MEETING : 03<sup>rd</sup> June, 2019****PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
<b>1</b>  iii) CA(NT)& GM(SEZ) to be mapped in SAP.	<b><u>Streamlining Pendency in E-Tapal Module :-</u></b>  i) Expressing serious concern over non-responsiveness of HoDs in clearing the long pendency of Tapals, VC&MD directed that today itself all these pendencies to be cleared and updated status to be apprised to him directly by respective HoD before closing of the Office hour.  ii) HoDs to inform OSD to VC&MD about completed ATR on various Government pending references sent to them from time-to-time.
<b>2</b>	<b><u>Land Bank status – Airoli Node :-</u></b>  Jt.MD-II apprised that, data already have been compiled & sent to CL&SO, M(TS-I), MM-I and MM-II, Manager (Rehab) and CL&SO for confirmation and in next Week detailed report to be submitted to VC&MD.  Jt.MD-II also impressed upon the need for preparation of future ' <u>Road Map</u> ' of land-use for which VC&MD agreed.
<b>3</b>	<b><u>Improving efficiency – Land Demarcation :-</u></b>  VC&MD expressed serious concern on the functioning of land demarcation aspects being handled in the Planning department viz; Re-doing of the demarcation again and again, file movement within the department

	thereby causing delays for disposal of plots.
	VC&MD stressed the need for strengthening the internal coordination within the staff of Planning department towards safeguarding the financial aspects of the Corporation.
4	<p><b><u>Streamlining the handing over of Mass Housing Schemes to Societies :-</u></b></p> <p>With reference to previous decision taken, CE (NM) apprised that, as on date, no Electricity Meters exist in the name of CIDCO in its constructed Valley Shilp tenements, as w.e.f November 2018, the same has been taken over by the society formed in Valley Shilp.</p> <p>VC&amp;MD directed CE(NM) to verify and update the status for NRI Complex, specifically pertaining to 'NRI Club House' and also M(TS-I) to apprise the status of property tax payment.</p>
5	<p><b><u>Ex-BMTC Employee Related :-</u></b></p> <p>With reference to previous decision, CE (NM) informed about finding of few alternative plots and VC&amp;MD directed CE(NM) to work out the costing aspect and put up the proposal on File.</p>

Submitted for approval, upon approval, this will be displayed on Intranet portal.

MD Sir,

Draft for kind  
approval pl.

Ref: CSD/File No. M-14 / P.W. 1639 / E.O.N. 392  
Draft mode  
Rath

(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

VC&MD

7/6/18

Company Secretariat

Letter No. 1718

Date: 10/06/18

adocsd@gmail.com





CIN : U99999MH1970SGC014574  
cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-1069/SAP-419 Date: 19.06.2019

**MINUTES OF HoD MEETING : 17<sup>th</sup> June, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Pendency in E-Tapal/ SAP :-</u></b></p> <p>MIS was shown about category-wise pendencies exceeding 3 month of Tapals in respect of letters from Government, marked to various HoDs by VC &amp; MD.</p> <p><b><u>VC &amp; MD directed the following:-</u></b></p> <ul style="list-style-type: none"> <li>i) Updation to be effectuated within Three days in SAP module on real-time basis, immediately after closing the Tapal by HoDs.</li> <li>ii) HoDs also to collect Tapals lying since <sup>long</sup> <del>soon</del> from Central Dispatch, CIDCO &amp; dispose the same within a Week's time.</li> </ul>
2	<p><b><u>Parking space behind RBI, Belapur:-</u></b></p> <p>VC &amp; MD directed that MTS-1 to complete the formalities to use of this space, from tomorrow onwards as this is an urgent requirement for CIDCO.</p>
3	<p><b><u>Handing over of Gardens, open Spaces to PANVEL MUNICIPAL CORPORATION:-</u></b></p> <ul style="list-style-type: none"> <li>- All pending issues in respect of execution of agreements etc. be immediately done.</li> </ul>

	<ul style="list-style-type: none"> <li>- JMD-1 to look into handover of "Virungoola Bhavan", constructed for welfare of Sr. Citizens. CE(NM) to inform MTS-3, cost of construction of these "Virungoola Bhavan" so as to recover while handing over.</li> </ul>
<b>4</b>	<p><b><u>Environmental Clearance &amp; Pricing Of Mass Housing :-</u></b></p> <ul style="list-style-type: none"> <li>- CE(SP) to expedite Environmental clearance issues for upcoming Mass Housing project.</li> <li>- Within a week's time CE(NM) to finalize the pricing of Mass Housing Tenements &amp; inform to MM-II.</li> </ul>
<b>5</b>	<p><b><u>Plantation subsequent to Tree cutting permission:-</u></b></p> <ul style="list-style-type: none"> <li>- Horticulture office to study the model of New Delhi Municipal Corporation and implement the same in CIDCO.</li> <li>- <sup>Some</sup> <del>Same</del> areas in Central Park can be consider<sup>ed</sup> for plantation activities as compliance of tree cutting permissions.</li> </ul>
<b>6</b>	<p><b><u>GARJEPOTI:-</u></b></p> <p>Smt. Aparna Vedula, ACP(DP&amp;BP) was directed to be in readiness with all correct information for a meeting to be held at office of PS-UD-1.</p>
<b>7</b>	<p><b><u>Preparation for on-going Assembly Session:-</u></b></p> <p>With reference to previous directives, VC &amp; MD once again directed that all HoDs to be in preparedness for timely submission of replies on LAQs.</p>
<b>8</b>	<p><b><u>Grievance Redressal:-</u></b></p> <p>VC &amp; MD directed that HoDs also to respond to various grievances, and specifically those grievances emanating from Prime Minister's Grievance portal &amp; Aapale Sarkar portal of GoM.</p>

	CGRO to make a presentation in next HoD meeting about total pending grievances from all sources.
9	<b><u>Service/ Waiter Charges, e-Bills:-</u></b> <sup>one time</sup> CAO to put up a proposal for (waiver of <del>yearly</del> charges upto Rs. 50/- for those who will be availing "e-Bill" in lieu of physical Bill and this aspects also to be printed by way of "Foot Note" of the Bills.

Submitted for approval, upon approval, this will be displayed on Intranet portal.

Hon' M D Sir,  
Draft for kind  
approval please.

*Rath*  
(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

VC&MD

*As correct*

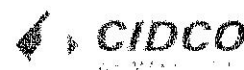
*adocsd@gmail.com*

*19/6/19*

*CS*

Company Secretariat  
Inward No. 1745  
Date: 20/06/19





CIN : U99999MH1970SGC014574  
cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-1702/SAP-451 Date: 04.07.2019

**MINUTES OF HoD MEETING : 04<sup>th</sup> July, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Pendency in E-Tapal/SAP :-</u></b></p> <p>While reviewing the pendency, VC &amp; MD expressed satisfaction over the progress made in clearing the back log of pendencies in last one month. However reminisced that this exercise, being a continuous process, HoDs must strive to close the pendencies on regular basis with a logical conclusion.</p>
2	<p><b><u>Grievance Redressal :-</u></b></p> <p>VC &amp; MD directed that HoDs to respond immediately the grievances received from PG Portal of PMO &amp; Aple Sarkar Portal of GoM and status to be updated by CGRO, at regular interval.</p> <p>VC &amp; MD further directed that concerned HoDs to timely redress the grievances listed on CIDCO's Internal Grievances Portal.</p>
3	<p><b><u>On-line Payment Gateways :-</u></b></p> <p>CAO to include more Banks for "On-Line payment Gateways."</p>

4	<p><b><u>Master Data Management :-</u></b></p> <p>The PWC Consultants, Zensar &amp; System Manager to device the systems for making updation in "Master Data Management Module" (MDM) pertaining to functioning of various activities and delegations of power be prepared by concerned HoD and in this regard seek approval of VC &amp; MD for integration in this MDM.</p> <p>System Manager to give view access rights to Statistics Department for preparing MIS for submission to Jt.MDs and VC &amp; MD.</p>
5	<p><b><u>Auctioning of Old Vehicles :-</u></b></p> <p>Manager (Personnel) to expedite re-auctioning of old/unused vehicles in a time bound manner.</p>
6	<p><b><u>URBAN HAAT :-</u></b></p> <p>Following decisions were taken :-</p> <ol style="list-style-type: none"> <li>CT&amp;CP to auction the parking space, as per existing Pay &amp; Park policy.</li> <li>CA&amp;P to permit two temporary staff for accounting activities.</li> <li>MM-II to <del>go to</del> auction the Food Stall for allotment on Long term Lease basis.</li> <li>CA&amp;P to initiate action for completing balance development inside this URBAN HAAT.</li> </ol>

7	<p><b><u>Auction for Disposal of Plots – Airoli Node :-</u></b> Referring to the decision taken on HoD meeting held on 25.2.2019, auctioning to be started for 149 open plots available for disposal.</p>
8	<p><b><u>Other deliberations :-</u></b> VC &amp; MD urged that keeping in mind the last 50 years' experience and contemporary requirements for various land use, JMDs to constitute one Core Team comprising of CIDCO Officials for bringing Innovative Ideas for transformation of decades old Land Disposal Policy.</p>

Submitted for approval, upon approval, this will be displayed on Intranet portal.

Memble MD Sen,  
Draft for read  
approval PL.

