

BRIHANMUMBAI MAHANAGARPALIKA

**Section 4 Manuals as per provision of RTI Act, 2005 of
H/East Ward**

Public Health Department Insecticide Branch

Address - Office of Pest Control Office, Ram
Mandir Road, Kherwadi Signal,
Bandra East, Mumbai 400 051.

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INTRODUCTION

Right to Information Act, 2005

This handbook of **“Right to Information Act, 2005”** is prepared to facilitate the implementation of the act by giving information about the Pest Control Department H/East ward to the Citizens.

Objective

- The Objective of this handbook is to provide information to citizens and transparency of information.
- All Citizens shall have the right to information.
- A person who desire to obtain any information under this act, not available in this hand book shall make request in writing in English, Hindi or in Marathi, accompanying such fees as may be prescribed, to the **Public Information Officer** of this department specifying the particulars of the information sought by him or her.

All the information furnished in the manuals is subject to addition, alteration and modification as and when necessary.

Section 4(1) (b) (I)

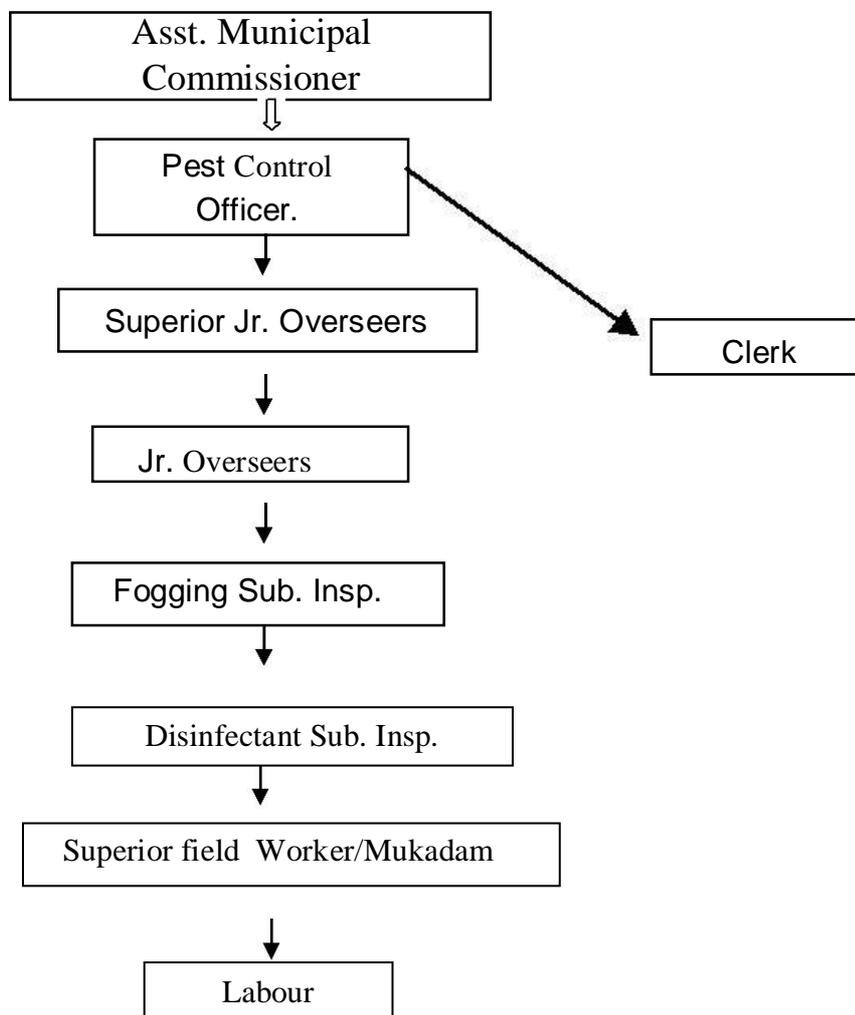
The particular of function & duties of the public authority

1.	Name of the Public Information Officer	Pest Control Officer
2.	Address	Office of the Pest Control Officer, Ram Mandir Road Kherwadi Signal, Bandra East Mumbai – 51.
3.	Head of the Office	Insecticide Officer
4.	Parent Government Department	Public Health Department
5.	Reporting to which Office	Assistant Commissioner, H/East Ward
6.	Jurisdiction Geographical	H/East ward
7.	Mission / Vision	To keep vector borne disease incidence at its Minimum.
8.	Objectives	To control mosquitoes, Rats, House Flies etc.,
9.	Functions	Vector control in H/East ward's area
10.	Details of services provided (In brief)	Antilarval, Fumigation, Rodent Control, Antifly Treatment.
11.	Physical assets (Statement of lands & Building and other Assets)	Chowki 1- Kherwadi Chowki 2- Kalina
12.	Organization's structural chart	As per separate sheet attached
13.	Tel. Nos. & office timings	7:00AM to 2:00 PM Tel.-022-26471240
14.	Weekly Holidays	Sunday

Section 4(1) (b) (I) Contd..

