

MARGAO MUNICIPAL COUNCIL MARGAO - GOA

Category "A" classPopulation... (as per 1991 census)

CITIZEN'S CHARTER



INTRODUCTION

The Municipality during the erstwhile Portuguese regime was known as “Camara Municipal de Salcete” catering to all the villages in Salcete Taluka until the Goa Municipalities Act, 1968, came into force. The “Camara Municipal de Salcete” is now reconstituted into Margao Municipal Council. The Members of the “Camara Municipal de Salcete” were then nominated by the Government, but after the reconstitution of the Municipal Council, the Members to all the 20 wards (10 in Margao & 10 in Fatorda) are elected by the Members of the council.

There is no informative material available as a compilation to make the public aware and understand the procedure laid down to get their work done easily. Therefore the main purpose of this compendium is to bring at one place, the basic information about the procedures involved in obtaining various NOC’s licences and permissions, hiring of Municipal properties viz Night Soil Tankers, Hearse Van, Municipal hall, Lohia Maidan etc.

The Citizen’s Charter will give an idea as to how one has to approach to various authorities in the Municipality to get their work done promptly.

This citizen’s Charter is divided into four parts and & 4 subsection.

- A. Services rendered by various sections:-
 - a. Technical Section
 - b. Administrative Section
 - c. Taxation Section
 - d. Accounts Section
 - e. Sanitary Section
- B. Library
- C. Fees/Charges/schedule.
- D. Forms schedule.

The fees /charges are subject to change based on revised orders/ Government notification and bye-laws and Council decisions.

Part “A” SERVICES OFFERED BY VARIOUS SECTIONS

1. TECHNICAL SECTION

PERMISSION / LICENCES ISSUED	TIME TAKEN
a. Construction Licence-----	15 days

Procedure

Applicant is required to make an application form (format –I) addressed to Chief Officer of Municipal Council alongwith the following documents.

1. *Development permission under Section 44 of the Town & Country Planning Act 1974 from South Goa Planning and Development Authority, Margao.*
2. *Three copies of the approved plan from SGDPA alongwith site/location plan.*
3. *Property title documents Viz. Deed of Sale etc.*
4. *Latest Survey plan and Form ‘B’ issued by City Survey Office.*
5. *RCC design, calculation if necessary.*
6. *Three copies of Schedule IV and Schedule II (As per building Bye – laws)
(Annexure I, II and III)*
7. *Power of Attorney, if any.*
8. *Indemnity Bond (for reasons to be stated in writing)*
9. *Location plan (not to scale)*
10. *If the proposed building is over 14.2 metres in height, NOC (provisional / final) issued by the Director of Fire & Emergency Services.*
11. *Certificate from Health Inspector under Goa Health Act & Rules Thereof.*
12. *Sanad of Conversion (N/A) Under Goa Daman & Diu Land Revenue Code).*

Fees chargeable for licence and subsequent renewals is worked out based on cost of construction of buildings as per category of buildings and schedule of fees as per (Annexure – IV)

PERMISSION / LICENCES ISSUED
Sundays/ Holidays)

TIME TAKEN (days inclusive of

b. Occupancy Certificate----- 30 days

Procedure

1. *For the Occupancy Certificate the party should apply to the Chief Officer on a plain paper after completion of building in all respects as per the approved building plan and on compliance of all the conditions of the licence.*
2. *After the premises are inspected by the Municipal Engineers and being satisfied about fulfillment of conditions governing the licence, the party will be asked for payment of renewal fees, if any plus Rs. 450/- towards issue of NOC for water/ electricity connections plus infra-structure tax @ Rs. 30/- per square metre and house tax assessment is made depending on the value made by the Valuation Officer.*
3. *After payment of all the fees the Occupancy Certificate will be issued within 15 days.*

PERMISSION / LICENCES ISSUED
Sundays/ Holidays)

TIME TAKEN (days inclusive of

c. NOCs for Water and Election----- 10 days
Procedure

In order to obtain water and electric connection the Applicant has to apply to the Chief Officer on prescribed forms (ANNEXURE –V & VI) alongwith the following documents.

1. *House tax receipt for the Current year.*
2. *Form “B” from City Survey*
3. *Survey Plan*
4. *NOC of the Owner of the Premises or from legal heirs if the owner is dead in case the premises or house is not on Applicants name.*
5. *Death certificate of owner if required.*
6. *An indemnity Bond Affidavit to be submitted in case any disputes are pending in the court and if the title is not clear.*

The party should produce the attested copies of all documents attested by Competent Authority.

Documents at Sr. No. 2, 3, 4 & 5 are not required if already with Margao Municipal Council.

Charges applicable:

1. *For NOC of Electricity Connection Rs. 200/-*
2. *For NOC of Water Connection Rs. 250/-*

PERMISSION / LICENCES ISSUED
Sundays/ Holidays)

TIME TAKEN (days inclusive of

d. Permission for repair of Houses----- 15 days

Procedure:

The applicant should make an application (format -2) to the chief Officer of Margao Municipal Council on plain paper alongwith the following documents.

1. *Survey Plan and Form 'B' from City Survey, Margao.*
2. *House tax paid receipt of current year.*
3. *Detailed Plan of the house indicating the proposed repairs.*
4. *NOC from Landlord in case of occupier/tenant.*
5. *NOC from legal heirs in case the owner of the house is dead.*
6. *An Indemnity Bond on Stamp Paper of Rs. 50/- in case there is defect in the title of the house or there are more than one year.*
7. *The party should get copies of all the documents attested by Competent Authority.*

The permission will be valid for the period of 1 year.