*Rath*  
(Pradeep Rath)

Company Secretary

Emp. No. 34023

VC&MD

*W*  
8/7/19

CS

TO  
All HoDs

adocsd@gmail.com

9/7/2019





CIN : U99999MH1970SGC014574  
cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-1725/SAP-470 Date: 23.07.2019

**MINUTES OF HoD MEETING : 15<sup>th</sup> July, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Pendency in E-Tapal/SAP :-</u></b></p> <p>While reviewing the pendency, VC&amp;MD expressed satisfaction over the progress made in clearing the back-log of pendency of having more than 91 days, which stood now at 244 as compared to 1016 numbers on 4<sup>th</sup> July, 2019.</p> <p>Since few HoDs pointed out to non-receipt of Hard copies of letters, VC&amp;MD directed to co-ordinate with OSD to VC&amp;MD and get the issue resolved within this Week.</p>
2	<p><b><u>Grievance Redressal :-</u></b></p> <p>a) CGRO to re-issue to all HoDs the Login ID and Password pertaining to department-wise GROs.</p> <p>b) For grievance redressal in PG Portal, HoDs were directed to forward their response to CGRO for uploading on PG Portal.</p>

	<p>c) CGRO also apprised that now RTI has been made On-line &amp; need payment Gateways.</p> <p>VC&amp;MD directed that suitable Order to be issued for timely reply by Information Officer, to avoid penalties.</p> <p>CGRO to co-ordinate with CAO for effectuating payment Gateways.</p> <p>VC &amp; MD directed all HoD's to review the pendency in Grievance Redressal portals to oversee timely action.</p>										
<b>3</b>	<p><b><u>Service Charges On-line :-</u></b></p> <p>Following MIS was shown :-</p> <table> <tr> <td>o Total Bills</td><td>1.19 lakhs</td></tr> <tr> <td>o Bills Generated</td><td>0.49 lakhs</td></tr> <tr> <td>o Worth</td><td>Rs. 325 cr.</td></tr> <tr> <td>o Bills with (-ve) Balance</td><td>60,318</td></tr> <tr> <td>o Bills for Nil Balance</td><td>8,670</td></tr> </table> <p>MTS-1 to put up a policy proposal for waiver of sending Bills in case the customer's outstanding is very low / less than the cost of dispatching the Bills.</p>	o Total Bills	1.19 lakhs	o Bills Generated	0.49 lakhs	o Worth	Rs. 325 cr.	o Bills with (-ve) Balance	60,318	o Bills for Nil Balance	8,670
o Total Bills	1.19 lakhs										
o Bills Generated	0.49 lakhs										
o Worth	Rs. 325 cr.										
o Bills with (-ve) Balance	60,318										
o Bills for Nil Balance	8,670										
<b>4</b>	<p><b><u>Water charges Bill On-line :-</u></b></p> <p>a) CE (NMIA) to expedite the process for selection of Agency for Meter Reading activities and for the time being Bills to be generated on Average Meter Reading basis.</p>										

	<p>b) To initiate action for closure of contracts with existing Agency, working for Water Bill Management.</p>
<b>5</b>	<p><b><u>Master Data Management by PWC :-</u></b></p> <p>Referring to the decision taken in last HoD meeting held on 4<sup>th</sup> July, 2019, VC&amp;MD directed the following :-</p> <p>a) HoDs to provide attention to the requirements of data sought by PWC &amp; HoD's to ensure that PWC team gets the information / access as requested by them.</p> <p>b) As PWC is engaged to supervise the working of SAP related activities, Zensar to give access to PWC to view all Modules.</p> <p>c) Nodal officers have either not been designated by the HoD's or clerk/typist have been appointed as Nodal officers. VC &amp; MD directed HoD's to designate officer not below the rank of ADO as Nodal Officer.</p>
<b>6</b>	<p><b><u>SAP Implementation in New Towns :-</u></b></p> <p>System Manager to arrange meeting with VC&amp;MD, CA(NT) and Nodal Officer for finalizing SAP implementation in New Towns.</p>



7	<b><u>Appointment of JNPT as SPA in JNPT Area :-</u></b> Comments to be sent earliest.
8	<b><u>Navi Mumbai Nature Park :-</u></b> GM (Environment) to give suitable instruction to Forest department, Thane for plantation of Saplings in the designated areas of Kharghar Hill Plateau only. Plantation drive outside designated area to be shifted immediately.

Minutes are issued with incorporating corrections made by VC & MD.

Ref: CSD/File No. M-14/O.W. 1725/E.O.M. -470

*Rath*  
23/7/2019  
(Pradeep Rath)

Company Secretary  
Emp. No. 34023

23/07/2019  
To, adocsd@gmail.com  
All HoDs



CIN : U99999MH1970SGC014574

cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-1755/SAP-493 Date: 02.08.2019

**MINUTES OF HoD MEETING : 29<sup>th</sup> July, 2019****PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Pendency in E-Tapal/SAP:-</u></b></p> <p>While reviewing the pendencies, having more than 91 days, which stood now at 122 as compared to 244 on 15<sup>th</sup> July, 2019, VC &amp; MD directed that Jt. MDs / HoD's to take regular review and ensure that all pendencies of more than 31 days are cleared within 15 days time.</p>
2	<p><b><u>Grievance Redressal:-</u></b></p> <p>(i) <u>On CIDCO's Web Portal:</u></p> <p>CGRO informed that presently 30 Nos. of Grievances are pending as against 68 on 15<sup>th</sup> July, 2019. VC &amp; MD directed JMD-I, to take review of all grievances and instructions be given to concerned Offices to clear these pendencies.</p> <p>(ii) <u>Disaster Management Cell:</u></p> <p>CVO drew the attention about pendencies of 33 complaints, out of which 15 are related to Water logging. CVO stated that, concerned Engineer shall</p>

	<p>report to the Emergency Cell about resolving of these water logging complaints, so that system will be updated to demonstrate actual pendency. CVO also drew attention of CE (NM) about the persistent complaint related to 'Drain Cover Damage' and for which VC &amp; MD directed that immediate action be taken in this regard and ensure that drain covers are in place at all times &amp; also to take timely action for filling up the Potholes.</p> <p>(iii) <u>Advance to Postal Department – Distribution of Service Charges Bills:</u></p> <p>CAO is to ensure that Advance is deposited with Postal Department within 2 day's and System Manager to ensure that Bills are not sent to those Customers who have already made payment by viewing "e-Bills" through On-line Mode, and as decided in the previous HoD meeting (17<sup>th</sup> June, 2019), one time waiver of charges upto Rs.50/- be passed on to this segment of Customers.</p>
3	<p><b><u>Generating Allotment Letter in SAP Module Marketing Department:-</u></b></p> <p>Zensar, PWC and Marketing Manager to finalise within a week's time, the configuration in the SAP Module, the facilities of capturing in real time the data relating to lottery &amp; to enable generation of allotment letter for on-going Marketing Schemes.</p>

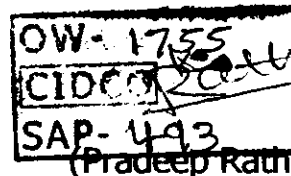


4	<p><b><u>Updation in Finance Module:-</u></b></p> <p>CAO informed that, some old entries (more than 20 years) are found pertaining to deposit of EMDs, and details thereof are not traceable. On a query of VC &amp; MD about the present status of classification of these details on the Balance Sheet, Company Secretary replied that these entries are shown under Long-term Liabilities. VC &amp; MD urged that these entries can be shown under Head of Accounts e.g. "Suspense or Miscellaneous Receipt" and correct data entries to be made for data accuracy so that current year's Balance Sheet is got generated through SAP modules.</p>
5	<p><b><u>Review of all SAP Modules:-</u></b></p> <p>(i) VC &amp; MD directed that JMD-I to take review of Module wise progress alongwith the HoD, who owns the respective Module and status be updated in next HoD meeting.</p> <p>(ii) For various SAP Modules, name of Nodal Officer are to be nominated by HoDs and System Manager to arrange their Training through ZENSAR.</p>
6	<p><b><u>Closure of Nature Park Scheme:-</u></b></p> <p>GM (Environment) to initiate action for closure of this scheme. CLSO (R) to verify the status of the land &amp; confirm whether the said land is Reserve Forest or not.</p>

	Horticulture Officer to ensure that the agencies conduct plantation on areas demarcated for the same (on hill slopes) & not on any other area.
<b>7</b>	<p><b><u>In re : Conscious Citizen Forum : NGT Order - Parsik Hill:-</u></b></p> <p>GM (Environment) to co-ordinate with respective HoDs for compilation of information required for submission of Affidavit by GoM.</p>
<b>8</b>	<p><b><u>Other Deliberation:-</u></b></p> <p>The functioning of the Audio-Visual system in the Conference Room should be checked regularly and EE (NM) to ensure its proper working.</p>
<b>9</b>	<p><b><u>Space for charging facilities of Electric Vehicles:-</u></b></p> <p>CA&amp;P in consultation with CE (SP) to examine, from planning point of view, the feasibility of providing charging facilities near to Railway Stations/Petrol Pumps/Pay &amp; Park Areas.</p> <p>In this context, a holistic proposal be submitted to VC &amp; MD covering the following aspects :</p> <ul style="list-style-type: none"> <li>(i) Cost Benefit analysis as well as Business Model on cost sharing of these facilities.</li> <li>(ii) Disposal of separate plot for this type of facilities for catering the need of future requirements/demand.</li> </ul>

	(iii) Explore whether the plots allotted for LPG Godown purpose in the past can be used for this purpose.
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Minutes are issued with incorporating corrections made by VC & MD.