**ORGANISATION CHART OF PEST CONTROL DEPARTMENT H/E
WARD**

Ward Level:



Sr. No.	Particular	Schedule Staff	Existing Staff	Vacant Staff
1	Pest Control Officer	1	1	0
2	Clerk	1	1	0
3	Supervisory Junior Overseer	1	1	0
4	Junior Overseers	8	1	8
5	Fogging sub Inspector	2	0	2
6	Disinfectant Sub. Inspector	2	1	2
7	Superior field Worker / Mukadam	4	0	4
8	Labour / Field Worker	83	62	21

**Particulars of organization, functions & duties
BRIHANMUMBAI MAHANAGARPALIKA
PUBLIC HEALTH DEPARTMENT
INSECTICIDE BRANCH**

(1) INTRODUCTION :

The Insecticide Branch of public Health Department is a derivative of the original Malaria Department, established in the then Bombay Municipal Corporation as per recommendations of Dr. C.A Bentley, who took over the investigation in process regarding malaria by his military predecessor since Capt. F.V. Mackie, I.M.S. (1908) & Capt A.G. Mc Kendrick, IMS (1909) & Others.

As originated from the malaria problem of Mumbai and also as a present need, malaria eradication remained the soul behind the functioning of the department. At present, however, the department is functioning in a very diversified manner, but retaining its original Identity by keeping malaria as the top and constant priority.

(2) FUNCTIONING :

The task of malaria vector control is directly undertaken by the governments of states, whereas mosquito nuisance control is an obligatory duty of the local self government bodies. In case of Mumbai both the problems are dealt with by the Municipal Corporation of Greater Mumbai.

Priority-wise various functions of the insecticide branch are as follows:-

- (A) Malaria vector control.
- (B) Dengue hemorrhagic fever vector control.
- (C) Mosquito nuisance control (Filaria vector)
- (D) Fly control.
- (E) Rodent and flea control.
- (F) Cockroach control.
- (G) **Ward :- 'H/EAST'**

Area :-13.57 Sq. Km

Population :- 5,55,179 (2011 Census)

Boundary :-

East – Mithi River, CST Road, Santacruz (E)

West - Western Railway Road

North - Vile Parle Subway

South - Mahim Causeway

(A) MALARIA VECTOR CONTROL :

Malaria is a communicable disease caused by certain parasites of the Genus – Plasmodium. It is caused by the bite of an infected female Anopheline mosquito.

The statement of Major G. Covell in his report “ Malaria in Bombay, 1928 “Is equally true even today with all the great changes in the area, population, living habits, standard of living and development with fast urbanization of the city of Mumbai.

“There is no natural malaria in Bombay. The chief reason being the absence of natural streams. Anopheles stephensi is the only species of mosquito which plays any appreciable part in the transmission of the disease in the island, and its breeding places are exclusively man made as was explained in an earlier chapter, this mosquito is the one malaria carrying anopheline in India which is able to adapt itself to life in a large city in the case of other carriers facilities for breeding suitable to their needs are not produced in urban areas. But A. stephensi is the great well and cistern breeder of India, and unless this breeding places and others of a similar nature are rendered permanently mosquito proof it will continue to flourish even in the heart of the city. “

Based on the above facts and also that A. stephensi requires fresh water, preferably constantly renewed, or water bodies which are in darkness or constantly exposed to sunlight to breed in .Mosquito vector control is sequentially designed as below :

- (1) Reduction of breeding sources
- (2) Engineering methods – Major and minor for total elimination of breeding potentialities
- (3) Biological methods – zoological & botanical
- (4) Chemical Methods
- (5) Legal methods

Community participation is an indispensable factor in any public health program. In metropolis like Mumbai no administration can depend on community participation based only on public education especially when it comes to malaria. Considering the scientific facts involved in vector mosquito biology, mandatory participation of community is achieved by adopting legislative measures the then state of Bombay was the first government to adopt and implement Legislative measures for the control of the vector mosquito.

