

MUNICIPAL CORPORATION OF GREATER MUMBAI

RECONCILLATION LETTER TO UTILITY

To:

Sub:- Trench on _____

Ref: - 1) Circular No. MDB / 4259 Dated 14 March 2005

2) This Office permit No. _____ dt _____

Sir,

With reference to above permit you have taken trench of _____ metres length. Thereby you have exceeded / reduced the length of trench by _____ metres.

The Reinstatement Charges to be recovered are as follows :-

Sr.No	Particulars	Balance Guarantee period.	Permitted length in Mtr.	Reinstated			Flat Rate in Rs.	Per	Multiplying Factor as per Guarantee period	Amount 7x8x10
				Length in Mtr.	Width in Mtr.	Area in Sq.Mtr.				
1	2	3	4	5	6	7	8	9	10	11
TOTAL										

While taking trench, we have observed the following lapses:-

Sr.No.	Lapses	Penalty in Rs.	Per	Quantity	Amount
1	Delay in starting.	1000	Day		
2	Delay in Completion up to 2 days.	5000	Day		
3	Delay in Completion by more than 2 days & up to 5 days.	10000	Day		
4	Delay in Completion more than 5 days	15000	Day		
5	Delay in completion phase wise.	500	Day		

6	Non- availability of Engineer in charge.	500	Day		
7	Non- fixing of Barricading.	1000	Mtr.		
8	Not providing reflectory sinages.	500	Mtr.		
9	Non- Displaying board.	500	Mtr.		
10	Non- Appointing of warden.	200	Day		
11	Not providing M.S. Plate for crossing.	5000	Day		
12	Non- removal of excavated earth in time.	1000	Day		
13	Failing in removal of excavated earth.	200	Mtr.		
14	Transporting the excavated earth to other spot than instructed by Engineer	400	Mtr.		
15	Non- covering of water entrance.	500	Each		
16	Non- cleaning of water entrance.	1000	Each		
17	Damages to Municipal utility..	————	—		
18	Damages to other utilities.	————	—		
19	Damages to private property.	————	—		
20	Increase in length.	1000	Mtr.		
21	Change in alignment.	5000	Lump sum		
22	Change in Starting point.	5000	Each		
23	Change in end point.	5000	Each		
24	Not providing of missing cover.	5000	Each		
25	Even though alternative arrangement is established taking excavation under the guise of fault repairs.	10000	Each		
TOTAL					

* By virtue of above amount to be refunded by Corporation is Rs._____. You may please collect the cheque of this amount from the Accounts Officer of _____ Ward.

* Since you have exceeded the trench length than the permitted therefore you shall make a payment of Rs._____ within Seven days to the office of Asstt. Commissioner _____ Ward.

* The amount of penalties calculated above is more than deposit collected from you hence, you shall make payment of Rs. _____ within seven days to the office of Asst. Commissioner _____ Ward

* If you fail to make this payment, you shall note that further permission whatsoever the emergency you may have will not be granted.

Yours faithfully,

Asst. Commissioner _____ Ward.

Copy to 1 : Account officer _____ Ward

2 : H.C. (Exp.) _____ Ward

Asst. Commissioner _____ Ward.

* Strike out whichever is not applicable