(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

To,  
All HoDs

[adocsd@mail.com](mailto:adocsd@mail.com)





CIN : U99999MH1970SGC014574  
cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW- 1792/SAP-524 Date: 21.08.2019

**MINUTES OF HoD MEETING : 19<sup>th</sup> August, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Pendency in E-Tapal/SAP :</u></b></p> <p>VC &amp; MD directed both the Jt.MDs to take review of all Tapal pendencies, and submit report to him and also ensure that all pendencies of more than 31 days are cleared within a week's time. Henceforth, HoDs shall be held responsible for backlog of pendencies for more than 31 days and this will be viewed seriously.</p> <p>VC &amp; MD expressed displeasure at large no of pendencies at initial level for more than 8 days &amp; directed all HoD's to take immediate review &amp; ensure that all pendencies at initial level are cleared by today evening &amp; directed all HoD's to personally brief him regarding the compliance by today evening.</p>

2	<p><b><u>Grievance Redressal :</u></b></p> <p>CGRO to submit a report to VC &amp; MD with period-wise classifications of pendencies.</p> <p>VC &amp; MD further reiterated that the current pendency of 23 cases in 'Aaple Sarkar', PG Portal and 87 cases in CIDCO Portal should be cleared within this Week by concerned HoDs.</p>
3	<p><b><u>Pendency in Follow-up Cases :</u></b></p> <p>VC &amp; MD expressed concern over slow disposal of various matters despite regular review taken place in last one year. VC &amp; MD directed HoDs to clear the backlog within this Week only.</p>
4	<p><b><u>Water charges Bill – ON-LINE -Meter Reading - Selection of Agency :</u></b></p> <p>VC &amp; MD expressed concern over non-implementation till date of the decision taken on 15<sup>th</sup> July, 2019, about issuing Tender for selection of Agency for Meter Reading Activities.</p> <p>CE (NMIA) was directed to release the tender by this week.</p>

5	<p><b><u>SAP in New Town :</u></b></p> <ul style="list-style-type: none"> <li>- M(TS-I) to invite the Estate Department staff of New Towns for 2 day's training on RE Module to be held in Navi Mumbai.</li> <li>- System Manager to expedite installation of SAP Modules in New Towns of Aurangabad.</li> </ul>
6	<p><b><u>Presentation by PWC – Project Mgt Consultants- E- Governance Programme:</u></b></p> <p>A detailed presentation was shown covering status gap report on RE Modules &amp; the Action Taken Reports on [1] Capacity Building User Survey, [2] G2C Services, [3] PS Modules and [4] HCM Modules [5] infrastructure Assessment .</p> <p>VC &amp; MD directed PWC to <del>make</del> supervise the workings of ZENSAR team at CIDCO &amp; henceforth Zensar team will work exclusively under the supervision &amp; direction of PWC team leader and payments to Zensar shall be released as per recommendation of PWC, being appointed as the Project Management Consultants and Office Order in this regard be issued by JMD-1.</p>



7	<p><b><u>Tender for Empanelment of Architects/Consultants for Environment Clearance work :</u></b></p> <ol style="list-style-type: none"> <li>1. Keeping in mind the future requirements, CA &amp; P to initiate Tender process for empanelment of Architects, and</li> <li>2. Smt. Geeta Pillai [Sr. Transportation (S-1&amp;A)] to initiate Tender process for empanelment of Environmental Consultants.</li> </ol>
8	<p><b><u>Unauthorised Construction – 12.5% Scheme:</u></b></p> <p>VC &amp; MD directed CA &amp; P to immediately forward to CCUC the details of 12.5% allotted vis-à-vis vacant plots with accurate layouts and survey Numbers. CCUC to take immediate action for removal of encroachment on vacant plots, if any.</p>
9	<p><b><u>ATR of Decisions taken in HOD meetings :</u></b></p> <p>VC &amp; MD expressed displeasure at non compliance of directives given in HoD meetings &amp; hence directed all HoDs to send ATR within 2 days from the date of HoD meeting to Company Secretary and Company Secretary to apprise of these ATRs to VC &amp; MD on regular basis.</p>



10

**Plantation at Central Park:-**

VC & MD expressed displeasure over non implementation of the earlier directives given to Horticulture Officer to study the model of New Delhi Municipal Corporation and implement the same in CIDCO and some areas in Central Park could be considered for plantation activities by GVKs.

The Horticulture Officer was again directed to expedite the above directives in co-ordination with CE(NMIA).

Submitted for approval, upon approval, this will be displayed on Intranet portal.

MD Sir,  
Draft for  
Kind approval pl.

*Rath*  
(Pradeep Rath) 29/Aug/2019  
Company Secretary  
Emp. No. 34023

To,  
VC & MD

*U*  
23/8/19

*CS*

**adocsd@gmail.com**

26/8/19.

**Company Secretariat**

Inward No. 1904

Date: 26/08/19



CIN : U99999MH1970SGC014574  
cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-1884/SAP-609 Date: 20.09.2019

**MINUTES OF HoD MEETING : 16<sup>th</sup> September, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1.	<p><b><u>Pendency in e-Tapal/ SAP:</u></b></p> <p>MIS was shown about HoD-wise &amp; Period-wise pendencies.</p> <p>VC &amp; MD expressed serious concern over continuous pendency &amp; directed HoDs to clear these pendencies today itself.</p> <p>VC &amp; MD again directed both the Jt. MDs to take review of pendencies for more than 31 days and ensure the clearance within a week's time.</p>
2.	<p><b><u>Grievance Redressal:</u></b></p> <p>(a) Aapale Sarkar (b) PG Portal (c) CIDCO's Web Portal</p> <p>Concerned HoDs to clear grievances pending more than 15 days &amp; CVO to ensure that grievances are not pending for more than 15 days.</p>

3.	<p><b><u>On-line RTI:</u></b></p> <p>Expressing concern over the huge pendency and non-disposal of cases under RTI in prescribed time limits on the application received online, VC &amp; MD directed that these pendency to be cleared immediately by PIOs &amp; also directed HoD's to take immediate action.</p> <p>JMD-1 to arrange compulsory Training Programme of PIOs.</p> <p>VC &amp; MD also directed PIOs to attend the training and dispose of the On-line RTI applications as per stipulated period given under RTI Act.</p>
4.	<p><b><u>On-line CFC:</u></b></p> <p>VC &amp; MD directed PWC consultant &amp; M(TS-1) to show in next week review meeting detailed status with regard to functioning &amp; acceptance of documents of all Estate Services through On-line mode as decided in earlier meeting, to complete the Modalities for minimum requirements of documents and its size for uploading.</p>
5.	<p><b><u>Un-authorize construction – 12.5% scheme:</u></b></p> <p>Referring to the directives of previous meeting held on 19<sup>th</sup> August, 2019. VC &amp; MD directed that the committee constituted comprising of (i) JMD-2, (ii) CA&amp;P, (iii) CL&amp;SO-Thane<sup>to</sup> publish the list of 12.5% plots on CIDCO web portal as per GoM GR for Thane District.</p>

6.	<p><b><u>Action Taken Report of Decisions taken in HoD Meetings:</u></b></p> <p>VC &amp; MD directed the Company Secretary to bring to his notice particular important decisions for which Action Taken Report is not received. HoDs were directed to apprise to VC &amp; MD, the ATRs within a Week's time.</p>
7.	<p><b><u>Additional Water Supply from Hetwane DAM:</u></b></p> <p>VC &amp; MD directed CE(NMIA) to show next week the presentation in respect of 56 mm<sup>3</sup> Additional Water from Hetawane Dam to CIDCO.</p>
8.	<p><b><u>Alternate Route to CBD Railway Station from Panvel SION Express ways:</u></b></p> <p>On account of Heavy Traffic at the Rotary of Belapur circle, VC &amp; MD advised CT&amp;CP to initiate action for setting up the Signal System at the earliest.</p> <p>CT&amp;CP suggested that alternate Route is feasible to reach directly to CBD Railway Station, under the Metro Bridge, for which VC &amp; MD advised CT&amp;CP and CA&amp;P to arrange a meeting with PWD Officials.</p>

Minutes are issued with incorporating corrections made by VC & MD.