SECTIONWISE BOUNDARY OF P.C.O 'H/E' WARD

Ward	SECTION NO.	SECTIONWISE BOUNDRIES
H/E	1	EAST- KALANAGAR, WEST- WESTERN RAILWAY NORTH - BEHRAMPADA SOUTH- MITHI RIVER
	2	EAST-BKC WEST- BHARAT NAGAR NORTH -MTNL OFFICE SOUTH -MITHI RIVER
	3	EAST-WEH- KHERWADI WEST- WESTERN RAILWAY NORTH- NIRMAL NAGAR SOUTH- NAVPADA
	4	EAST- AGRIPADA WEST- WESTERN RAILWAY NORTH- MILAN SUBWAY SOUTH -NERUL ROAD
	5	EAST- AIR INDIA COLONY WEST- WAKOLA NAKA NORTH- AIRPORT BOUNDRY SOUTH- NERUL ROAD
	6	EAST- AIR INDIA COLONY NO.1 , WEST- CST ROAD (NAFA) NORTH -ANDHERI KURLA ROAD SOUTH- BKC ROAD
	7	EAST -CST (NAFA) WEST- HANSBURGA ROAD (WEH) NORTH-ANDHERI KURLA ROAD SOUTH - UNIVERSITY
	8	EAST- MITHI RIVER (AMBEDKAR NAGAR) WEST- WEST NORTH- NERUL ROAD SOUTH – KALANAGAR
	9	EAST- WESTARN EXPRESS HIGHWAY WEST- WESTERN RAILWAY KHAR NORTH - NERUL ROAD SOUTH - NIRMAL NAGAR

(B) DENGUE HAEMORRHAGIC FEVER VECTOR CONTROL :

There are 2 species of Aedes mosquito in Mumbai which can play a role of vector in dengue (Dengue Hemorrhagic fever virus transmission from an infected person to a healthy person). Fortunately the habit and habitat of these species of mosquito are such that, mere reduction of temporary breeding places along with confined thermal fumigation even can work as a method of total relief during monsoon or focal outbreak.

SLUM PROFILE – ‘H/E’ WARD

SECTION NO	NAME OF SLUM
1	BEHRAM PADA , ZAKERIA NAGAR , GARIB NAGAR
2	BHARAT NAGAR , WALMIKI NAGAR, PATHAR NAGAR, SHASTRI NAGAR BANDRA (E)
3	NIRMAL NAGAR, GAUSIA COMPOUND, GHASS GALLI , NAVPADA , KHERWADI , CHAMDAWADI , SHANTILAL COMPUND
4	ZAKU CLUB, SEVA NAGAR , ASHA NAGAR, ALKA NAGAR, CHAKKI KHAN NAGAR, BHARDWAJ NAGAR, NEW AGRIPADA , AGRIPADA
5	D.M. ROAD, GAODEVI , MADRAS WADI, KAPUR BASTI, JAMBHALIPADA, D'MELO COMPOUND
6	KUNCHIKURVE NAGAR, SHASTRI NAGAR, KOLIWARE VILLAGE, RAMMANDIR ROAD, MANIPADA
7	SHIVAJI NAGAR, PRATIRAKSHA NAGAR, HANS SHANTI NAGAR, YASHWANT NAGAR, PARSIVADI, KADAMVADI , CHIREKHAN NAGAR,
8	AHINSA NAGAR , SUBHASH NAGAR , DAVRI NAGAR, MAHARASHTRA NAGAR , DNYANESHWAR NAGAR ,
9	DIPAKWADI, HUSSAIN TEKADI , JAWAR NAGAR, SAIBABA ROAD , KHAR PIPELINE , GOLIBAR, MASJID , HANUMAN TEKADI , GOLIBAR NAKA, KHAR, PATEL NAGAR, MARATHA COLONY, AMBEWADI

(C) MOSQUITO NUISANCE CONTROL (FILARIA VECTOR)

In case of nuisance causing mosquitoes, the major role is played by *Culex quinquefasciatus* which is also vector species for *Filaria*. This species is a typical breeder of polluted water. The breeding sources are open channel drains, Nullahs, Septic tanks, low lands, grass plots, Aqua Privies, Storm water entrances etc. The selection of method for the control of this mosquito more or less remains the same as those of malaria vector but differs with the size and nature of breeding sources.

**SECTION WISE WEEKLY ANTILARVAL PROGRAMME OF
PCO H/E WARD**

Sec No.	MON	TUE	WED	THUR	FRIDAY	SAT
1	Behram pada, ONGC Colony, Razzak Chl, P.F. Office, Roop Nagar	Kala Nagar, MHADA Office, M.K. Marg	A.K.Road, Indian Oil Office, ONGC Office, Behram pada,	Open Theater, PWD Office, Dnyandee p Khadi , Mithi Rivar	MMRDA Offices, City Park, B.K.C. Road	MIG Colony, Guru Nanak Hosp. Jagadvidya Society.
2	Diamand B/C, Patel B/C, Telephone Bldg, G-Block, B.K.C	SBI, ONGC, SEBI, PWD, Fortune 2000,I.L.&F. S. Office	Naman, Raheja, Canara Bank, Dena Bank Constr. B.K.C. (Mithi River Khadi)	Islampura, Tata colony (New & Old)	Bharat Nagar, Patthar Nagar, Valmiki Nagar	MIG Colony, Gandhi Nagar, Shastri Nagar Indira Nagar (Ashapura)
3	Navpada, Garib Nagar, Indira Nagar, Pipe Line, Ghas Bazaar, Bandra Terminus, Hindu Colony.	Bandra Rly Colony, Amrut Nagar, Shivaji Nagar, Kher Nagar	Kher Nagar Bldg. No.11,29,30. Rly Colony, Kherwadi Market, Muncipal School & Collage.	Kherwadi, Sanjay Gandhi Slum Area Chamdawadi , Technica l Collage.	Nirmal Nagar, Shantilal Comp, Pipe Line Area, Kherwadi Market, Prajakta Hsc, Omkar Hsc.	Teen Banglow, Gausia Comp, Asara CHS, Dispensary (Kherwadi) , Ram Mandir mitra Pariwar Hsc,Covered Nallah (WEH)