The permission will be issued on payment of fees amounting to Rs. 500/-

PERMISSION / LICENCES ISSUED

TIME TAKEN (days inclusive of
Sundays/ Holidays)

d. Certified copies of plan/documents (under RTI)-----30 days (Maximun)

Procedure

The applicant should apply on plain paper (Format – 3) to the Chief Officer of Margao Municipal Council.

The certified copies of plan / licence / other documents are issued ton the public on payment of the following fees:-

- 1. Fees for certified copies of plan ----- Rs.150/- per set.*
- 2. Fees for certified copies of licence and other documents ----- Rs. 5/- per page.*
- 3. Xerox charges as per the number of copies -----Rs1/- per page.*

Processing fees under Right to Information Act Rs.100/-

The information will be readily available and not later than 30 days.

PERMISSION / LICENCES ISSUED

TIME TAKEN (days inclusive of
Sundays/ Holidays)

Use of Hearse Van

On the Spot.

Procedure:

- 1. Apply in prescribed Form (Annexure – VII)*
- 2. Tarrif will be Rs.100/- for distance upto 20 kilometres and Rs.4/- per kilometer for every subsequent Kilometer.*
- 3. Services of the Hearse Van will be made available within the jurisdiction of State of Goa Only.*

ADMINISTRATIVE SECTION**SERVICES OFFERED**

**TIME TAKEN (days inclusive of
Sundays/ Holidays)**

1. Issue of Birth or Death Certificate -----Within an hour.

1. *Applicant shall give information in respect of Name & date of Birth/Death*
2. *Applicant has to pay for a search to be made, and extract or a non-availability certificate as follows.*
 - a) *Search a single entry in the first year for which the search is made ----- Rs. 2/-*
 - b) *For every additional year for which the search is continued -----Rs. 2/-*
 - c) *For extract relating to each birth or death -----Rs. 5/-*
 - d) *For non-availability certificate of birth or death-----Rs. 2/-*
3. *Certificate will be issued within an hour.*

2. Registration of Birth or Death -----Within 2 days.

Every Birth and Death is required to be registered within 20 days of its occurrence along with the following documents:-

- a) *Form No. 1 in case of Birth (Annexure – VIII)*
- b) *Form No. 2 in case of death alongwith Medical Certificate in Form No.4 (Annexure IX & X) and*
- c) *Form No. 4A (Annexure –X-A) duly signed by Medical Practitioner/ Medical Attendent – with Registration No.*

NOTE:

In case if Birth and Death is registered after 21 days but not less than 30 days of its occurrence late fees of Rs. 10/- will be charged extra.

In case if the Birth and death is not registered within 1 month of its occurrence the following documents are required to be attached:--

- a) *Birth/ death order from concerned Taluka BDO.*

b) Fees of Rs. 20/- is payable as registration fee in such case.

In case the Birth/Death is registered after 1 month but within 1 year the following documents are required to be attached.

- a) Birth/Death order from the Mamlatdar of Concerned taluka.*
- b) The Applicant has to pay Rs. 15/- as fees.*
- c) The certificates will be issued within 4 days after the Registration.*

Naming of the Child shall be done by the parents or any person authorized by the parents of the child.

In case the naming of the child is done after 15 days , an order / permission is required to be produced from the BDO and also fee of Rs.52/- is payable.

3. Correction of name in birth and death Certificate

Section 15 of the registration of Births and Deaths Act 1969 is applicable.

4. Cancellation of Birth and Death entry:

Section 15 of the registration of Births and Deaths Act 1969 is applicable.

5. Obtaining Negative Certificate -----within a week

Procedure:

Apply in the prescribed form (Annexure – XI) along with the following documents.

- a. Affidavit executed before Notary/Executive Magistrate.*
- b. Baptism (Burial certificate/doctor's certificate) or School leaving Certificate.*
- c. Affidavit has to pay search charge of Rs. 10/- per year.*

Registration of Birth/Death occurred to Indian Citizens resident Outside India under section 20(1) of RBD Act, 1969.

Procedure:

Apply in the prescribed form enclosing attested copies of the following documents (Annexure –XII)

- a) Certificate of Birth / Baptism Certificate.*
- b) Passport*
- c) Attested copies of the Passport of parents.*

- d) *Residence Certificate.*
- e) *Affidavit (to the effect that parents have returned to Goa/India to settle down). The fees payable for registration in such cases will be Rs. 10/- or Rs. 15/- as may be applicable.*

6. Use of Municipal Hall

The applicant should make an application (Format- 4) addressed to the chief Officer a week in advance requesting for use of Municipal Hall indicating date, time and purpose.

Use of Municipal Hall for Commercial activities is strictly prohibited.

After scrutiny permission will be granted on merits provided the hall is not already booked and requisite charges are paid which are as under:

- | | |
|-----------------------------------------|-------------------------|
| 1. Hire charges during Saturday, Sunday | Rs. 800/- for full day. |
| 2. Public Holiday | Rs.500/- for half day. |
| 3. Weekdays | Rs.250/- for half day |
| | Rs.400/- for full day |

Reason for rejection of permission will be intimated in writing.

7. Use of Lohia Maidan

The applicant should make an application (Format-5) addressed to the chief Officer one week in advance requesting for use of Lohia Maidan only for public meetings indicating date, time and purpose of use along with the NOC from the Mamlatdar of Salcete and Margao Town Police Station.

Use of Municipal Hall for Commercial exhibitions is strictly prohibited.

After scrutiny of the application permission will be granted on merit provided the Maidan is not already booked. Reason for rejection of permission will be intimated in writing.

At present no fees are charged for use of Lohia Maidan.