*K Rath*  
 (Pradeep Rath)  
 Company Secretary  
 Emp. No. 34023

20/Sept/2019  
 OW- 1884  
 CIDCO  
 SAP- 609

To,  
 All HoDs  
 20/09/2019  
 adocad@gmail.com





CIN : U99999MH1970SGC014574  
cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-1897/SAP-622 Date: 27.09.2019

**MINUTES OF HoD MEETING : 23<sup>rd</sup> September, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>NAINA – 1<sup>st</sup> Notification by GoM for TPS-1 :</u></b></p> <p>VC &amp; MD congratulated the JMDs, CP (NAINA) and his Team on the publication of 1<sup>st</sup> Notification by GoM for TPS-1 scheme under NAINA.</p> <p>VC &amp; MD stated that the Master Plan needs to be prepared in a holistic manner for the entire NAINA, keeping in view the total infrastructural requirements, and momentum of present working to be continued for remaining TPS schemes.</p>
2	<p><b><u>Nodel Offices – On-line CFC :</u></b></p> <p>Online CFC to be made operational. CFC counter at CIDCO office, Belapur should be closed. All the documents and applications should be uploaded on the website itself and final order should be sent to the applicant through E-mail.</p>

	<p>VC &amp; MD directed that in next HOD meeting, M(TS-I) to demonstrate functioning of on-line CFC.</p> <p>PRO to issue "Press-Note" about fully functional of "On-line CFC".</p>
<b>3</b>	<p><b><u>Generating "Mortgage NOC" in SAP Module :</u></b></p> <p>Zensar, PWC and Marketing Manager to complete within a week's time the configuration in the SAP Module, the facilities of auto generation of letter for granting "Mortgage NOC" for newly allotted flats/ housing units.</p>
<b>4</b>	<p><b><u>Land Records &amp; Reconciliation :</u></b></p> <p>Referring to his earlier directives on this subject, VC &amp; MD emphasized the need of reconciliation of "area-wise and node-wise" land details, with categorization into already developed/sold out vis-à-vis developable/remains to be sold.</p> <p>For the above, JMD-II is to expedite conducting Land Audit.</p> <p>Referring to previous directives given for details about 12.5% allotted vis-à-vis vacant plots with accurate layouts and survey numbers, VC &amp; MD re-direct Smt. Aparna Vedula, ACP (DP&amp;BP) to submit the MIS immediately in respect of RAIGAD District.</p>

5	<p><b><u>Policy Related Issues :</u></b></p> <p>HODs to put up Note to VC &amp; MD in respect of requirements of any new policy, revision in existing policy, those require approval of Board, if any.</p>
6	<p><b><u>Setting up Consultancy Division :</u></b></p> <p>Referring to the news about shifting plan of Indonesia's Capital to an Island, VC &amp; MD urged that keeping in view the last 50 year's experience and expertise of CIDCO Engineering, Architect &amp; Planning department in various infra-projects, urban development; CE (NM), CA&amp;P to spearhead for setting up one Team towards providing Consultancy Services in Foreign Countries and in this regard support, if any, required from GoM, will be taken by Corporation being a Government Company.</p>

Minutes are issued with incorporating corrections made by VC & MD.

OW-  
CIDCO Rath  
SAP (Pradeep Rath) 27/9/19

Company Secretary  
Emp. No. 34023

To,  
All HoDs

**adocsd@gmail.com**

27/09/2019



CIN : U99999MH1970SGC014574  
cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-1937/SAP-656 Date: 22.10.2019

**MINUTES OF HoD MEETING : 14<sup>th</sup> October, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Nodal Offices – On-line CFC :-</u></b></p> <p>Referring to the earlier directives on this subject, VC &amp; MD directed that in the next HOD meeting, M(TS-I) to show demonstration of "On-Line processing" of various Estate Services and to arrange meeting to finalize the delegation of powers, if any required for ease of functionalizing the On-line process.</p>
2	<p><b><u>Land Records &amp; Reconciliation 12.5% Scheme :-</u></b></p> <p>Referring to his earlier directives on this subject, VC &amp; MD expressed concern over the data accuracy. VC &amp; MD directed that complete details must be on Land Records with data validation only after site verifications done by Surveyors.</p> <p>VC &amp; MD also directed that CLSO &amp; Smt. Aparna Vedula, ACP (DP &amp; BP) to scrutinize the details of vacant plot and allotted plots and discrepancies, if any, be reported in next HOD meeting.</p>



	VC & MD further directed that this exercise be completed for all Nodes in a time bound manner.
<b>3</b>	<p><b><u>Use of Integrated GIS based data linked with COPAS and SAP :-</u></b></p> <p>Shri Ravikumar, ACP (DP/NT), informed that the Integrated GIS Module developed with the help of Maharashtra Remote Sensing Applications Centre [MRSAC] is now linked to COPAS and SAP Modules. This system is now functional for access by all to verify the layout, survey number, allotment status etc. VC &amp; MD desired that presentation be shown in the next HOD meeting.</p>
<b>4</b>	<p><b><u>Central Park – Kharghar – Realignment of Inside Area :-</u></b></p> <p>VC &amp; MD desired that work of Phase-II of Central work be completed at the earliest.</p>

Minutes are issued with incorporating corrections made by VC & MD.

OW- 1937  
CIL  
SAP-656 (Pradeep Rath)  
Company Secretary  
Emp. No. 34023

To,  
All HoDs

22/10/2019  
adocsd@gmail.com



CIN : U99999MH1970SGC014574

cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-1941/SAP-659 Date: 30.10.2019

**MINUTES OF HoD MEETING : 22<sup>nd</sup> October, 2019****PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Nodal Offices – On-line CFC:-</u></b></p> <p>VC &amp; MD reiterated about the earlier directives given for operationalizing the On-line CFC at Nodal Offices.</p> <p>VC &amp; MD directed that effective from 1<sup>st</sup> November 2019, the 'On-line CFC' be fully functional at all Nodal Offices &amp; Physical acceptance of documents etc. be stopped. Systems Manager to ensure all necessary infrastructure is in place in Nodal Offices.</p> <p>M(TS-1) to inform the above decision to Nodal Offices.</p>
2	<p><b><u>Land Records &amp; Reconciliation 12.5% scheme:-</u></b></p> <p>VC &amp; MD expressed displeasure on non-completion of Land details of vacant Plots and allotted Plots, etc. as directed in the previous meeting held on 14<sup>th</sup> October 2019.</p> <p>VC &amp; MD re-directed that Smt. Aparna Vedula, ACP(DP+BP) to show PPT in the next HoD meeting, the "Final List" of vacant Plots and allotted Plots.</p>

3	<p><b><u>Cleanliness Drive:-</u></b></p> <p>Referring to earlier directives given in the year 2018, VC &amp; MD reiterated that Housekeeping in CIDCO Bhavan need proper supervision &amp; CE(NM) to ensure cleanliness of all Floors/ Staircase of this Corporate Office towards maintaining clean office Environment.</p>
4	<p><b><u>Auctioning of Old Vehicles:-</u></b></p> <p>Manager (Personnel) to auction old/ un-used vehicles. Marketing Manager to initiate action for using the existing e-Auction softwares (presently used for Housing Schemes) for the purpose of auctioning old vehicles.</p>
5	<p><b><u>SAP Related:-</u></b></p> <p>a) Zensar to complete the configuration of DSC in the Real Estate Module for the purpose of generation of allotment letters with Digital Signature.</p> <p>b) Within 10 days additional facilities be created in Real Estate Module for allowing intending Home buyer to make part payments within the specific due date/ installment timelines.</p>

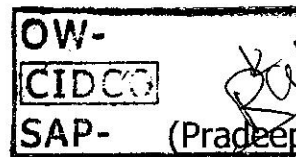
6

**Advertisement Policy:-**

PRO to study the existing Advertisement Policy & initiate proposal for revision, if any.

VC & MD directed that un-authorizedly erected Hoarding structures are to be removed by CCUC.

Minutes are issued with incorporating corrections made by VC & MD.



Company Secretary  
Emp. No. 34023

To,  
All HoDs

adcco@gmail.com





CIN : U99999MH1970SGC014574  
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CIDCO/CSD/File No. M-14/OW-1963/SAP-678 Date: 11.11.2019

**MINUTES OF HoD MEETING : 04<sup>th</sup> November, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Pendency in E-Tapal/SAP :-</u></b></p> <p>VC &amp; MD reiterated that HODs to take review of all pendencies on a regular basis and ensure that pendency of more than 30 days are disposed off within a Week's time.</p>
2	<p><b><u>Grievance Redressal :-</u></b></p> <p>Concerned HoDs should dispose off pending grievances related to (i) Aaple Sarkar (ii) PG Portal and (iii) CIDCO Portal.</p> <p>VC &amp; MD also stated that one copy of Grievance's reply must be sent to CVO, who will review the subject from "vigilance angle", if any.</p>
3	<p><b><u>HOD meeting wise pending ATRs since 11<sup>th</sup> June, 2018:</u></b></p> <p>While taking status of action taken on various decisions/directives given at HOD meetings held since last one year, following specific directives were given</p>

by VC & MD.	
3.1	Estate/ MM-II to finalise suitable clauses in consultation with Sr. Law Officer to be inserted in the Lease Deed to deal with CIDCO's liability after a specific period for CIDCO constructed Residential Buildings. Except unsold tenements the common areas shall be transferred to the co-operative housing societies of the licensees of the buildings. The process of "time bound" formation of such co-operative housing societies shall be laid down in consultation with Jt. Registrar. This revised lease deed shall be made applicable for all Housing Schemes. This should be completed by November-2019.
3.2	CE (NM) to ensure that in the upcoming housing project "Roof Design" of top floor is done keeping in mind the Heavy Rainfall in Konkan Region so there are no leakage complaints.
3.3	By 15 <sup>th</sup> Jan. 2020, CE(NM) to complete, without any further delay, the renovation work of 4 <sup>th</sup> floor of CIDCO building. A committee comprising of JMD-I, CE(NM) and CA&P to be formed for defining the modalities of shifting 12.5% department from 7 <sup>th</sup> floor to either first floor or ground floor. Committee to finalize this issue within 15 days. Regarding renovation

		works CE(NM) to ensure (i) To complete by Dec. 2019 the maintenance and colouring of outer walls of CIDCO Bhavan. (ii) By 15 <sup>th</sup> Nov. 2019, 7 <sup>th</sup> floor renovation to be completed.
	3.4	CE(NM) to bring proposal (i) for modification to GCC regarding imposition of penalty for delay in completing project and incentives for timely completion of project besides higher penalty for delays. (ii) By end of November-2019, list of all works completed/ ongoing in last 3 years where delay has happened and details of its cost implication.
	3.5	<p>(i) CA&amp;P to put up on File node-wise details of un-sold plots. For the above purpose, JMD-II to convene immediate meeting of respective HODs to finalise the compilation of un-sold properties and a presentation in this regard be made in HOD meeting.</p> <p>CA&amp;P to identify plots for immediate marketing &amp; the file shall be submitted for final approval before this month end. Node wise presentation regarding unsold plots shall be made in December by ACP Shri Mankar.</p> <p>(ii) CCUC &amp; MM-II to complete survey of unsold properties, especially commercial, &amp; MM-II to prepare detailed marketing strategy.</p>