4	Prabhat Colony, Asha Nagar, Rly. Colony, FCI Collony	Pt. J. Nehru Road, S' cruz Bus Depot, Anand Nagar	Zaku Club, Seva Nagar, Navratna Colony	Old Anand Nagar, MHB Colony, Service Road Area	Alka Nagar, New Anand Nagar,	Agripada, Chakki Khan Nagar, Ram Nagar, Subramanyam Nagar,
5	Kalina Village, Shiv Nagar, Old CST Road	D.M.Rd, Khandwala Comp, Waghriwada Slum, Pragati Nagar	JambhaliPad a, Air India Colony, Azad Nagar, Indira Nagar, Old Air Port.	Goandevi, Vakola PipeLine, Madras Wadi, Milind Nagar, Mosambi Tabela.	Military Camp, P&T Colony, Asagar Ali Comp, Nagdevi.	Dhobi Ghat, D'mello Comp, Kapoor Basti
6	Mohd Estate, Dani, Nehru Nagar, Resham Comp, Masjid, Agrawal Comp, MIDCO.	Anand Colony, Sundar Nagar, Kalina Edu. Sch, Pumping House, Avdhut Chs, Ganesh Mandir.	Manipada, Budha Vihar, KKK, Gala Complex, Raheja, Manhas Comp, Shivram Hotel, Nityanand Hotel.	Kolivae Village, Shashtori Nagar, JoroneCom, MasjitGali, Ostine comp, Ram Mandir road.	Kuchikure Nagar, Lal Dongar, Ashok Apt. Qureshi Nagar.	Air India Colony, Indian Airlines Colony FuleNgr, Chuna Bhatti, Kailas Wadi.
7	Windsor, Vidyanagari Campus, Ambuja Cement Co. Kalina Petrol Pump Area.	Pandurang Wadi, Kadam Vadi, Sai Nagar Mathuradas Colony.	Parsiwadi, Sunder Nagar, Yogashram, MES Colony Militry.	Patel Nagar, Kumar Soc, Ambedkar Nagar Vokola Village, Yashwant Nagar, Chirekhan Nagar,	Siddharth Nagar, Krishna Nagar, Shanti Nagar, Ashok nagar.	Shivagi Nagr, Pratiksha Nagar, Vokla Nallah, Shantinagar Industrial, Vakola Pipeline Area,

8	Dawari Nagar, Chaitanya Nagar, Vakola Nalla, Nehru Road.	Durga Davi Road, Ahinsa Nagar, Govt.Colony. Cardinal School, Ladies Hostel,	<u>Yeshwant Nagar, Teacher Colony, Sidharth Colony, Cementry, Govt Colony (Bldg no 298, 341, b-310 Slum)</u>	Maharashtra Nagar, Danayanshwar Nagar, Govt Colony, .Kherwadi Police Stetion, Nagari Hospital.	M Gandhi School, ,Chetana Cillage, Court Bldg. Govt colony (bldg 88-22 &,145-180)	Subhash Nagar, Gautam Nagar, Y Tipe Govt Colony c1-4 & 33-87
9	Jawahar Nagars, Jai Hind Nagar, Khar Pipe Line, Saibaba Road	Rly Yard, Shantilal Comp, Upadhya Wadi, Shastri Colony	<u>Hussain Tekdi, Indira Nagar, Service Road</u>	Golibar Rd No3-6, Khar Subway, Maratha Colony. Patel Nagar	Golibar 7th Road, Golibar Naka.	Golibar 8th Road To 12th Road Human Tekdi. V.N. Desai Hospital.

(D) FLY CONTROL:

Flies are the commonest and most familiar of all insects which in close association with man and occur throughout the year abundantly. Flies should be regarded as a sign of insanitation and their numbers as an index of that insanitation.

The fly *Musca domestica* found in Mumbai is called as housefly. Its breeding places varies from fresh horse manure, garbage to decaying foods and vegetables. They are prevalent near dwelling houses, restaurants, hospitals, cattle shades, slaughter houses, dumping grounds, markets etc. The span of metamorphosis of fly is variable as per the environmental conditions and nature of breeding grounds.

