

# C I R C U L A R

## Magarpatta Township Development & Construction Company Ltd. Property Management Services (PMS), Destination Centre

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- ✓ For all types of Internal flat/shop works, services of Outside vendor can be availed by you or you can contact directly with the below listed Magarpatta City's authorized vendors.

Vendor Name	Contact No.	Vendor Name	Contact No.
Pravin Bogam & Prabhakar Bodke	9921676245 /	Sachin Kamthe	9881541362
	9822243806	Sagar Mane	7020006351
Sudhir Gund	8411882800	Ratnakar Kumbhar	9145451942
Raju Suryavanshi	9922091077	Parmeshwar Shengle	9881798667

- ✓ Permission procedure for Flat's Internal Civil work  
Kindly send permission request to PMS Office mentioning the nature of work and its duration on email id [pms@magarpattacity.com](mailto:pms@magarpattacity.com)
- ✓ Kindly, follow the work permission instructions mentioned below as per the nature and duration of your work -

Minor works (Less than a day's work)	
<u>Procedure Requirements -</u>  1. Permission on email / 2. Workers entry on project Gate	Minor carpentry works such as window/door mosquito net fixing or replacing, Door hinges repairing, Door lock or patti, umbrapatti work etc. Minor plumbing works like geyser, hot water connector, tap fixing/repairing, Aquaguard fixing /repairing/replacing etc. Minor electrical works such as Fan/tube/bulb fixing, minor repair work etc. Miscellaneous works such as Window AC fixing, Easy dry fixing, pigeon spikes fixing, kitchen trolleys, Flat cleaning etc.
Semi major works (One day to approx. a week)	
1. PMS Permission required on email 2. Workers Gate pass to be collected from Security Office	All type of grouting and cement finishing works Grill door and welding work, flower pot stand work etc., Main door replacement work Camera fixing in parking / near main door, Pigeon net fixing, zula fixing, increasing railing height etc. Flat painting work

### Major works (Maximum upto 3 months)

<p>1. First an amount of 5000/- (Refundable) to be paid in PMS Office at collection counter. <u>Amount will only be refunded, subject to clearance of point no. 5 mentioned below in Note.</u></p> <p>2. PMS Permission required on email</p> <p>3. Signing Indemnity Bond and collecting workers gate pass from Security Office, gate pass section</p>	<p>False ceiling, Painting &amp; POP works</p> <p>Water proofing work</p> <p>Tile replacing work, major plumbing works,</p> <p>Flat renovation work</p> <p>Interior designing work</p> <p>All types of Furniture work</p> <p>Modular Kitchen work</p> <p>Toilet conversion</p>
<p>4. Guarantee Undertaking on 100/- Stamp Paper to be submitted in Security Office, gate pass section</p>	<p>→ <u>For Plumbing, Tiling and toilet conversion work with waterproofing</u> - (“Responsibility of undertaking for No Seepage or leakage to below /adjacent flat for next 10 years”)</p>

#### **Note :**

1. Permission request to be sent at least 24 hours prior to your planned work. Permissions will be processed and given only on work days.
2. Maximum work permission for 3 months can be given. If work is prolonged, again permission process to be followed.
3. Work producing noise is not allowed between 2 pm to 4 pm on Sundays / Holidays. Work is not allowed between 6 pm to 9 am.
4. No flat /civil materials to be kept in common areas. Instead use one’s own reserved parking slot.
5. Materials to be cleared within 7 days of work completion permission from your parking slot or else amount of Rs.5000/- will be not be refunded to you. The same is applicable if any misuse / rules not followed. If required by you, tempo vendor Mr. Inamdar may be contacted on 9822342891 for rabit / renovation material pick up on chargeable basis or any vendor in your contact.
6. Due care to be taken to avoid structural damages, leakage/ seepage to adjoining flats during the work. No changes to external colour scheme/external elevation is allowed nor change in location, size, design of grills / railing etc. is allowed.
7. For Tenant: For fixing Split AC, any modification inside the flat or Main door lock replacement, owners written consent through email is mandatory.
8. Plant pots adjacent to wall or parapet on wall is **NOT ALLOWED.**
9. Awnings / Sheds to cover balcony is **NOT ALLOWED** as per Pune Municipal Corporation (PMC) norms.

For Split AC Fixing	
<p>1. PMS Permission required on email</p> <p>2. Compulsory AC location fixing guidance by Company Engineer.</p> <p>3. An amount of Rs. 1000/-per AC (non-refundable) to be paid in PMS Office, against maintenance charges after removing the AC.</p>	
For Dish Antenna Fixing (On Building Top Terrace only)	
For Owners	For Tenants
Visit PMS Office with copy of Index II / Possession Letter	Visit PMS Office with a copy of Rent Agreement and an amount of 515/- (non- refundable) to be paid at collection counter against maintenance charges after removing the dish antenna

Magarpatta City's Service Departments	Contact details & Office timings
<p><b><u>PMS Reception Desk</u></b> (General enquiry/Club house booking / Event enquiry)</p>	<p>020-67506727 (9.30 am to 6 pm)</p>
<p><b><u>PMS Customer Care Dept.</u></b> (For Civil work permission &amp; complaint registration)</p>	<p>020-67506724/ 25 26 (9.30 am to 6 pm) pms@magarpattacity.com</p>
<p><b><u>Security Control Room</u></b>  (For emergency complaints related to plumbing, electricity, choke-up after/when PMS Office is closed  Related to lifts and other security related emergency matters)</p>	<p>020-67234929 / 30  8888166111 ( 24 X 7 )</p>
<p><b><u>Security Office</u></b>, Opp . Pentagon Tower &amp; Behind Tower-5  (For Citizen card, workers gate pass, theft, adjacent flat nuisance, noise, emergency services such as fire, goods shifting, property damaged &amp; misuse, vehicle parking /damage issues, general problems such as pet &amp; street dogs etc.)</p>	<p>020-67233355 / 66 (9 am to 6 pm)  security@magarpattacity.com</p>
<p><b><u>ICC Cable Office</u></b>, DC Basement</p>	<p>020-66094 444 / 77740 60622 magarpatta@iccnetwork.net</p>

***“Magarpatta City-The Pride of Pune ”***  
***Make it More Safe n Secure zone.***