		(iii) Regarding vacant plots under 12.5% scheme, JMD-II & CLSO(R) to submit within 15 days a detailed plan of action for identification & disposal of vacant plots in 12.5% scheme area by November-2019.
	3.6	CA&P to put up proposal about identification of plots for HIG/MIG. (Timeline November-2019)
	3.7	Within 15 days, ACLSO (Airport) to complete the configuration of 22.5% R&R related revised data on SAP Module.
	3.8	VC & MD expressed serious concern over non-implementation of on-line process of water bill charges and directed that expenditure incurred on the Agency for the current bill is to be recovered from SE(WS). This work should be completed within 15 day's time.
	3.9	On the subject of service charge Billing, VC&MD directed that copy of Notices on arrears should also be sent to Nodal Offices, and MTS-I to issue suitable instructions for recovery of arrears and submit status report in next HoD meeting.
	3.10	Zensar to configure "Aadhaar" verification with Estate Module. (Time limit November-2019)
	3.11	Zensar to complete the balance UAT pertaining various types of Staff loans, in HR module. (Time



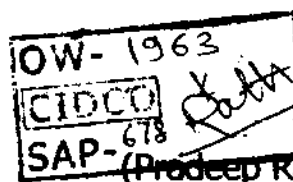
		limit November-2019)
	3.12	CA&P to study GIFTCITY's parking space development policy and bring proposal about implementation in Navi Mumbai Node. (Time limit December-2019)
	3.13	CE(NM) to submit status report about details of Electricity Meters continuing in the name of CIDCO in its constructed tenements and indicate the action taken on VC & MD's earlier directives for writing to MSEDCL to disconnect the electricity of common areas for which CIDCO incurs expenditure. CE (NM) also to indicate the details of such payments made to MSEDCL since 21 <sup>st</sup> May, 2019. (Time limit 15 <sup>th</sup> , November-2019)
	3.14	Within 10 days Zensar to complete the configuration of "BARCODE" and DSC in Estate Module.
	3.15	Committee to finalize the revision of Land Disposal Policy for Navi Mumbai project and also suggest Land Disposal policy for NAINA. (Time limit December-2019)
	3.16	CAO to put on file details of outstanding un-reconciled entries pertaining to Loans and Advances. (Time limit November-2019)

	3.17	M(TS-I) to submit pending list of execution of Agreements pertaining to plots already handed over to PMC and NMMC. (Time limit November-2019)
	3.18	To review the status of NRI complex (Phase-I) specifically pertaining to property tax issue of NRI Club House and available surplus land within Phase-I. A report on the above is to be submitted to VC & MD.
	3.19	VC & MD noted that many HoD's are not submitting monthly action plan and directed that the HoD's who have not submitted monthly action plan for November, shall submit the same today only & shall ensure that monthly action plans are submitted on time in future. VC & MD further reiterated that this Report will form part of Performance Appraisal besides enabling them to participate in Training Programme at California University, Berkeley.
	3.20	CE(NM) & CE(NMIA) to submit comprehensive list of all on-going works with work schedules & actual targets for completion.
4	<p><b><u>Presentation – GIS based Land data linked with COPAS and SAP :</u></b></p> <p>Shri Ravikumar, ACP (DP/NT) made the presentation outlining displaying of Land-use details with input of</p>	

<b>Node, Survey and Plot Numbers.</b> <b>VC &amp; MD desired the following :-</b>	
<b>4.1</b>	Preparation of 'User Manual', to facilitate CIDCO staff for using this software. From MRSAC, latest satellite images of Navi Mumbai Nodes and NAINA area is to be procured every quarter and this should be utilized for detection of encroachment and unauthorized construction.
<b>4.2</b>	The details about open spaces are to be updated so as to show its present status viz; playground, garden etc.
<b>4.3</b>	To generate list of plots where OCs are pending after issuance of commencement certificate.
<b>4.4</b>	To generate list of vacant plots. (Initially for Airoli Node as a pilot work).
<b>4.5</b>	Query module to be developed by November-2019.
<b>4.6</b>	To configure viewing access of this software linking to CIDCO's web portal, so that people can access this information for information regarding their properties.
<b>5</b>	<b><u>Ujjwal Training Programme :-</u></b> VC & MD directed that HoDs to seek prior written permission for attending Training programme through Ujjwal.

6	VC & MD noted that many HoD's are working in silos & inter-departmental issues are not being handled properly & hence directed that HoD's shall invite the concerned HoD's for regular review meetings, with specific list of issues, shared well in advance, so as to enable the invited HoD to put up his departmental views during review meetings.
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Minutes are issued with incorporating corrections made by VC & MD.



Company Secretary  
Emp. No. 34023

To,  
All HoDs

11/11/19  
[adocsd@gmail.com](mailto:adocsd@gmail.com)





CIN : U99999MH1970SGC014574

cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-2011/SAP-716 Date: 26.11.2019

**MINUTES OF HoD MEETING : 18<sup>th</sup> November, 2019****PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p><b><u>Pendency in E-Tapal, Grievance :</u></b></p> <p>VC &amp; MD reiterated that HODs to (i) take weekly review of pendency in E-Tapals, Grievances pertaining to (i) Aaple Sarkar (ii) PG Portal and (iii) CIDCO Portal &amp; ensure that Tapal pendency of more than 30 days are disposed off in this week only.</p> <p>CGRO made presentation about department-wise pendencies of Grievances. VC &amp; MD directed that concerned HODs to take timely cognizance of pendency and update immediately the replies on the portal.</p> <p>VC &amp; MD expressed concern on the large number of outstanding grievances pending for more than a year on CIDCO portal &amp; directed all the concerned HoD's to immediately look into the grievances &amp; dispose all the pendencies within a week's time.</p>

2	<p><b><u>Communication to GoM/GoI :</u></b></p> <p>Referring to earlier directives, VC &amp; MD observed that many HoD's are replying to GoM/GoI references on their own, without seeking approval, on file from VC &amp; MD &amp; reiterated that all HODs to send communication to GoM/GoI only after seeking prior approval, on file from VC &amp; MD only.</p>
3	<p><b><u>On-Line CFC :</u></b></p> <p>(i) On the CFC on-line portal, Zensar to upload the process manual &amp; FAQ's in Marathi and English versions.</p> <p>(ii) M(TS-I) to co-ordinate regularly with Nodal Heads and in next HOD meeting presentation be made on node-wise pendency of Applications at various CFC counters.</p> <p>(iii) M(TS-I) to arrange Training to Nodal Staff to upskill the process functioning &amp; document uploading aspect.</p>
4	<p><b><u>BMTC Employees Related :</u></b></p> <p>As discussed earlier, CE(NM) and CAP &amp; Shri Ravindra Mankar, ACP(NM) &amp; MM-II to complete the exercise by 30<sup>th</sup> November, 2019 with regard to earmarking some plots in PCMC/NMMC/CIDCO areas towards allotment of shops/galas/otlas of size 10 ft. x 10 ft., as per decision of Board in the year 2013 pertaining to BMTC Rehabilitation Package.</p>

5	<p><b><u>Board Note :</u></b></p> <p>VC &amp; MD re-directed that HODs to submit the Board Notes without waiting for declaration of date of the Board meeting and time lines in this regard must be adhered.</p>
6	<p><b><u>CENTRAL PARK – FOOD COURT :</u></b></p> <p>MM-II to finalize the disposal of Food Court, by way of (i) AS IS WHERE IS BASIS, and/or (ii) Rental Basis, and proposal in this regard be submitted in consultation with CE(NM).</p>
7	<p><b><u>Disposal of Vacant Premises on Railway Station Complex :</u></b></p> <p>(i) MM-II to submit proposal for sale on outright basis/rental basis of vacant premises through existing e-Auction platform.</p> <p>(ii) MM-II was advised to consult M(TS-I) for earmarking some of the premises in Railway Station complex to Govt. of Maharashtra for fulfilling CIDCO's obligation that may arise pertaining to MAFCO Plot.</p> <p>(iii) MM-II also to take into account the space requirement, request received from Commissioner of Right to Services, Konkan Region and other Govt. Departments and inform them immediately.</p>

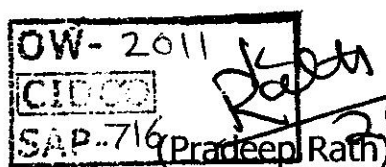
	<p>(iv) VC &amp; MD was informed by JMD-II that transfer of telephone booth plots to NMMC/PCMC, as per the Board approval has not been effected till now &amp; in this regard VC &amp; MD directed MTS-I for issuing necessary order to that effect immediately.</p>
<b>8</b>	<p><b><u>Railway lines – Virar – Dahanu Road – Project in Village Kolgaon, Tal: Palghar :</u></b></p> <p>Senior Economist to complete the pricing for the lands to be handed over to MRVCL, and in this regard CE(NM) &amp; CAP to immediately provide Project information &amp; Expenditure details.</p>
<b>9</b>	<p><b><u>Land Records &amp; Reconciliation 12.5% Scheme :</u></b></p> <p>As a compliance to the earlier directive on this subject, Smt. Aparna Vedula, ACP(A+R) made a presentation showing the 12.5% and other plot details in Koparkhairane Node.</p> <p>VC &amp; MD directed that concerned department to provide to Smt. Aparna Vedula, ACP (A+R), correct details on the status of 12.5% allotment and surveys at sites to be completed within a week's time [Time line – 25<sup>th</sup> November, 2019]. Thereafter the presentation be, made in the HOD meeting about the 'Final List' of vacant plots and allotted plots. This exercise to be done for all Nodes and completed within Two months.</p>