The flies transmit diseases like typhoid. Diarrhoea, Dysentery, Cholera, Gastro-enteritis, etc. The control of flies can be achieved by using various types of Insecticides in operational methods ranging from residual sprays, space sprays and dusting. However, constant control can be achieved by eliminating their breeding places and by bringing an overall improvement in the environmental sanitation.

WEEKLY PROGRAMME OF ANTIFLY OF PCO 'H/E' WARD
OCTOBER TO MAY

DAY	LOCALITY
MONDAY	KALINA MARKET, CST RD., KUNCHKURVE NAGAR ,AIR INDIA COLONY, PARSICOLONY
TUESDAY	KHERWADI MARKET, NIRMAL NAGAR, TEEN BANGLA, KHAR ST., PIPELINE SERVICE RD.
WED	VAKULA MARKET, DATTAMANDIR RD., GAODEVI
THURSDAY	VAKOLA OPEN MARKET, DHOBIGHAT , SHIVAJI NAGAR , YASHVANT NAGAR
FRIDAY	GOVERNMENT COLONY, TEACHERS COLONY SEVICE RD.,
SATURDAY	BHARAT NAGAR, DISP VALMIRI NAGAR MAHARASHTRA NAGAR

WEEKLY ANTIFLY PROGRAMME OF PCO 'H/E' WARD
FROM JUNE TO SEPT.

LOCALITY (Squad No. 1)	DAY	LOCALITY (Squad No. 2)
KALINA MARKET, KALINA DISP. CST ROAD SHASTRI NAGAR , LOLIVARY VILLAGE - OLD CST RD., JAMBLIPADA, AIR INDIA COLONY	MONDAY	NIRMAL NAGAR, SERVICE RD, TEEN BANGLA PIPELINE KHAR ST.
PNT COLONY, KADAM WADI, PARSICOLONY, KADAM WADI, PARSICOLONY UNIVERSITY	TUESDAY	KHERWADI MARKET, CHAMDAWADI, KHERWADI DISP
VAKOLA MARKET, DATTA MANDIR ROAD, PIPE LANE GAODEVI YASHVANT NAGAR, KRINA NAGAR, LINK, SHIVJI NAGAR, ARAM SOC. PIPELINE.	WEDNESDAY	KHERWADI OPEN MARKET, NAVPADA, 18.NO GATE BANDRA STN BANDRA COVART KHER NAGAR, BEHRAMPADA.
VAKOLA OPEN MARKET, DHOBIGHAT VAKOLA DISP. DOVERI NAGAR. DIST -1	THURSDAY	MHADA SERVICE RD. KALANAGAR, BANDRA KURLA COM.

GOLIBAR MARKET, MARATHA COLONY, TPS RD, VN. DESAI HOSP. SANTACRUZ STN SERVICE RD.	FRIDAY	GOVT.COLONY, MAHARASHTRA NAGAR, TEACHERS COLONY SERVICE RD.
ANAND NAGAR, AGRIPADA, PRABHAT COLONY DISP. WARD OFFICE SANTACRUZ STN RD.	SATURDAY	BHARAT NAGAR, PATTHAR NAGAR

DAY	LOCALITY (Squad No. 3)
Monday	KALINA MARKET, CST RD., KUNCHKURVE NAGAR ,AIR INDIA COLONY, PARSICOLONY
Tuesday	KHERWADI MARKET, NIRMAL NAGAR, TEEN BANGLA, KHAR ST., PIPELINE SERVICE RD.
Wednesday	VAKULA MARKET, DATTAMANDIR RD., GAODEVI
Thursday	VAKOLA OPEN MARKET, DHOBIGHAT , SHIVAJI NAGAR , YASHVANT NAGAR
Friday	GOVERNMENT COLONY, TEACHERS COLONY SERVICE RD.,
Saturday	BHARAT NAGAR, DISP VALMIRI NAGAR MAHARASHTRA NAGAR

(E) Rodent and Flea Control:

Rats are a part of man's environment and because of its close association, they are not only hazard to health but also cause great damage to buildings, food and other commodities. Apart from its nuisance value, rat is responsible for diseases like Plague, Rat-bite fever, Salmonellosis (Food poisoning), etc. Mumbai has remained an active port since Historical times and hence is in constant danger of Plague epidemics. During the Plague threat of 1994 in Mumbai, this branch has played a very important role in preventing the probable entry of Plague incidence in Mumbai. The invention of anti-plague vaccine was done at the Municipal Rat Destruction Unit at Haffkine Institute, Parel. Regular sampling of various Rat species for ascertaining the Index of the vector flea and dissection to assess the susceptibility to plague bacilli is carried out.