8. Obtaining Income Certificate----- Within a fortnight

Procedure:

a) The applicant has to give an application in the prescribed form (Annexure –XII) along with the following accompaniments:-

- 1. Questionnaire (Annexure –XIV)*
- 2. Affidavit on Judicial Stamp paper taking an oath of income of family (dependent members) from all sources.*
- 3. Xerox copy of Ration Card.*
- 4. Proof of residence (domicile)*
- 5. Proof of identity (Voters Identity Card, PAN card)*
- 6. Proof of Income (in the case of Government Servant to attach a Salary Certificate) and (in the case of Income Tax payers to attach Income Tax Returns) or Form No. 16.*
- 7. Quote name of the authority to which the certificate of Income will be produced.*

The chief officer after conducting the local inquiry will issue the Income Certificate.

TAXATION SECTION

1. Permissions/ Licence For Exhibiting Advertisement:- ----- a fortnight

- a) *Apply in prescribed form (Annexure – XV) along with the following documents.*
 2. *NOC from the owner of the land if the applicant is other than the owner.*
 3. *Location / Site plan*
 4. *Xerox copy of the trade and occupation licence issued by MMC wherever necessary.*
- b) *On receipt of the application along with the above documents, the inspection will be carried out along with the Applicant. After inspection the necessary permission/licence will be issued or rejected with reasons in writing.*
- c) *The licence / permission is issued for a period of one year, thereafter permission/licence has to be renewed every year in the month of April. In case the party fails to renew the permission/licence the same will be cancelled and the EMD will be forfeited.*
- d) *The rates/ fees are as per (ANNEXURE – XVI)*

2. Obtaining Trade and Occupation Licence ----- 15 days

- a) *Apply in the prescribed Form B (ANNEXURE – XVII) by enclosing the following documents:*
 1. *Ownership documents such as Sale Deed/ Sale Agreement/ Possession Letter issued by the Builder, or*
 2. *NOC from the owner of premises of Shop/House, Lease Agreement duly signed before the Public Notary or any other competent authorities i.e. in case the Applicant is other than owner.*
 3. *Copy of the Partnership Deed (attested copy) if the business conducted is partnership firm.*
 4. *Certificate of Health Officer is required in case if the licence is required for Sweet Mart, Restaurant, Eating house, Lodging house/ Boarding, Coffee house, Tea shop, Taverns Bar, Wine, Liquor shop, Cold drink house, Ice sellers and other establishment serving drink for public, Hair Cutting Saloons, Laundry, Bakery/ cake house.*

5. *NOC issued by Fire and Emergency Services in respect of categories mentioned by the Fire Officer i.e. sale of hazardous goods (for details please see copy of the circular at ANNEXURE – XVIII).*
6. *Copy of the Occupancy Certificate of the premises.*
7. *Copy of the approved plan for marking the location of the shop i.e. approved for commercial purposes, up to-date tax paid details.*
8. *Copy of the location plan (in case of very old building in which case occupancy cannot be produced) and tax details.*

- b) *Licence will be issued if the premise is approved for commercial purposes.*
- c) *On receiving the application the Field Staff of the Council will inspect the premises and submit the report of feasibility or otherwise of trade. Thereafter the application will be decided by the Chief Officer.*
- d) *After the approval of the Chief Officer the fees will be collected as per the schedule of the licence fees of the trade and occupation bye-laws 1989 (ANNEXURE –XIX).*

3. Renewal of Trade and Occupation Licence -----2 days

- e) *Apply for renewal on plain paper addressed to the Chief Officer before expiry of the respective licence duly enclosing the original licence.*
- f) *Produce previous year's receipt towards payment of licence fees of all the respective licence.*
- g) *Produce the renewed copy of the permission issued by Food & Drug Authorities in case if the trade is connected with food articles, and NOC issued by Fire & Emergency Services duly renewed in case if the trade is connected with sale of hazardous goods.*
- h) *The application will be scrutinized on obtaining inspection Report, if necessary, thereafter the payment will be accepted and receipt will be issued and the original licence will be returned duly renewed.*

4. Transfer of House Tax

i. Apply in prescribed Schedule –II (ANNEXURE – XX) along with the following documents;

- 1. In case if Society is formed the party has to produce true copy of the said Registration certificate and NOC from the Society.*
- 2. Party has to produce true copy of the Sale Deed or of the Agreement for Sale and NOC from the builder/owner.*
- 3. In case if transfer is approved the party has to pay Rs. 250/- towards transfer charges. Additional transfer fees of Rs. 250/- will be applicable for every subsequent transfer.*

5. NOC for Pandal/Circus/Temporary Exhibition

i. Apply for licence/NOC on plain paper (Format 6) addressed to the Chief Officer of Margao Municipal Council along with the following documents.

- 1. NOC from the owner of the premises, land/s duly attested before the competent authorities.*
- 2. Form 'B' showing the ownership of the land i.e. Survey document.*
- 3. Survey plan.*
- 4. Plan showing the location of the premises, size of the pandal, parking space, and distance from the road.*
- 5. NOC from the Superintendent of Police (Traffic Cell).*

ii. The issue of licence/ NOC will be examined after obtaining the report of the Field Staff on feasibility and decided by the Chief Officer. The NOC/licence will be issued on collection of fees as per the area of the structure/area occupied.