	CL&SO, Thane, was also directed to complete within two month all the processes pertaining to 12.5% scheme for Thane Areas, for which Board has approved closure of 12.5% scheme in Thane Areas.
<b>10</b>	<p><b><u>Area Requirements for 12.5% and 22.5% Land Compensation :</u></b></p> <p>Smt. Aparna Vedula, ACP (A+R), apprised that area admeasuring approximately 100 Ha. (Net of CRZ) has been identified near to Belpada Village which is sufficient to meet the requirement of balance 12.5% &amp; 22.5% scheme allotment, besides making available of some plots towards commercial sale.</p>
<b>11</b>	<p><b><u>SAP Module :</u></b></p> <p>Zensar to activate the (i) Bank Guarantee Module and (ii) Budget Control Module with Linking of Budget with GL code.</p> <p>Engineering Deptt. to start immediately using of "Bank Guarantee Module."</p> <p>VC &amp; MD directed all HoD's to submit budget proposals (RE &amp; Budget proposals for FY 2020-21) through SAP only, by using GL code &amp; reiterated that only budget proposals through SAP will be considered for approvals.</p> <p>To avoid wrong entry of GL code on SAP Module by any department, VC &amp; MD directed CAO &amp; SM to make</p>

	arrangement in SAP module to enable only related GL codes to the concerned departments & disable other GL codes pertaining to other departments so that wrong entry of GL code by any department can be avoided. This process shall be completed before 30 <sup>th</sup> November, 2019.
<b>12</b>	<p><b><u>CIDCO – GOLDEN JUBILEE YEAR – 2020 :-</u></b></p> <p>On the backdrop of celebrating the year 2020 as "GOLDEN JUBILEE", PRO requested HODs to share old project related photograph, documentary etc.</p> <p>VC &amp; MD urged that HODs to come out with innovative implementable ideas, on various subject not restricted to their areas of functioning and advised that any staff can send to him ideas on various subject related to CIDCO . VC &amp; MD also permitted 15 minutes slot to be kept on this subject from next HOD meeting.</p>

Minutes are issued with incorporating corrections made by VC & MD.



Company Secretary  
Emp. No. 34023

To,  
All HoDs

26/11/19  
adocsd@gmail.com



CIN : U99999MH1970SGC014574  
cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-2027/SAP-728 Date: 02.12.2019

**MINUTES OF HoD MEETING : 25<sup>th</sup> November, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
1	<p data-bbox="456 725 1315 837"><b><u>Pendency in E-Tapal, Grievances Portal, On-line CFC :-</u></b></p> <p data-bbox="456 871 1315 983">While taking review of Node-wise pendencies, VC &amp; MD directed the following :-</p> <ul style="list-style-type: none"> <li data-bbox="456 1005 1315 1263">i) Systems Manager to ensure that GRO Login ID &amp; Password of previous Nodal Administrators are given to the newly posted Administrators at various CIDCO Nodes.</li> <li data-bbox="456 1274 1315 1666">ii) All Nodal Officer to ensure 'timely disposal' of on-line applications pertaining to their Node in next HOD meeting, GROs to make presentation showing status of pendencies against the prescribed time-lines given under "Right to Services Act."</li> <li data-bbox="456 1677 1315 1868">iii) VC &amp; MD observed that large number of applications for issue of Mortgage NOC are pending due to delay in receiving confirmation</li> </ul>

		from Land Acquisition authorities regarding enhanced compensation. VC & MD directed that ACLSO (Court cases), Shri Kishore Tavde, to send to concerned HODs the upto-date information pertaining to Land Acquisition and enhanced compensation, so as to enable Estate departments to calculate exact amount of Maveja to be recovered from the concerned while approving applications for grant of Mortgage NOC.
	iv)	Online CFC pendencies of more than 60 days are to be disposed off immediately. Since, the pendencies are related to services to citizens under Right to Services Act, the timelines, as prescribed for various services, be followed strictly so as to avoid the imposition of penalties as prescribed under the act.
	v)	JMD-II to review the existing SOP's & prepare check lists and time lines for various authorities for various types of services and bring proposal for rationalizing the requirements of documents in online CFC. So that all approvals should not go beyond the time-lines prescribed by CIDCO under Right to Services Act.



	vi)	Status of On-line CFC's pendency will be a regular Agenda in every HOD meeting.				
2	<b><u>Status of SAP Module :-</u></b>					
	2.1	<b><u>MM Module :</u></b>				
	i)	Zensar informed that all processes in the Material Management Module is fully completed & functional.				
	ii)	MM-II to announce today "Go-live" of issuance of Allotment letter with affixing DSC.				
	iii)	VC&MD complimented the Systems Manager & Team Zensar.				
	2.2	<b><u>HCM Module:</u></b> Following 'Time-line' to be followed :- <table border="1"> <tr> <th>TA/DA</th> <th>10<sup>th</sup> Dec. 2019</th> </tr> <tr> <td>Risk/Project/Overtime Allowance</td> <td>30<sup>th</sup> Dec. 2019. These allowances shall be given with salary through SAP. CAO to approve the amount as per prevalent guidelines.</td> </tr> </table>	TA/DA	10 <sup>th</sup> Dec. 2019	Risk/Project/Overtime Allowance	30 <sup>th</sup> Dec. 2019. These allowances shall be given with salary through SAP. CAO to approve the amount as per prevalent guidelines.
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Risk/Project/Overtime Allowance	30 <sup>th</sup> Dec. 2019. These allowances shall be given with salary through SAP. CAO to approve the amount as per prevalent guidelines.					
	2.3	<b><u>PS Module :</u></b> To be completed by 28 <sup>th</sup> Nov. 2019.				

	<b>2.4</b>	Zensar to activate today the "Bank Guarantee Module" and the same to be functional immediately by Engineering Department.
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Minutes are issued with incorporating corrections made by VC & MD.

*Rath*  
*2/Dec/2015*  
(Pradeep Rath)  
Company Secretary  
Emp. No. 34023

To,  
All HoDs

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CIN : U99999MH1970SGC014574

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CIDCO/CSD/File No. M-14/OW-2032/SAP-731 Date: 06.12.2019

**MINUTES OF HoD MEETING : 02<sup>nd</sup> December, 2019****PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
<b>A]</b>	<b><u>Pendency in E-Tapal, Grievances Portal, On-line CFC :-</u></b>  Following directives were given by VC & MD :-  Friday of every week :-
	(i) The pendencies in E-Tapal is to be reviewed by JMD-I.
	(ii) The on-line CFC pendencies on-line CFC is to be reviewed by JMD-II.
	(iii) The pendencies in grievance portal is to be reviewed by CVO.
	(iv) JMD-I, JMD-II & CVO to bring to the notice of VC&MD HoD / Department, which is lagging behind in disposing off the pendencies through a note every Friday.

<b>B]</b>	While taking review of important tapals marked with certain directives for speedy disposal, following directives were given by VC & MD :-
	(i) Regarding the request from M/s. Deepak Fertilizers & Chemicals for drawal of STP - Treated Water, VC & MD directed CE(NM) to discuss the issue with MIDC and M/s. Deepak Fertilizers & Chemicals & prepare a detailed plan of action, with clear timelines for implementation the issue and submit it in this week.
	(ii) Regarding the request from ACS, Skill development & Entrepreneurship on Skill Development Programme, JMD-I, to finalize aviation related courses and put up reply giving details of such courses to ACS, Skill Development & Entrepreneurship, GoM. VC&MD stated that the courses offered under ITI's should not be repeated at TARA & efforts should be made to empower the PAP's to take up new courses, keeping in mind the potential for employment.
	(iii) CLSO(R) to get the joint measurement, done on priority to determine exact quantum of JNPT land used by CIDCO from Dronagiri node to work out plan of action for resolving the issue.



		JMD-I to look into JNPT's proposal received for CSR in JNPT Influence Area.
	(iv)	Regarding the issue of illegal transfers & agreements between 22.5% scheme beneficiaries & developers VC & MD observed that such activity is causing loss of Development charges to CIDCO on one hand and people are getting faulty ownership / land title. Hence, ACLSO, NMIA should create awareness among the people against this illegal activity.
	(v)	Regarding the issue of handing over safety belt land to ONGC, Uran, CCUC & CE(NM) to determine the area & extent of encroachments in the Safety belt & determine the future course of action. MTS-I to resolve the pending service charges issue. Next week CCUC to invite ONGC Officials to discuss these issues.
	(vi)	MM-II & Mr. Ravindra Mankar also to finalize area and respond to GAD's letter for allotment of space in lieu of MAFCO plot surrendered to CIDCO.
	(vii)	MM-II to expedite the execution of agreement in respect of plot allotted for construction of J&K Bhavan.

