

OFFICE ORDER

Sub: Standard Operating Procedure to be followed while creating duplicate files in Estate Department

Read: VC & MD's Office Order regarding Implementation of Filing System

In order to improve the filing system in this Corporation and to have more transparency in the availability of records, the then VC & MD vide Office Order stated above has directed to adopt a system for maintenance of files. In continuance to pt. no. 5 of the said Office Order regarding system to be adopted in case of missing files/ non-traceable files, it is hereby directed to follow the following Standard Operating Procedure while reconstructing the files that are not traceable in the Estate dept.

1. The concerned MTS/Divisional Officer shall obtain search report of the file from Estate-I/II/III, Marketing (Hsg/Commercial), all nodal offices, Accounts dept, CIDCO Bldg Permission dept, Lands Dept.
2. If the file is not traceable after obtaining search report, the concerned MTS/Divisional Officer to file a FIR in Police station.
3. The concerned MTS/Divisional Officer shall ascertain whether a scanned copy of the subject file is available with the Data Centre. If the scanned copy of the file or any document is not available, the concerned MTS/Divisional Officer and System Manager to jointly certify the same.
4. After complying the procedure prescribed at Sr. No. 1 & 3 above, if scanned copy of entire file or any particular document is unavailable, the same may be reconstructed by following the SOP for the respective unavailable document as stated below:

<div> <div> Allotment type Documents </div> <div> → ↓ </div> </div>	Individual apartments/s hops	Tender plots	Society plots	Social plots	Plots allotted to Govt bodies	Dept from which certified document is to be obtained	Responsible officer for procuring the certified document
Letter of intent	Yes	Yes	Yes	Yes	Yes	Mkt/Lands/RHB/SSO	Concerned MTS/Divisional Officer
Allotment letter	Yes	Yes	Yes	Yes	Yes	Mkt/Lands/RHB/SSO	Concerned MTS/Divisional Officer
Payment receipts certified by Accounts dept	Yes	Yes	Yes	Yes	Yes	Accounts	Concerned MTS/Divisional Officer
Agreement for sale	Yes	Yes	Yes	Yes	Yes	Concerned Sub Registrar	Concerned MTS/Divisional Officer
Lease Deed/Deed of apartment	Yes	Yes	Yes	Yes	Yes	Concerned Sub Registrar	Concerned MTS/Divisional Officer
Loan clearance letter	Yes	Yes	Yes	Yes	Yes	Bank	Concerned MTS/Divisional Officer
Service charge clearance	Yes	Yes	Yes	Yes	Yes	Accounts	Concerned MTS/Divisional Officer

Water charge clearance	Yes	Yes	Yes	Yes	Yes	Water supply	Concerned MTS/Divisional Officer
List of members/chain of transfer	NA	Yes	Yes	NA	NA	Society	Concerned MTS/Divisional Officer
Change report from Charity commissioner	NA	NA	NA	Yes	NA	Charity Commissioner	Concerned MTS/Divisional Officer
Affidavit from licensee	Yes	Yes	Yes	Yes	Yes	Licensee	Concerned MTS/Divisional Officer
Commencement Certificate/ Occupancy Certificate	Yes	Yes	Yes	Yes	Yes	TPO (NMMC/ PMC/ CIDCO)	Concerned MTS/Divisional Officer

5. An Indemnity Bond shall be obtained from the licensee indemnifying CIDCO from any future legal/financial liabilities that may arise on account of creation of the duplicate file.
6. Once all the documents stated above are obtained, necessary approval shall be sought from VC & MD for creation of duplicate file.

This Office Order is issued with the approval of VC & MD.


 (Dr. Kailas Shinde)
 Jt. MD-III

To,

M (TS-I/II/III)

All HOD's

All Nodal Officers

Copy to: VC & MD/JMD-I/JMD-II/CVO

BK (NM)


 23/5/22