

COMMITTEE REPORT ON STANDARD OPERATING PROCEDURE (SOP) FOR  
ALLOTMENT OF SPACE FOR OFFICE PURPOSE UNDER SECTION 3.3 A(III) (i)  
OF SCALE OF RATES

1. Notification of areas (covered spaces) available for allotment for use under Section 3.3 A III (i) will be uploaded on MbPA website.
2. Application from the Port Users for allotment of space in Port Trust Building / covered areas will be received.
3. Obtaining report from the Officers concerned as regards to availability of space.
4. If required space is available, the space shall be allotted by the Traffic Manager. As approved vide BR No. 203 of 25.11.2022, monthly report will be submitted to Chairperson and Board will be informed by Table Paper.
5. The maximum area to be allotted to any one port user for office space shall not exceed 100sq mts
6. The maximum term of allotment will be 11 months on LICENSE BASIS
7. The allotment will be on first come first serve basis. Maintaining the area allotted and handing over to Port without damages will be the responsibility of allottee.
8. Party shall deposit complete charges in advance at Dy. Traffic Manager, OSC. "Before allotment/handing over of site, previous outstanding, if any, should be cleared by the Port User."
9. Interest on delayed payment will be recovered as prevailing SOR.
10. In case of failure to vacate space after expiry of permission penal rate shall be levied as follows:

*"Unauthorised/excess **occupation** - In case of unauthorized/excess occupation, penal charges @ 2x license fees will be recovered from the date of occupation of unauthorized/excess occupation for a period of 01 months. The 2x **license fees** will become 3x for the subsequent month (second month) and will continue to increase by 1x for every additional month of unauthorized usage till vacation of such area or till regularizing of the **unauthorised/excess occupation**. Also, as **license fees** is recovered for per month or part thereof, such enhanced **license fees** for unauthorised/excess occupation will be applicable for whole month even if unauthorised/excess occupation is for a period of less than 30 days."*

Further action as per law will be taken for eviction.

11. The area allotted will be monitored regularly and in case excess/unauthorised area is found to be utilised the same will be billed as per 10 above.

12. As approved vide BR No. 203 of 25.11.2022 details of allotment done will be uploaded on MbPA website.

13. No structural changes should be carried out by the allottee. Minor works such as painting, wooden partition and minor repairs will be allowed in consultation with concerned officer of Civil Engineering Department.

14. Electricity and water charges shall be payable separately to Mechanical and Electrical Engineering Deptt and Civil Engineering Deptt respectively.

15. Maximum 2KW load per room to be considered for installation of any electrical equipment in the Ambedkar Bhavan, if required more than 2KW, the same to be sanctioned by Executive Engineer, EESD.

16. The port user will be allowed to install Air conditioner(s), ceiling fan(s), laptops/desktops, LED lights, photocopier, and printer(s) for office use subject to load requirements as at 15 above. The wiring shall be done by port user in consultation with Mechanical and Electrical Engineering Deptt.

17. Traffic Department shall ask Port User after 3/4 months whether same space is required further. If Port User request for continuing after 11 months, tender cum e-auction method should be initiated. No extension will be granted.

18. The SOP will be applicable for all Port Users.

19. Security Deposit equivalent to 6 months shall be taken from Port Users before handing over the space. Damage, if any will be recovered from Port User's Security deposit.

20. Port User shall pay license fees of 11 months in advance.

21. No subletting will be allowed. The allotment will be withdrawn if area is used for unauthorised purposes and any payment for license fee paid in advance along with Security Deposit will be forfeited.

22. Port user to abide with all rules & regulations & comply with law of the land. Port User shall indemnify MbPA for all consequences arising out of their occupation of subject area.

23. The policy will be reviewed after one year and Tendering process should be carried out as per PGLM.

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SR.DY. TRAFFIC MANAGER, OD

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ESTATE MANAGER(I/c)

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CHIEF LEGAL OFFICER(I/c)

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