	(viii)	VC & MD informed that during the visit to Dronagiri Node, he has seen some dilapidated Buildings and enquired the types of these structures, for which CE (NM) apprised that these are Old Guest Houses & not in use. VC & MD directed CAP to suitably plan scheme for this area so that it may generate revenue for CIDCO.
	(ix)	CE (NM) to release Tender in respect of Central Park, Kharghar without further delay.
	(x)	CE (NM) to review the pending works of CIDCO's PMAY Housing Project, including the balance CC permissions and to bring latest status in next week's review meeting.
	(xi)	In respect of MMRDA's letter seeking CIDCO's Bank details for remitting payment against Rental Housing Scheme in NAINA, VC & MD observed that since the Planning authority for the land in question is not CIDCO, CIDCO shall not engage in infrastructure development & this work shall be left to the concerned Planning authority. VC & MD directed CE (NM), CAP, CP (NAINA) to examine the subject keeping in mind jurisdiction and legal angle. The Report in this regard is to be submitted to VC & MD.

	<b>(xii)</b>	CLSO to take possession of Land allotted by Collector, Palghar by completing the measurement. Since the land is allotted as Class-II, JMD-I to take up this issue with Collector, Palghar so that CIDCO can dispose of the land to generate revenue.
	<b>(xiii)</b>	Regarding the issue of signing of Agreement with DMRC for Metro Line 2 & 3, VC & MD directed CE(NM) to complete the signing of Agreements in this week.
	<b>(xiv)</b>	Regarding the request of IOCL for change of land use for land at Nerul, VC & MD directed MTS-I to submit the proposal at the earliest.
	<b>(xv)</b>	With regard to integration with SAP of NAINA's Building Permission (NIAMS), VC & MD directed Zensar to expedite with CP (NAINA) and to inform in the next HOD meeting about the time line for completing the integration process and its functioning.
	<b>(xvi)</b>	On the subject of implementation of "On-line Registration Process" of Property Agreements in line with Deptt. of Registration & Stamps, GoM, VC&MD directed that these facilities be implemented for all type of agreements entered into by CIDCO. MTS-I will be Nodal Officer for this for interaction with IGR Office.

	(xvii)	<p>Referring to the previous directives on the subject of Land Records &amp; Reconciliation of 12.5% Scheme in various Nodes, and in particular Airoli Node, following directives were given by VC &amp; MD :-</p> <p>(a) Concerned HOD &amp; Nodal Head is to be held responsible, in case details sent by Planning deptt. are not confirmed within 15 days.</p> <p>(b) CCUC to visit the site for re-verification of the illegal structures &amp; confirm the status to Planning deptt.</p> <p>(c) By end of December 2019, Planning deptt. to send to Marketing deptt. 'Final Confirmed List' of Vacant/Unsold Plots from all nodes for disposal.</p>
	(xviii)	<p>Referring to earlier directives of 18<sup>th</sup> Nov. 2019, for closure of 12.5% scheme in Thane, CLSO – Thane informed that after publication of list, details have been forwarded to Planning deptt. for drawal of lot, for which VC &amp; MD directed to complete the process within a Week's time.</p>
	(xix)	<p>CAP to submit Note for replying to UDD, regarding reservation of plot for High Court Rest Rooms (permissible inside the Belapur</p>

	Court Premises) nearest to Navi Mumbai International Airport.
<b>C]</b>	<p><b><u>Assembly Session – Dec. 2019 :-</u></b></p> <p>With reference to ensuing Assembly Session starting from 16<sup>th</sup> Dec. 2019, at Nagpur, VC &amp; MD directed all HoDs to prepare revised brief notes for all important projects &amp; share this information to GM(Adm.) for booklet preparation. GM(Adm.) to submit revised booklet latest by Friday, 6<sup>th</sup> December, 2019.</p>

Minutes are issued with incorporating corrections made by VC & MD.

OW-  
CIRCO  
SAP (Pradeep Rath)  
6 Dec 2019

Company Secretary  
Emp. No. 34023

To,  
All HoDs

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CIN : U99999MH1970SGC014574  
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CIDCO/CSD/File No. M-14/OW-2029/SAP-737 Date: 16.12.2019

**MINUTES OF HoD MEETING : 09<sup>th</sup> December, 2019**  
**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
<b>A]</b>	<p><b><u>Pendency in E-Tapal, Grievances Portal, On-line CFC :-</u></b></p> <p>While expressing compliment for the reduction in number of pendencies since previous HOD meeting, VC &amp; MD stated that accuracy of these MIS need to be verified as there are still large numbers of pendency observed in his list of tapals, which have been marked with certain directives for speedy disposal. On the above VC &amp; MD directed that all HODs to review pendencies of their department on daily basis.</p>
<b>A-1]</b>	<p><b><u>Pendency – Manual (Off-line) Applications at CFC :-</u></b></p> <p>VC &amp; MD observed that although On-line CFC has become mandatory &amp; functioning from Nov. 2019, still large number of applications (prior to implementation of On-line System) are pending and in this regard VC &amp; MD directed MTS-1 to take steps for immediate</p>

	<p>disposal of pendencies existing beyond seven days as delay beyond prescribed timeline attract penalty under Right to Services Act.</p> <p>VC &amp; MD also directed to show in the next HoD meeting MIS of pending applications in off-line &amp; on-line categories.</p> <p>VC &amp; MD stated that these pendencies at the level of some official harms the image of Corporation as a whole and reiterated to follow the earlier directives given for HODs to be available on every Monday between 2.00 p.m. to 3.00 p.m. for direct meeting with general public to redress grievance. PRO to issue press note in this regard.</p>
<b>A-2]</b>	<p><b><u>Visitors monitoring :-</u></b></p> <p>VC &amp; MD stated that pendency &amp; delay disposal of citizen centric services are prone to corrupt practice &amp; has vigilance angle and directed System Manager to ensure that visitor's entry pass is issued with Mobile number, Photograph &amp; name of CIDCO Officials to whom visitors are to meet and send to CVO on regular basis the MIS of daily visitors as well as the list of repeated visitors, which will enable CVO to take corrective vigilance measures to curb corruption.</p>

<b>B]</b>	<p><b><u>Action Taken Report on decision/directives of last HOD meeting held on 2<sup>nd</sup> Dec. 2019:-</u></b></p> <p>While taking review of Action taken on decision/directives of last HOD meeting held on 2<sup>nd</sup> Dec. 2019, VC &amp; MD expressed concern for non-implementation of these directives even after lapse of 7 days and reiterated that HODs to follow the directives as per Minutes of HOD meeting &amp; implement the same without further delay.</p> <p>Further directives were given by VC &amp; MD on the following subject :-</p> <table border="1" data-bbox="470 918 1346 1923"> <tr> <td data-bbox="470 918 556 1338">i)</td><td data-bbox="556 918 1346 1338"> <p><b><u>Rehabilitation of Ex-BMTC Employee :-</u></b></p> <p>M(TS)-I to forward to CAO, the list of Plots/ Built-up Premises received from Planning department and CAO to share list of available plots with Ex-BMTC Employees as per Board Resolution of 2014.</p> </td></tr> <tr> <td data-bbox="470 1338 556 1632">ii)</td><td data-bbox="556 1338 1346 1632"> <p><b><u>Additional Parking Area behind Konkan Bhavan/ RBI :-</u></b></p> <p>Manager (Personnel) to ensure removal of old un-used Vehides.</p> </td></tr> <tr> <td data-bbox="470 1632 556 1923">iii)</td><td data-bbox="556 1632 1346 1923"> <p><b><u>Payment for Rental Housing Scheme in NAINA :-</u></b></p> <p>CE (NM), CAP, CP (NAINA) to expedite the report as directed in previous meeting to examine the</p> </td></tr> </table>	i)	<p><b><u>Rehabilitation of Ex-BMTC Employee :-</u></b></p> <p>M(TS)-I to forward to CAO, the list of Plots/ Built-up Premises received from Planning department and CAO to share list of available plots with Ex-BMTC Employees as per Board Resolution of 2014.</p>	ii)	<p><b><u>Additional Parking Area behind Konkan Bhavan/ RBI :-</u></b></p> <p>Manager (Personnel) to ensure removal of old un-used Vehides.</p>	iii)	<p><b><u>Payment for Rental Housing Scheme in NAINA :-</u></b></p> <p>CE (NM), CAP, CP (NAINA) to expedite the report as directed in previous meeting to examine the</p>
i)	<p><b><u>Rehabilitation of Ex-BMTC Employee :-</u></b></p> <p>M(TS)-I to forward to CAO, the list of Plots/ Built-up Premises received from Planning department and CAO to share list of available plots with Ex-BMTC Employees as per Board Resolution of 2014.</p>						
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iii)	<p><b><u>Payment for Rental Housing Scheme in NAINA :-</u></b></p> <p>CE (NM), CAP, CP (NAINA) to expedite the report as directed in previous meeting to examine the</p>						

	subject of jurisdiction & legal angle of CIDCO in respect of infrastructure development, since the land in question is not with CIDCO, being not Planning Authority for this area.
iv)	<p><b><u>Palghar Project Land :-</u></b></p> <p>Within a week's time CLSO to complete the process of taking possession of land allotted by Collector, Palghar.</p>
v)	<p><b><u>DMRC Metro Line 2 &amp; 3 :-</u></b></p> <p>CE (NM) &amp; CAO to finalize immediately the Agreement.</p>
vi)	<p><b><u>Old Dilapidated Guest House – Dronagiri Node :-</u></b></p> <p>CAP to immediately initiate action for planning scheme in place of old dilapidated Guest Houses in Dronagiri Node for generating revenue for CIDCO.</p>
vii)	<p><b><u>ONGC Uran :-</u></b></p> <p>CVO to refer the files in his department regarding handing over safety belt land to ONGC, Uran &amp; removal of encroachment so that further details can be ascertained in discussing the rules with ONGC official. CCUC to invite ONGC Officials to discuss these issues.</p>