The common species of rats in Mumbai are:-

- 1) *Rattus rattus* :- Roof Rat
- 2) *Rattus norvegicus*:- Sewer Rat
- 3) *Rattus wroughtoni* :- House Rat
- 4) *Bandicota bengalensis* :- Field Rat
- 5) *Bandicota indica* & *Bandicota Gigantia* :- Field Rat
- 6) *Mus musculus* :- House Mouse
- 7) *Suncus caeruleus* :- Common House shrew
- 8) *Suncus murinus* :- Shrew

The common methods of rat destruction are Physical and Chemical.

Additionally Night Rat Killing is a unique method of rat control used only in Mumbai.

Section 4(1) (b) (II)
Powers and Duties of Officers and Employees
Delegation of power to the Pest control Officer

A

Sr. No.	Designation	Power – Financial	Under which legislation / rules / order / GRs.	Remarks
1.	Pest Control Officer	Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of Rs. 500/-	MMC Act 1888, u/s 253, 274(1)(1A), 375A, 381, 381A, 381B, 483, 488, 517(1)(a)	

B

Sr. No.	Designation	Power – Administrative	Under which legislation / rules / order / GRs.	Remarks
1.	Pest Control Officer	1. Power to grant casual leaves to subordinate staff and Labour staff accordance with the MSR on application from staff.	MMC Act 1888, u/s 253, 274(1)(1A), 375A, 381, 381A, 381B, 483, 488, 517(1)(a)	
		2. Powers to grant leaves including maternity and injury leave to the Labour staff in accordance to the MSRs on the subject..		
		3. Power to sign unclaimed wages refund certificates of the staff working under him.		
		4. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3) to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		

C

Sr. No.	Designation	Power – Magisterial	Under which legislation / rules order GRs.	Remarks
		N.A.		

D

Sr. No.	Designation	Power – Quasi Judicial	Under which legislation / rules order GRs.	Remarks
		N.A.		

E

Sr. No.	Designation	Power – Judicial	Under which legislation / rules order GRs.	Remarks
		N.A.		

Note I - Financial powers are likely to be revised.

II - Power to operate different activities in the SAP system is defined by
Jt. M.C. (Improvement)

A

Sr. No.	Designation	Duties – Financial	Under which legislation / rules / order / GRs.	Remarks
1.	Pest Control Officer		N.A.	
2.	Clerk			
3.	Supervisory Junior Overseer			
4.	Junior Overseer			

B

Sr. No.	Designation	Duties – Administrative	Under which legislation/ rules/ order/ GRs	Remarks
1.	Pest Control Officer	1. To formulate the plan of work for the control of insect pests and to organize the work in the ward.	MMC Act 1888, u/s 68, 483, 253,274(1)(1A), 375A, 381, 381A, 381B, 483, 488, 517(1)(a)	
		2. To direct and guide the staff under him in day to day work.		
		3. To keep the ward area under constant surveillance to know the sites of mosquito breeding and rat infestation to enable to take control measures.		
		4. To organize and execute rat control work in the ward according to seasonal variations in the pattern of work.		
		5.To organize and supervise antily work; intensifying antily campaign during monsoon months.		
		6.To organize and supervise insecticidal fogging work on the basis of the field inspections.		
		7.Monsoon actions, inspections, service of notices, accepting advances and rendering insecticide treatments for control of mosquitoes in private/commercial premises during monsoon months/during the fair season on the basis of actual inspection.		

		8.To attend to disinfestations of premises in case of epidemic spread of diseases like plague, cholera, typhoid, polio, Diarrhea, etc.		
		9.To survey and detect malaria vector species of mosquitoes in their larval and adult stages and to take adequate measures for their control.		
		10.To organize and execute a focal indoor residual spraying in the locality as per specific orders from the Insecticide Officer.		
		11.Attending ward committee meetings, etc.		
		12.To organize and execute indoor residual spraying according to the directive of NAMP.		
		13.To participate in the filarial survey as and when required.		
		14.To procure and stock pesticides and spraying equipment and to effect control over the use of pesticides.		
		15.Field observations and supervision of ensuring effective kill of pests with optimum dosages of pesticides.		
		16.Controlling ward stores.		
		17.To attend to complaints from the public and to direct and instruct the staff for redressing their grievance through the Public redressal system at Civic Facility Centre.		
		18.To initiate statutory actions under the provision of B.M.C. Act and to do follow up work (attending courts in the contested matters).		
		19.To establish contract with the officers of other Departments and to get the required work done from them for effecting source reduction of various pests.		
		20.To maintain liaison with The Asst. Municipal Commissioner of the ward for day to day functions and performance.		
		21. To attend to routine office work and correspondence.		

