

## PROCEDURE

Applicant/developer shall submit application to the Planning Authority for grant of NoC for the proposed development (as per Sample NOC application). The Planning Authority shall forward the NOC application to General Manager (Planning) for grant of NOC.

Planning Cell shall scrutinize the documents/drawings submitted by the applicant as per checklist and scrutiny report. If Planning Cell identifies deficiency in the drawings/documents submitted by the applicant, letter for deficiency of documents is sent to the applicant. If required documents are not received within 60 days period, planning authority shall be communicated accordingly and the file shall stand closed. Once the file is closed; the applicant shall have to re-apply to the planning authority for obtaining Maha Metro remarks with all the above documents, in which case it is considered as a fresh application. (2 working days)

The proposal is then forwarded to the Land Cell for checking and acquisition status land requirement. If the land is under acquisition, Land Cell shall mark the area under acquisition on the plan submitted by the applicant and shall confirm ownership details. (2 working days)

The proposal is then forwarded to the Concerned CPM for site inspection report. If the construction is in progress and affecting the metro construction, the concerned CPM shall take necessary steps to stop the work. He will also report details of ownership as per site, status of proposed and existing construction at site and additional temporary/permanent land requirement on the plan submitted by the applicant to the planning cell. (4 working days)

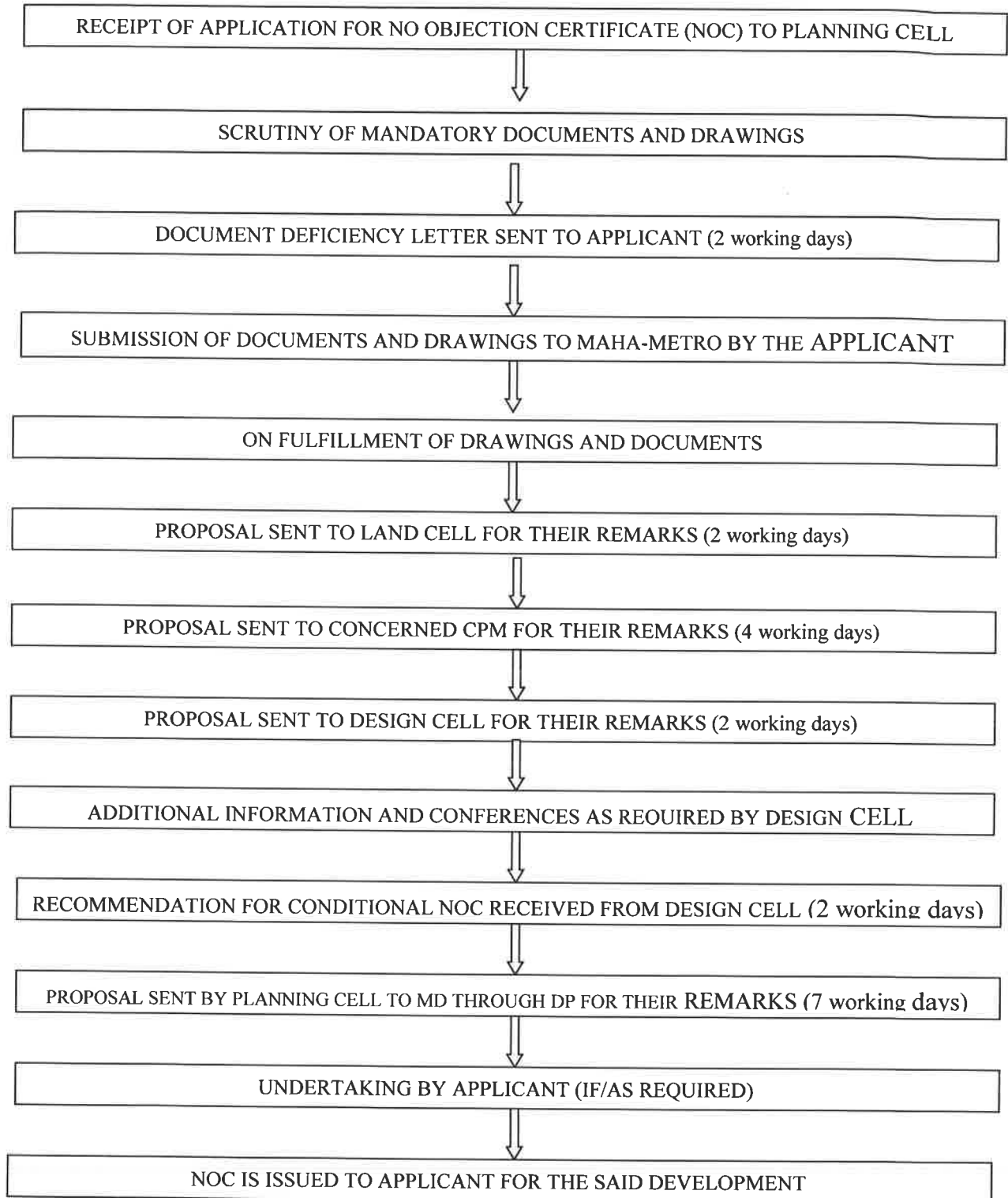
After receipt of report from CPM, the application shall be forwarded to Design Cell. Design Cell shall verify the land requirement on the plan submitted by the applicant. Design Cell shall also give its comments on safety aspects, if any. (2 working days)

Design Cell shall also suggest additional information/drawings/documents required from the applicant and suggest conditions for grant of NOC. Planning Cell shall communicate these conditions to the applicant, and may ask the applicant to submit a notarized undertaking accepting to abide by the conditions stipulated by the Maha-Metro. (2 working days). If the desired documents and undertaking is not submitted by the applicant within 30 days from the date of communication, the rejection shall be communicated to the applicant and planning authority and case shall stand closed.

On receipt of required documents as above and report from various departments, the proposal shall be submitted by Planning Cell to the Managing Director through Director Project. On approval, GM/Planning shall issue final NOC to the Planning Authority with a copy to the applicant. Same shall also be informed to the concerned CPM, GM/Design. (7 working days) In general, the whole above procedure takes around 19 working days from the date of fulfilling all the requirements.

The NOC, thus issued shall be valid for a period of three year from the date of issue of and needs to be renewed/ revalidated till the completion of construction of Pune Metro project or till the occupancy certificate of the building under reference is issued whichever is earlier.

**FLOWCHART SHOWING PROCEDURE FOLLOWED FOR NOC**



For renewal of any NOC to development, please include the following requirements in your check list of submission:

1. As-Built Drawings of buildings
2. Foundation layout and Sections.
3. Status of Construction and expected date of completion.
4. Current stage site photographs.
5. Highlight if there are any changes in Design after issuance of previous NOC.
6. Drawings and design calculation for any changes.
7. If there are no changes in Design for which NOC was issued previously, Designer should include a certificate/letter stating that the Designs for which NOC was obtained have not been changed.