	<p>viii) <b><u>MAFCO :-</u></b></p> <p>MM-II and Mr. Ravindra Mankar to immediately finalize the Built up space to be allotted to Govt. in lieu of MAFCO plot surrendered to CIDCO.</p>
<b>C]</b>	<p><b><u>Submission of files to VC &amp; MD through Financial Advisor :-</u></b></p> <p>Regarding direct submission of files to VC &amp; MD having financial implication, VC &amp; MD redirected for implementing the earlier directives given in this regard to submit the files through Financial Adviser.</p>
<b>D]</b>	<p><b><u>Configuration of Desktop Computers :-</u></b></p> <p>VC &amp; MD directed System Manager to finalize in consultation with PWC Consultants the procurement of 300 Desktop Computers with minimum software configuration, keeping in mind the running of SAP Modules and various on-line activities viz. COPAS, On-line CFC, e-Registration, Grievance System, etc.</p>
<b>E]</b>	<p><b><u>SAP Modules :-</u></b></p> <p>Regarding pending implementation of some of the SAP Modules, VC &amp; MD directed that System Manager to complete the remaining Modules in a time bound manner and with specific reference to the module pertaining to time extension for payment, VC &amp; MD directed that in this module flexible facilities be made for accepting and calculating the installment &amp; DPC</p>



	based on number of days instead of fixed period and all challan & approval in this regard to be generated through SAP System only.
<b>F]</b>	<p><b><u>On-line Registration Process :-</u></b></p> <p>The NIC Official made a short presentation showing the work-flow of e-Registration of Agreements as well as Citizen Data Entry Process available in their Softwares. It was noted that with NIC's Software, Citizen can do the registration of CIDCO's Agreement without visiting to office of Sub-Registrar (Stamps &amp; Registration).</p> <p>VC &amp; MD directed MM-II &amp; other concerned HODs to implement this facilities for all types of Agreements in CIDCO.</p>

Minutes are issued with incorporating corrections made by VC&MD.

OW-2029  
CIDCO  
SAP-737 (Pradeep Rath)  
Company Secretary  
E.No.34023  
16/12/19

To,  
All HoDs

adoc@cidco.com



CIN : U99999MH1970SGC014574  
cs@cidcoindia.com

CIDCO/CSD/File No. M-14/OW-2045/SAP-748 Date: 19.12.2019

**MINUTES OF HoD MEETING : 16<sup>th</sup> December, 2019**

**PRESIDED BY : VC & MD**

Sr. No.	Deliberation / Decision
A]	<p><b><u>Pendency in E-Tapal, Grievances Portal, On-line CFC :-</u></b></p> <p>VC &amp; MD observed discrepancies on MIS, generated within an interval of 2 days and directed that accuracy of data need to be checked thoroughly and JMD-I to take detail review on weekly basis.</p> <p>Regarding monitoring of Grievances, CVO apprised that, he is reviewing each grievance from 'Vigilance Angle' &amp; for proper redressal. VC &amp; MD directed that HoDs should meet visitors on regular basis during 02:00 PM to 03:00 PM on Monday. CA(NT) should dispose off pendency pertaining to New Towns.</p> <p>Regarding pendencies on Aaple Sarkar portal, VC &amp; MD observed cases pending for more than 2 years in Planning department and other Departments, and hence directed CAP and concerned HoDs to resolve these pendencies in this week.</p>

	Regarding pendency on online CFC, VC & MD observed existence of large number of pendencies in Vashi, Kalamboli & Koparkhairane Nodes and directed that these pendencies be reviewed with concerned Nodal Heads by JMD-II.
<b>B]</b>	<p><b><u>Action Taken Report on decision/directives of last HOD meeting held on 9th Dec. 2019:-</u></b></p> <p>While taking review of Action Taken on directives of last HoD meeting held on 9<sup>th</sup> Dec. 2019, further directives were given as under :-</p>
	<p><b>i] <u>Palghar Project Land :-</u></b></p> <p>CLSO (R) to send immediately the Surveyors for completing the measurement and process of taking possession of land be completed in this week. Further the request to grant this land as Class-I be sent to Divisional Commissioner today.</p>
	<p><b>ii] <u>Rehabilitation of Ex-BMTC Employee :-</u></b></p> <p>M(TS-I), CAO, Marketing Manager &amp; ACP(NM) to finalize the list of available plots to be shared with Ex-BMTC Employees.</p>
	<p><b>iii] <u>Additional Parking Area behind Konkan Bhavan/RBI :-</u></b></p> <p>VC &amp; MD observed that surfacing of area has not yet been done and expressing concern over the delay, directed CE(NM) to take immediate action, either for concretization or laying of paver blocks.</p>

	<p><b>iv] <u>Rental Housing Scheme in Naina :-</u></b> VC &amp; MD expressed displeasure at no progress on this issue &amp; redirected CE(NM), CAP &amp; CP(NAINA) to examine the issue in this week &amp; submit report at the earliest.</p>
	<p><b>v] <u>Old Dilapidated Guest House – Dronagiri Node:-</u></b> M(TS-I) to examine the legal status of the land and submit report in this week.</p>
	<p><b>vi] <u>MAFCO :-</u></b> VC &amp; MD directed that Sr. Economist shall finalize within a day the pricing of Built up Premises as per prevailing Ready Reckoner Rates based on existing Board Resolution and inform MM-II.</p>
	<p><b>vii] <u>Configuration of Desktop Computers :-</u></b> PWC Consultants apprised about carrying out detailed verification for the desired configuration. VC &amp; MD directed that, PWC to do the independent assessment of total requirements for each department vis-à-vis their configuration according to the department's job specifications &amp; System Manager to go for the procurement in a holistic manner as per PWC's assessment.</p>

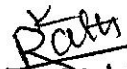
<b>C]</b>	<p><b><u>SAP Modules – Time Extension for payment :-</u></b></p> <p>MM-II made the PPT demonstrating the functioning of time extension 'On-line System' as per directives given in previous HoD meeting held on 9<sup>th</sup> Dec. 2019.</p> <p>VC &amp; MD stated that the challan &amp; approval for time extension be generated automatically without manual intervention in the system. VC &amp; MD desired to announce "Go-Live" in the next week of this facilities.</p>				
<b>D]</b>	<p><b><u>Policy Related :-</u></b></p> <table border="1" data-bbox="533 827 1320 1905"> <tr> <td data-bbox="533 827 603 1349"><b>i]</b></td><td data-bbox="603 827 1320 1349"> <p><b><u>Enhancement of FSI :-</u></b></p> <p>Regarding enhancement of FSI for various types of requirement (e.g. Residential, Residential+Commercial, Warehousing, Social etc.), M(TS-I) to circulate the proposal to concerned HoDs for their views and in next HoD meeting this subject shall be taken up for deliberation.</p> </td></tr> <tr> <td data-bbox="533 1349 603 1905"><b>ii]</b></td><td data-bbox="603 1349 1320 1905"> <p><b><u>Multi-Modal Corridor (MMC) :-</u></b></p> <p>Referring to MMRDA's proposal for funding this project, CT&amp;CP apprised that MMC Corridor is passing through NAINA &amp; CIDCO areas and access to MMC from these areas need to be examined alongwith land cost implications.</p> <p>VC &amp; MD directed CT&amp;CP to study the proposal in detail and take views from all concerned HoDs,</p> </td></tr> </table>	<b>i]</b>	<p><b><u>Enhancement of FSI :-</u></b></p> <p>Regarding enhancement of FSI for various types of requirement (e.g. Residential, Residential+Commercial, Warehousing, Social etc.), M(TS-I) to circulate the proposal to concerned HoDs for their views and in next HoD meeting this subject shall be taken up for deliberation.</p>	<b>ii]</b>	<p><b><u>Multi-Modal Corridor (MMC) :-</u></b></p> <p>Referring to MMRDA's proposal for funding this project, CT&amp;CP apprised that MMC Corridor is passing through NAINA &amp; CIDCO areas and access to MMC from these areas need to be examined alongwith land cost implications.</p> <p>VC &amp; MD directed CT&amp;CP to study the proposal in detail and take views from all concerned HoDs,</p>
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	especially from CAP, CP(NAINA) prior to preparation of Board Note.
<b>E]</b>	<p><b><u>Review of Legal Matters :-</u></b></p> <p>Sr. Law Officer informed that a concern has been raised by the Hon'ble Chief Justice of India regarding the backlog of Court cases and in this regard Legal department is arranging meeting in this week with concerned HoDs, for taking review of pending cases pertaining to Hon'ble High Court &amp; Supreme Court.</p> <p>VC &amp; MD desired that this exercise to be taken up with topmost priority and efforts be made for quick disposal of pending court cases.</p>

Minutes are issued with incorporating corrections made by VC & MD.

Ref: CSD/F.No. M-14/O.W. 2045/SAP-748

  
 (Pradeep Rath) 19<sup>Dec</sup>/2019  
 Company Secretary  
 Emp.No.34023

To,  
All HoDs

19/12/2019  
adocsd@gmail.com