		22. To check and maintain account, books treatment memo of payment treatments and other registers.		
		23. To inspect and certify the mosquito proof condition of the newly installed cisterns as per 'P-Form' requirement and maintain proper record.		
		24. To supervise the working of staff under him and to take disciplinary action in consultation with zonal A.I.O., Dy. I.O. and I.O. for effecting proper working.		
2.	Clerk	1.To maintain seniority list of Labour / Sup. Staff		
		2. Issue of office orders, pertaining to Promotion / Reversion / Appointment		
		3. Maintaining leave records of Lab. Staff where SR in Insecticide Office		
		4. Preparing monthly pay rolls pf employee working in I.O.'s office		
		5. Submission of Scholarship record of the employees children every year.		
		6. Preparing P.F./ Pension claims of the superannuated ? Death cases of employees.		
		7. Put up the P.T. case of the Ex. Employee whose death occurred while in service.		
		8. Preparing Impress bill		
		9. Insecticide bill.		
		10. Preparing allocation and bills of the work pertain to Insecticide office.		
		11. Taking inventory of stock and maintaining stock register		
		12. Maintaining dead stock register		
		13. Maintaining Plant & Machinery register		
		14. Preparing bills for Insecticide treatment		
		15. Preparing bills market Insecticide treatment		
		16. Preparing bills BEST B.P.T. treatment		

		17. Maintaining service record of the employee working under Insecticide department		
		18. Maintaining leave/records		
		19. Certification / sanctioning leave		
		20. Preparing yearly /quarterly report of the superannuated employee of Insecticide department.		
		21. To observe the M.S.R. while grant of leave in the cases of Extra ordinary injury leave & Cancer and Infection disease.		
		22. To make entries of each & every papers received in the office		
		23. To give the number serially and handed over to concerned authority		
		24 To maintain watch case register		
		25. To maintain M.C.L. A/B/C' register		
		26. preparing the weekly abstract of the receipt & disposal of the papers		
		27. Maintaining record of S.R. including R.P. F.P. given to the parties date month & year wise.		
		28. Maintaining register of cash received under Right of Information Act 2005		
		29. To close the number and send the papers outward		
		30. To maintain postage register		
		31. To maintain RTI register.		
3.	Supervising J.O.	1. <u>Muster</u> : To take the muster of entire labour staff of the ward twice a day i.e. in the morning and in the afternoon.	u/s 68, 483, 253, 274(1) (1A), 375A, 381,381A, 381B, 488	
		2. <u>Labour arrangement</u> : To arrange daily labour distribution from available staff for the day, after taking into consideration the absenteeism.		

		<p><u>3.Stores works :</u></p> <p>a).Issue of insecticides and suitable equipments according to their daily program needs twice a day.</p> <p>b).To assist P.C.O. in procurement of supplies of insecticides and equipments in due time.</p> <p>c).To receive different items of consignment of insecticides from the transport contractors.</p> <p>d).To attend Oil Installation to receive Mosquito Larvicidal Oil.</p> <p>e).To maintain stores ledger in up-to-date manner.</p> <p>f).To issue spray equipment and other implements to staff and to receive it back at end of day after due checking.</p> <p>g).To arrange for repairs to equipments and to maintain them in good working condition.</p> <p>h).To maintain Dead Stock Ledger in up-to-date manner.</p>		
		<p><u>4.Transport arrangement:</u> To contract with garage, to arrange substitute vehicle whenever needed, ensuring regular vehicular attendance.</p>		
		<p><u>5.Office work:</u></p> <p>a).To supervise and ensure up-to-date maintenance of all registers by J.O.'s. of the ward.</p> <p>b).To arrange attendance of Court cases of the ward.</p>		
		<p><u>6.Reports :</u></p> <p>1).To get the daily summary reports filled in from the respective J.O. of all sections.</p> <p>2).To maintain register of malaria cases focal spraying and to prepare periodical reports under N.M.E.P. and to put them up to P.C.O.</p> <p>3).To prepare monthly performance budget reports of all activities.</p> <p>4).To gather and consolidate the information and prepare various periodical reports.</p>		

		<p>5).To supervise the office working of J.O., D.S.I., F.S.I.</p> <p>6).To organize routine work in absence of P.C.O. of the ward.</p> <p>7).To assist P.C.O. of the ward as and when required as per his directions and</p> <p>8).To carry out any other assignments as per direction from P.C.O./A.I.O./Dy. I.O./I.O.</p>		
4.	J.O.	<p>1. The J.O. has got an area which is divided into six blocks and a block is inspected daily so that he complete his round of the whole area in one week for ground work</p>	<p>u/s 68, 483, 253, 274(1) (1A), 375A, 381,381A, 381B, 488</p>	
		<p>2. The section is divided in such a way that the storage tanks on the terraces and lofts of buildings are inspected once in a six weeks. The J.O. puts chalk mark on his date of inspection on the cisterns which should tally with the dates shown in the visit book, field book and crusade book.</p>		
		<p>3. The J.O. treats all collections of water in such places as storm water entrances, choked gully traps, pits depressions, foreshore pools, wells and open channel drains which are likely to breed mosquitoes, once every week.</p>		
		<p>4.He samples all Anopheles and Aedes breeding detected and forwards the same to the Laboratory for identification along with all relevant date such as nature of breeding places, etc.</p>		
		<p>5. Whenever to finds a drain line choked and causing accumulation of sewage or sullage, he makes a reference to the drainage dept. Under intimation to I.O. on the usual printed Proforma.</p>		