ACCOUNTS SECTION

1. Permission for use of Municipal Property (Movable)
 - a. Hire of Night Soil Tanker. -----24 hours
 - i. *Apply in prescribed form (ANNEXURE-XXI)*
 - ii. *Deposit advance payment of Rs. 2,000/- by cash per trip for the USE OF Night Soil Tanker in the Margao Municipal Jurisdiction.*
 - iii. *Beyond Margao Municipal jurisdiction tariff will be Rs. 15/- per kilometer for to and fro journey.*
 - iv. *Each additional trip will be charged Rs. 2,000/- extra.*
 - v. *As per the booking order Night Soil Tanker will be released on the first come first serve basis.*

SANITARY SECTION

1. Disposal of Dead Animals ----- 24 hours

The Sanitary Inspector of the Council may be informed either in person or by dialing telephone No. _____. The Sanitary Inspector may be informed about the location of the dead animals, such as stray dogs, cats, pigs etc. In case of dead cows or buffaloes NOC from the Margao Town Police for the disposal of the carcass to be obtained and inform the sanitary cell.

2. Garbage Collection:

In case if the garbage dust bin is not cleared which is full and stinking, the Sanitary Inspector of the Municipal Council may be informed of the location, who will ensure that it is cleared as early as possible.

MUNICIPAL LIBRARY

1. Enrollment of Membership in Library:

i) Apply in prescribed form (Annexure – XXII & XXII –A)

ii) Rules governing enrollment of Membership fees chargeable deposit amount etc are as follows.

1.

- a) Persons desiring to become members should submit membership form of application duly filled in the prescribed form, which can be obtained from Library on payment of Rs. 1.00 per form. The member will also have to pay membership fee of Rs. 25.00.*
- b) Member should write his/her full name, starting with surname as well as his/her profession and should give his/her correct address.*
- c) Member should also submit three recent passport size photographs along with the form.*
- d) Membership fees are not refundable.*

2.

- a) Every member must deposit Rs. 100.00 as security deposit.*
- b) Member enlisted will be allowed one library card, which is not transferable.*
- c) Every such member may be issued an additional card as per his/her request.*
- d) Every member can obtain two library cards provided they deposit two separate amounts of Rs. 100.00 for each card; such additional library card can be obtained on request and additional membership fee of Rs. 25.00 need not be paid for the same.*
- e) No member will be issued more than two cards in any circumstances.*
- f) Library card holder is entitled to take books of value upto Rs. 100.00 for home reading against each card.*
- g) Members should deposit additional amount if the cost of the book is more than the security amount already deposited.*
- h) Additional amount of Rs. 5.00 and multiple of the same will be accepted.*
- i) The member should produce before, In charge on duty the receipt of deposit of additional amount as per clause 2 (g) while taking the book.*
- j) The additional amount is immediately refundable after returning the book on a written request by the member to that effect.*
- k) The security deposit will be refunded on termination of Membership.*

3.

- a) Every year members should obtain new cards and surrender their old cards.*

- b) *Members should renew their membership at least one month prior to ending of the calendar year.*
- c) *Member renewing regularly, should fill up new form after two years i.e. in the beginning of third year.*

4.

- a) *In case of any changes, like in the address etc. members are allowed to fill up new form with all the new particulars as required.*
- b) *Form will be supplied to them on payment of Rs. 1.00 per form.*

5.

- a) *Any card issued will be in force from 1st January to 31st December of the year for which it is valid.*
- b) *Any person approved as member on any date and day shall have his/her card(s) valid upto 31st December of the calendar year.*

6. *In case of loss of Library card, a new one will be issued on payment of Rs.2.00, for which the member should fill up the prescribed form of application obtainable from Library and submit the same duly signed.*

7. Issue of Books:

I. Books will be issued for a period of 15 days.

II. Books issued for home reading will be renewed twice on the request of the member, provided that the member should bring the book(s) in the Library and get it renewed.

III. Books once issued will not be exchanged before 24 hours from the time of issue of the books for home reading.

8.

- a) *Members can keep book(s) for 15 days after due date by paying late fee.*
- b) *Late fee at the rate of Rs. 0.10 per day will be charged for first 10 days and thereafter late fee of Rs. 0.50 per day will be charged till the member returns the book(s).*

9.

- a) *If a member does not return the book after 15 days of due date, a notice will be issued with a request to return the book(s) to the library; in which due amount of late fee and notice charges as per office procedure will be charged, which is prevailing at the rate at that time; now the rate is Rs. 0.50 for amount recoverable upto Rs. 50.00.*

- b) *If the book is not received within a period of fifteen days from first notice, then, second notice will be issued after lapse of fifteen days from the date of first notice in which case member should pay, notice charges, due amount of late fee and interest on the entire amount payable. Interest will be charged as per the official rate prevailing at that time.*
- c) *In case of loss or deterioration of any book(s) issued to the member, the cost will be recovered from the member together with other expenses which may result for the acquisition of the respective book(s) cost, there after no more book(s) will be issued to the member concerned and membership will be cancelled.*
- d) *If a member fails to return the book as well as to pay amount due, including the cost of the book then the case will be referred to the Recovery Section of this Municipal council for recovery.*

STUDENT MEMBERSHIP

- a) *The students who are enlisted for concession and intend to take benefit of the membership concessions should submit a certificate duly signed by the Head of the School/College they attend. These forms for certificates can be obtained FROM Library which is supplied free of cost. Students should submit such certificates every year if they desire to renew their membership as student.*
- b) *Certified students will be issued two library cards against deposit of Rs. 30.00.*
- c) *They will be entitled for concession of Rs. 15.00 as membership fee instead of Rs. 25.00.*
- d) *Students will be issued two books totally valuing upto Rs. 30.00 without any additional deposit.*
- e) *If the cost of the books exceeds more than Rs. 30.00 then, student member should abide by clause 2(g) and 2(i) while taking books(s).*

FORMAT – 1

From:
Shri/Smt.

Address:-

Date:

To,
The Chief Officer,
Margao Municipal Council,
Margao Goa.

