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मुंबई पोर्ट ऑथोरिटी
MUMBAI PORT AUTHORITY



सपदा अनुभाग,
तिसरा माला, विजयदीप,
शूरजी वल्लभदास मार्ग, बॉलार्ड इस्टेट,
मुंबई - 400 001.

Estate Division,
3rd floor, Vijaydeep,
S.V. Marg, Ballard Estate,
Mumbai - 400 001.

No. EM/ASG/F-71(A)/ 4734

12 OCT 2022

CIRCULAR

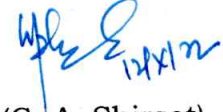
For the information of all MbPA tenants/lessees/licensees.

Board of Mumbai Port Authority approved procedure for issuing NOC for tenantable repairs to the lessee/tenants/actual occupants is as follows:

- ii. As per the lease covenants, the lessees/tenants are required to keep the leased premises in clean and good state of repairs condition.
- iii. To allow the lessee or the person occupying the premises to carry out the tenantable repair with the following procedure.
- iv. No permission for repairs shall be granted to structures which are on records as breaches/unauthorized constructions.
- v. **'Tenantable repairs'** shall mean, only,
 - a. providing guniting to the structural members or walls;
 - b. plastering, painting, pointing;
 - c. Changing floor tiles;
 - d. Repairing W.C., bath or washing places;
 - e. Repairing or replacing drainage pipes, taps, manholes and other fittings;
 - f. Repairing or replacing sanitary, water plumbing, or electrical fittings;
 - g. Replacement of roof with the same material;
 - h. Replacing the existing water proofing treatment without increasing the dead load.

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- xiv. Concerned unit officer/ Divisional officer to visit the premises after receipt of intimation of completion of work, if any irregularities found shall be brought to the notice of competent authority.
- xv. **Charges / Deposits:**
- a. The nominal administrative charges of Rs.5,000/-for granting permission for the tenantable repairs to be charged, in the form of DD/PO/Online payment, in favour of **The Board of Mumbai Port Authority - Estate Rentals** .
- b. The refundable Security Deposit of Rs. 10,000/- will be collected and it can be refunded if site is found cleared off debris during the inspection on work completion.
- c. If applicant/tenant dump the debris within Port Authority's Estates/land, a penalty of Rs. 50,000/- or applicable penalty from time to time will be charged.



(G. A. Shirsat)
Estate Manager (I/c)

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- vi. **'Tenantable Repairs shall not include'** following:
- a. Change in horizontal and vertical existing dimensions of the structure;
 - b. Replacing or removal of any structural members or load bearing walls;
 - c. Lowering of plinth, foundations or floors;
 - d. Addition or extension of mezzanine floor or loft;
 - e. Flattening of roof or repairing roof with different material;
- vii. Tenantable Repairs shall be carried out by Lessee/ Tenant/Actual occupant after obtaining **prior permission of MbPA** in the form of **NOC**.
- viii. Permission for the tenantable repairs may be granted to the structures which are constructed with approval from the Competent Authority. In case the structures/buildings are declared heritage structures or fall within heritage precincts, N.O.C. from Heritage Conservation Committee will be a pre-requisite for carrying out repairs to such structures. The onus to submit documentary proof in respect of the authorised structures shall vest with the owner/lessee/tenant of such premises.
- ix. The application for the NOC for tenantable repairs must be submitted in the **prescribed format (Annexure-1)**, by the lessee/tenant/actual occupant. **Grant of NOC will be in the name of registered lessee/tenant on the office record.**
- x. Competent Officer for issuing NOC for Tenantable Repairs will be the officer who is posted in the capacity of Divisional Manager of the respective Divisions. NOC will be issued based on the inspection report submitted by the inspector.
- xi. The NOC will include timeline for completion of repairs. The Tenantable repairs as far as possible should be completed within a period of 6 months. Extension may be considered on merit, after receipt of request.
- xii. NOC may also be issued in cases where litigation is under process.
- xiii. Tenantable repairs to be carried out as per the conditions mentioned in the NOC.

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Annexure-1

APPLICATION FORMAT

To
The Estate Manager,
Estate Division,
Mumbai Port Authority.

Sub : Application for Tenantable Repairs

I, _____ wish to carry out
tenantable repairs in the premises, details of which are as follows :

1. Code No.		
2. Plot/ RR No.		
3. Name of the lessee/tenants		
4. Sanctioned User		
5. Whether Structure/ Building is authorised /Unauthorised and Year of Construction	Authorised (____)/Unauthorised (____) Year of construction _____	
6. Nature of the repair work proposed to carry out in the lease premises. (Yes / No)	i. providing guniting to the structural members or walls	
	ii. plastering, painting, pointing	
	iii. Changing floor tiles	
	iv. Repairing W.C., bath or washing places	
	v. Repairing or replacing drainage pipes, maps, manholes and other fittings.	
	vi. Repairing or replacing sanitary, water plumbing, or electrical fittings.	
	vii. Replacement of roof with the same material	
	viii. Replacing the existing water proofing treatment without increasing the dead load	
7. Timeline for completion of tenantable repair Work.	_____ months / _____ days	

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You are requested to issue a NOC to the undersigned to carry out the above listed tenantable repairs, to keep the premises in habitable condition.

(Signature of the Applicant)
(Name _____)

Note: Following fees will be payable by the applicant on receipt of intimation from Estate Division

- i. Non-refundable fee of Rs. 5000/- for processing the application.
- ii. Refundable deposit of Rs. 10,000/- shall be payable by the applicant towards clearing off debris if found on work completion.