Sub: Proposed Building on plot No. _____ of Survey No./Chalta No.
_____/ Sub-Div _____ P.T. Sheet No. _____ at
_____ Goa.

Sir,

With reference to the above subject, I am submitting herewith the Drawings of my proposed building duly approved by SGPDA/Town Planning Dept. along with forms and ownership documents as given below:

- 1.
- 2.
- 3.
- 4.
- 5.

Kindly issue me the construction licence for the same.

Thanking You.

Yours faithfully,

FORMAT – 2

From:
Shri/Smt.

Address:-

Date:

To,
The Chief Officer,
Margao Municipal Council,
Margao Goa.

Sub: Permission for Repairs/ Renovation.

Sir,

With reference to the subject referred above, I Shri./Smt.
_____ intend to carry out the following repairs/
renovation to the existing house bearing No. _____ surveyed under chalta No.
_____ P.T. Sheet No. _____ at _____

Details of Repairs/ Renovation

- 1.
- 2.
- 3.
- 4.
- 5.

Therefore you are kindly requested to grant your permission. The attested copies of all the required documents are enclosed herewith.

Thanking You.

Yours faithfully,

FORMAT - 3

From:
Shri/Smt.

Address:-

Date:

To,
The Chief Officer,
Margao Municipal Council,
Margao Goa.

Sub: Issue of certified copy(ies) of plan/licence/occupancy Certificate etc.

Sir,

You are kindly requested to issue certified copy(ies) of the following documents

- 1.
- 2.
- 3.

Of the building/house approved under licence No. _____ dated _____,
in the name of Shri./ Smt. _____.

The said copies are required for _____.
(purpose)

Thanking You.

Yours faithfully,

Note: For certified copies under right to Information act, same format can be used by adding the Words in the application under Right to Information Act.

FORMAT – 4

From:

Date:

To,
The Chief Officer,
Margao Municipal Council,
Margao Goa.

Sub: Hire of Municipal Hall.

It is requested to kindly grant us permission to use the Municipal Hall on
_____ from _____ to _____ for the purpose of
holding _____

We have read terms and conditions for the use of Municipal Hall and shall abide by the same.

Thanking You.

Yours faithfully,

Terms and Conditions for use of Municipal Hall

1. No person using the hall shall affix any pamphlets/posters on the walls/ pillars of the Municipal Building.
2. The Council shall not be responsible for the failure of electric current/sound system during the course of use of the hall.
3. The Council shall not be responsible for providing any additional chairs/benches in the hall.
4. The applicant shall be fully responsible for any damages caused to the Municipal Hall during the period of his using the hall.
5. In case the booking is cancelled the part of the hire charges already paid will be forfeited in favor of the Council as follows:-
 - a. If cancelled 7 days in advance of the date of meeting - 10%
 - b. Less than 7 days but at least 24 hours in advance of the time of the meeting. - 50%
 - c. On the date fixed for meeting - 100%

You are requested to remit an amount of Rs. _____ (Rupees _____
 _____ on or before in the Municipal Treasury towards the hire charges of the
 Municipal Hall.

Yours faithfully,

Accounts Cum Administrative Officer.
 MARGAO MUNICIPAL COUNCIL

Copy to:

- 1.
- 2.

FORMAT – 5

From:

Date:

To,
The Chief Officer,
Margao Municipal Council,
Margao Goa.

Sub: Hire of Lohia Maidan.

It is requested to kindly grant us permission to use the Lohia Maidan on
_____ from _____ to _____ for the purpose of
holding _____

We have read terms and conditions for the use of Lohia Maidan and shall abide by the same.

Thanking You.

Yours faithfully,

Terms and Conditions for use of Lohia Maidan.

1. The sanctity of Lohia Maidan should be preserved by
 - i. Not spitting, not urinating and not smoking on the Maidan since the place is of Public utility;
 - ii. Not using the freedom Fighter's Memorial at the extreme north for sitting purpose;
 - iii. Maintaining the dignity of the pillar on which the starting lines of Freedom Fighter's Constitution are engraved;
 - iv. Taking care not to trample the plants that have been grown in the Maidan.
 - v. Not inciting the public by speeches that lead to violence and
 - vi. Maintaining proper decorum when any function is organized in the precincts of Lohia Maidan.
2. No religious rites of any kind shall be conducted during the programme of Lohia Maidan.
 - i. Necessary permission, if any required to hold the meeting shall be obtained from the competent authorities before holding the meeting.
3. To approach to the competent authorities to obtain permission for electric connection for lighting and for use of loudspeakers.
4. No person using the Maidan shall be allowed to affix any pamphlets/posters on the compound wall of Lohia Maidan, Pillar and Memorial.
5. Persons using the Maidan shall be fully responsible for any damages caused to the Lohia Maidan during the period of his using the Maidan. He shall make good such damages at the earliest failing which the cost of the damages will be recovered from him.
6. Person using the Maidan shall make their own arrangement of sitting.
7. The Chief Officer/The Margao Municipal Council reserves the right to cancel the permission granted for the use of Lohia Maidan at any time before the meeting is held, if the information furnished by the applicant is found false or there is any possibility of law and order problem in the vicinity.

Yours faithfully,

Chief Officer.

Margao Municipal Council

Copy to:

FORMAT – 6

From:

Date:

To,
The Chief Officer,
Margao Municipal Council,
Margao Goa.

Sub: Request to issue of permission for _____.

I the undersigned Shri/Smt. _____ resident of the above address would like to bring to your notice that I desire to conduct the exhibition cum sale of readymade garments utensils etc/ Circus/Religious ceremonies/etc. in the property s/u Chalta No. _____ of P.T. Sheet No. _____ belonging to _____ situated at _____ admeasuring _____ sq. mts.

In this connection, I am submitting the required documents.

- 1.
- 2.
- 3.
- 4.

I therefore kindly request you to issue me permission to erect a temporary pendal for a period of _____ days with effect from _____ to _____ and carry out the above mentioned business.

Thanking You.

Yours faithfully,

Format - 7

MARGAO MUNICIPAL COUNCIL

Form of Application for the grant of No Objection Certificate for Water Connection to House.

To,

The Chief Officer,
Margao Municipal Council,
Margao – Goa.

Sir,

Kindly grant me No Objection Certificate to get Water Connection to the house. The details are as follows:

Applicant’s Particulars:

Name: _____

Father/Husband’s Name: _____

Full Address: _____

Details of the House to which Water Connection is required:

a) House No. as per Municipal Assessment No. _____

b) Ward No. _____

c) Name of the Street, if any. _____

d) Name of Waddo/ Ward _____

Rough sketch of the location of the house, road, existing pipe line
if any and proposed pipeline to the house (to be attached) _____

House tax payment receipt (to be attached) _____

NOC from the owner, if the house tax is not assessed in
the name of the applicant (to be attached) _____

Yours faithfully,

(Signature of the applicant)

Date: ____ / ____ /20 ____.

Format - 8

MARGAO MUNICIPAL COUNCIL

Application for Obtaining No Objection Certificate for Getting Power Connection.

To,

The Chief Officer,
Margao Municipal Council,
Margao – Goa.

Sir,

1. Name of the Applicant: _____

2. Present Address: _____

3. Name of the Street/plot/
ward No./house No.
for power connection. _____

4. No. & Date of Municipal Construction Licence: _____

5. Whether Connection is temporary/permanent: _____

6. If temporary, period from _____ to _____

7. I hereby enclose latest house tax receipt No. _____ date _____

along with Notarised NOC from the owner ownership document (In case of the applicant is other than owner)

(Signature of the applicant/
Left hand thumb Impression)

Date: ____/____/20__.

ANNEXURE-I

MARGAO MUNICIPAL COUNCIL

TECHNICAL SECTION

SCHEDULE IV

Section V Note 2 Building Bye-Law

Questionnaire to be filled in by the Architect / Engineer

PLOT AREA:

1. Area of the plot :
2. Deduction for
 - a) Set Back Area :
 - b) Proposed road :
 - c) Any reservation :
 - TOTAL (a+b) :
3. Net effective area of the plot (1-2) :
4. Covered area occupied by the existing building, if any:
5. Plot coverage of the existing building % :
6. Covered area of the existing building that is proposed to be demolished :
7. Plot coverage of the existing building that is proposed to be demolished :
8. Covered area occupied by the proposed building :
9. Plot coverage of the proposed building % :
10. Combined covered area of the existing building to be and that of the proposed building :
11. Combined plot coverage of the existing building to be and that of the proposed building

FLOOR AREA:

12. Balcony area and covered area over footways floorwise and total on all floors :
13. Balcony area and covered over footways floorwise and total on all floors, consumed for F.A.R. purpose :
14. Addition of set back area and/or proposed road for F.A.R. purpose :
15. Addition of garage area for F.A.R. purpose :
16. Floor area consumed on Ground Floor :
17. Floor area consumed on First Floor :
18. Floor area consumed on Second Floor :
19. Floor area consumed on Third Floor :

- 20. Floor area consumed on any other floor or floors
and any other area consumed for F.A.R. purpose :
- 21. Existing floor Area to be maintained :
- 22. Total Floor Area consumed
(13+14+15+16+17+18+19+20+21) :
- 23. Floor Area permissible :
- 24. F.A.R. permissible :
- 25. F.A.R. consumed :
- 26. Mezannine Area :
- 27. Loft Area :
- 28. Basement Area :
- 29. Garage Area :
- 30. Type of zone to which the plot belongs to :

SET BACKS:

- 31. Front set back from the centre line of the road :
- 32. Side set backs :
- 33. Rear set backs :
- 34. Height of the building :
- 35. Distance between two or more buildings on the same
plot, is any :
- 36. Height of the plinth :
- 37. Use to which the building is to be put to floorwise :
- 38. Plot owned by with reference to the ownership
certificate of land :
- 39. Reference number and date of approval of sub-division
of land if the plot in question is part :
- 40. Whether any under ground/overground/telephone/
electric/water supply sewerage conducts are affecting
or crossing the plot in question. :
- 41. Whether the plot falls within the railway set back area :
- 42. Any other relevant information :

I hereby declare that the information furnished above is correct to the best of my knowledge.

ARCHITECT

PROPOSER

Name:

Name:

Reg. No.

Address:

Address:

Date:

Date:

Remarks (For office use only)

ANNEXURE – II
SCHEDULE –II

Name of Municipality/Village Panchayat _____

Particulars of construction proposed/ completed (For items 1 & 3 check the appropriate cell with)

1. Nature of Construction:
 - a) New Construction _____
 - b) Alteration and/or addition _____
to existing building
 2. Place of Construction:
 3. a) Residential Quarters:
 - i. Family Quarters: _____
 - ii. Non- family dwelling places (such as hotels, dormitories and lodging hotels and clubs) _____
 - b) Industrial buildings (factories, plants, workshop, etc.) _____
 - c) Commercial buildings (shops, warehouses, offices, public garages etc.) _____
 - d) Institutional buildings (school, hospitals & dispensaries, religious buildings etc.) _____
 - e) Other buildings (public buildings, public libraries, amusements buildings etc.) _____
4. Total plinth area sq. mts. _____
 5. Estimated/Actual cost of construction Rs. _____
 6. Total floor area in all floors (including basement, if any _____ sq.mts.
 7. Number and type of dwelling units in the construction.

	Number of dwelling units	
	New Construction	Alteration and/or additions to existing buildings resulting in dwelling units.
1 room units		
2 room units		
3 room units		
4 or more room units		

(Particulars for the following items should be given while applying for ‘Occupancy Certificate only)

8. Number and date of issue of Authorization Certificate.
9. Date of commencement of construction : _____
10. Date of completion of construction : _____

Date: _____
(For Office use Only)

Signature of Applicant)
Name and Address :-

INSTRUCTIONS

1. This schedule duly filled in duplicate (ie one copy in light red link and other is emerald green:) by the applicant owner(s) of the proposed construction or authorized agent/agents) should accompany the application for issue of authorization certificate as well as along with ‘completion notice’ for issue of Occupancy Certificate(also called fitness certificate).
2. New Construction means erection of an entirely new structure, whether the site on which it is built has before been occupied or not. Alterations to existing building relate to structural changes carried out within a building where as additions will mean enlargement of building by which floor area is added.
3. Type of construction Separate from should be used for each type of construction. Wherever a construction involves more than one type (e.g. residential-cum-commercial building) the building should be classified to that type of construction which – C accounts for the largest floor area.
4. Plinth area means ground area covered by the building immediately above the plinth level.
5. Floor area also termed as carpet area, means inside useable roofed area.
6. In case of alteration and/or addition to existing building the plint area and floor area shown against items 4 and 6 respectively should relate to the area, if any, added by construction.
7. Dwelling unit: is defined as structural separate room or suite of rooms and its accessories (viz kitchen, store, bath, latrine, etc.) if any, intended for habitation and having a separate access to a street of a common passage or stairways and facilities for cooking. While counting rooms in a dwelling unit, care should be taken to count only bed rooms, dining rooms and normal living rooms etc. (glazed verandah and store etc. should be excluded).
8. Number and type of dwelling units should be given for all residential buildings and also for other types of buildings in case any dwelling units have been constructed there.
9. Construction is commenced when the first physical operations are undertaken on the building site after the issue ‘Authorization Certificate’ e.g. site preparation, delivery of building materials and equipment on the site, start of excavations or the laying of foundation etc. Construction is completed when the building is physically ready to be occupied. Date of completion of construction will in general, be the same as the date of completion notice by the applicant.
10. The reference number of the application to be filled in by the office should be that number which facilitates any reference of the site, building, plans etc, of the construction proposed or completed.

GOVERNMENT OF INDIA
 MINISTRY OF URBAN DEVELOPMENT
 NATIONAL BUILDINGS ORGANIZATION
 SCHEDULE – II Return for the year ending 31st March 200 ____

ORIGINAL
DUPLICATE
TRIPPLICATE

This statistical return is to be filled up in case of houses and buildings in Private Sector from towns having a population of 10,000 and above in the States / Union Territories.

I. Town Identification (to be filled by the civic body)

1. Name of the town : _____
2. Civics status of the town : * code
 Codes * (Municipal Corporn. I, Municipality 2, Notified Area Committee 3, Panchayat 4, Cantonment 5, Others 6) code
3. Size of the town: ‡ code
 Codes ‡ (Population 1,00,000 & above 1, between 50,000 * 99,999 2, between 20,000 & 49,999 3, and between 10,000 & 19,999 4) code
4. State/ Union Territory _____

II. Constructor Identification:

1. Name of the householder: _____
 Household size: No. of males : _____ No. of Females : _____
2. Nature of employment : † code
 Codes †(Self employment 1, Private Sector 2, Public Sector 3, Govt. service 4, and Others 5) code
3. Gross monthly Income: Rs. _____
4. Social group: § code
 Codes (Scheduled caste 1, Scheduled tribe 2, Other backward classes 3 and Others 4) code

III. Basic Details Code:

1. Nature of construction : ** code
 Codes ** (New 1, addition/alteration 2 and repair & maintenance 3) code
2. Types of construction: ‡#code
 Codes ‡# (Dwellings 1, Other residential buildings 2, Industrial buildings 3, Commercial buildings 4, Institutional buildings 5 and Others 6) code
3. Number of storeys in the buildings _____
4. Total plinth area of all the floors in the buildings _____ sq. mts.
5. Number of dwelling units:
 1 room unit 2 room units 3 room units 4 or more room units

--	--	--	--

- 6. Total floor area of all the floors in the buildings _____ sq. mts.
- 7. Estimated construction cost Rs. _____
- 8. Source of finance : Savings /Loan
- 9. If loan, name of the agency I) _____ II) _____
 Rate of Interest charges I) _____ II) _____

IV. Basic Amenities:

- 1. Number of living rooms
 Area of each of living rooms sq.mts. _____ sq.mts. _____
 sq.mts. _____ respectively
- 2. Kitchen Yes/No.
 If yes, area of the kitchen _____ sq.mts.
- 3. Provision of Latrine facility Yes/No.
 If yea, type of latrine †† code code
 Codes †† (Dry 1, Septic 2, Flush 3 or Sulabh 4)
 If no, distance of latrine from the house £ code
 Codes £ (Less than 10 mts 1, between 10 mts & 20 mts 2, between
 20 mts and 30 mts 3, above 30 mts 4) code
- 4. Provision of Bathroom facility Yes/No
 If yes, type of bath ££ code code
 Codes ££ (Open 1 and Secluded 2)
 (Open includes Improvised/make shift arrangements)
 If no, distance of code bathroom £££ code
 Codes £££ (Less than 10 mts 1, between 10 mts and 20 mts 2
 between 20 mts and 30 mts 3, and above 30 mts 4) code
- 5. Provision of drinking water Yes/No
 If yes, then Indicate source of drinking water * code code
 Codes * (Tak or river 1, well 2, Tap 3, other specify 4)
 If tap water is supplied daily, duration of availability ** code
 Codes ** (Less than 3 hrs 1, between 3 and 6 hrs 2, over 6 hrs 3) code
- 6. Sewerage and drainage arrangement: Yes/ No
- 7. Garbage disposal arrangement. Yes/ No
- 8. Storage water tank Yes/ No
 If yes, overhead / underground
- 9. Provision of Lighting facility Yes/ No
 If yes, type of lighting @code code
 Codes @ (Kerosene 1, Oil lamp 2, Electricity 3, Others 4)
- 10. Open courtyard Yes/ No

11. Number of families sharing following facilities

Facilities	No. of families
i) Water	_____
ii) Bathroom	_____
iii) Latrine	_____

12. In case of multistoreyed building

- i) Parking arrangement Yes/ No
- ii) Fire-fighting arrangement Yes/ No

V. Infrastructural facilities:

1. Distance of place of work: □ code
Codes □ (Less than 4 kms 1, between 4 and 10 kms 2, between 10 and 20 kms, 3 and over 20 kms 4) code
2. Type of transport used : ●code
Codes ● (Walk 1, Bicycle 2, Scooter/motor cycle 3, Car 4 and Public transport 5) (Code may be of two digits in case of using more than one mode of transport) code
3. Width of the approach road: _____ mts.
4. Its distance from the building: \$ code
Codes \$ (Less than 50 mts 1, between 50 and 100 mts 2, between 100 and 150 mts. 3 and above 150 mts 4) code
5. Distance of Primary school: Δ code
Codes Δ (Less than ½ km 1, between ½ and 1 km 2, between 1 and 2 kms 3 and above 2 kms 4) code
6. Distance of secondary school: ∇∇ code
Codes ∇∇ (Less than 1 km 1, between 1 and 2 km 2, between 2 and 3 kms 3 and above 3 kms 4) code
7. Distance of post office: ❖❖ code
Codes ❖❖ (Less than 1 km 1, between 1 and 2 km 2, between 2 and 3 kms 3 and above 3 kms 4) code
8. Distance of bank: code
Codes ∇∇ (Less than 1 km 1, between 1 and 2 km 2, between 2 and 3 kms 3 and above 3 kms 4) code
9. Distance of market code _____ select from A
10. Distance of college code _____ select from A
11. Distance of police station/police chauki code _____ select from A
12. Distance of hospital/health centre/dispensary code _____ select from A
13. Distance of fire station code _____ select from A
14. Distance of railway station code _____ select from A

- 15. Diatance of ISBT code _____ select from A
- 16. Distance of port code _____ select from A
- 17. Duistance of community centre code _____ select from A
- 18. Distance of library code _____ select from A
- 19. Distance of cinema code _____ select from A

Code A (Less than 1 km 1, between 1 km and 3 kms 2, between 3 kms and 5 kms 3, above 5 kms 4)



ANNEXURE IV

Cost of Construction of building/ Schedule of Fess

(a) Cost of Construction

Category	Cost of construction / SCM
i) Multi	Rs. 4200/M2
ii) Bungalow	Rs. 4620/M2
iii) Load Bearing structures	Rs. 3780/M2

(b) Fees

1. For registration of structural designer or civil Engineer	Rs. 300/- per annum
1.1. For Registration of Architect	
2. For approval of proposal for construction of building :	
a) For building of estimated cost upto Rs. 15 lakhs.	½ % of the estimated cost of the building subject to minimum of Rs. 500/-
b) For buildings of estimated const above Rs. 15 lakks.	1% of estimated cost building.
3. For approval of proposal Construction of compound wall	1% of estimated cost of compound wall subject to minimum of Rs. 100/-
4. For approval of proposal for construction of well	1% of estimated cost of well subject to minimum of Rs. 100/-
5. For approval of RCC designs and drawings of building	½ % of the estimated cost of the building subject t minimum of Rs. 250/- (to be levied only at the first unless there is change in the design and drawings of the RCC structure of the buildings).
6. For approval of internal changes or modifications of existing building;	
a) For building upto estimated cost of Rs. 10 lakhs	Rs. 500/-
b) For Buildings above estimated cost of Rs. 10 lakhs	Rs. 1000/-

- | | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| 7. | For approval of repairs and other known specified works | ½ % of estimated cost of such repairs of works subject to a minimum of Rs. 150/- |
| 8. | For regularization of illegal construction constructed without licence and which is otherwise regularizable | 1% of estimated cost of construction actually carried out PLUS usual applicable fees for the concerned item of work. |
| 9. | For approval of internal changes or modifications of buildings which is constructed under valid licence and which are otherwise regularizable. | Same as item 6. |
| 10. | For renewal of licence when such renewal is sought before the date of expiry of the licence. | 20% of the fees prescribed herein for the concerned item of work for each renewal. |
| | 1. For the first two renewals | |
| | 2. For subsequent renewals | 25% of the fees prescribed herein for the concerned item of work for every subsequent renewal |
| 11. | For revalidation of licence after the date of expiry of licence | Double the rates mentioned in item No. 10. |
| 12. | For erection of temporary structure | Rs. 1,000/ upto 50 sq. mts. with toilet facilities. |
| 13. | For authentication of documents. | Rs. 5/- per sheet. |
| 14. | For extraction of true copies of plan | Rs. 150/- per sheet |
| 15. | For any other non specified licence / permission | Rs. 50/- |

M.M.C'S
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 MARGAO – GOA

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