		6. He makes out a reference to the Water Inspector of the division concerned whenever he finds any leaking hydrants on the usual printed proforma under intimation to I.O. He also reports the cases of unauthorized water connections to the cisterns whenever detected in this inspection.		
		7. On his inspection the records his findings on (i) N.M.P. cisterns (ii) N.M.P. wells (iii) O.C. drains (iv) Construction plots and Open Masonry tanks, and launches action under section 381. He also starts action under section 274, whenever a cistern or premises is found inaccessible.		
		8. He takes instructions from P.C.O. on the technique and usage of the various formulations of insecticides, generally at an appointed time once every week and also as and when required.		
		9. Under instructions from P.C.O. he attends to complaints and sees what suitable action is always taken to redress the grievances. After having done, so he obtains a certificate signed by the complainant; to that effect in the field book.		
		10. He reports to the P.C.O., Head Office regarding compliance/non-compliance of notices. He attends court cases and prosecutions and proceed with after conviction actions whenever the requisition are not complied with during the first prosecution.		
		11. He inspects ornamental tanks, fountains and retained open wells, tries as many dips as necessary to detect breeding and stock these situations with larvivorous fishes Gambusia and Guppy whenever found necessary.		

		12. During and prior to the monsoons, he notes down all private premises where depressions, pits, queries, and odd containers are observed and starts action under Section 381. He induces the parties concerned to deposit the required amount of money for rendering insecticide treatment on payment, so as to arrests & destroy mosquito breeding. In such cases where the deposits are received in the Head Office, he renders treatment to the water collections and keeps a record in the monsoon action treatment register.		
		13. He maintains proper record of the treatment rendered amount of deposit used and puts up refund memo at the end of monsoon.		
		14. He maintains an account of quantity of insecticides used daily.		
		15. He serves notices, summonses and memos received for service from other wards, and reports compliance within a reasonable period.		
		16. He Executes warrant with the help of police.		
		17. He maintains a field book of the work done in the field.		
		18. He carries out any other work that he may be called upon to perform by his superiors in connection with his duties.		
5.	J.O. (Rat)	1. To get himself apprised of rodent infestation of various localities	u/s 68, 483, 253, 274(1) (1A), 375A, 381,381A, 381B, 488	
		2. To prepare program of rodent control work in accordance with the policies and guidelines set by the Asstt. Insecticide Officer.		
		3. To supervise the working of labourers, Superior Field Workers and Field Workers.		
		4. To keep record of the work done and to submit periodical reports.		

		5. To attend to complaints of rat nuisance and to take suitable action for redressing of grievances.		
		6. To maintain dead stock and rodenticide registers up-to-date.		
		7. To keep control over the consumption of rodenticide.		
		8. To maintain equipment in perfect working order.		
6.	Fogging sub-Inspectors	1. To draw advance program of fogging operations so as to cover all the wards during the month, special attention being paid to areas infested.	488	
		2. To attend to complaints asking for fogging operations as directed.		
		3. To communicate intimation of fogging, by P.C.O., program to various Councilors concerned.		
		4. To maintain accounts of Insecticides received by him and consumed in fogging operations.		
		5. To supervise the fogging operations and watch for results.		
		6. To undertake fogging inside the premises on payment of schedule fees.		
		7. Whenever any odd services are necessary, F.S.I. is required to arrange for fogging even at night time.		
		8. To prepare varied formulations for fogging.		
		9. To keep a check over his staff and report any irregularities if and when noticed to P.C.O.		
		10. To arrange to maintain the fogging equipment and see that they are kept ready in order for the operation any time.		
7.	Dis-infestation sub-inspectors	1. To keep the record of potential fly breeding places such as dustbins, refuse dumps, municipal/private markets slums, and to arrange anti fly spraying according to program and instructions received from the Pest Control Officer.	488	
		2. To keep daily record of the Insecticide consumed.		
		3. To arrange disinfection of premises from where cases of fly borne diseases are reported.		

		4. To attend to complaints of insect nuisance received from citizens in his best.		
		5. To render Pest Control treatment to private premises under Pest Control Officer's instructions and to prepare and forward bills for signature to Insecticide Officer.		
		6. To render Insecticide treatments to places in respect of which deposits have been received and to keep proper record of such treatments.		
		7. To carry out decockroaching work by opening inspection chambers and manholes of sewer systems.		
8.	S.F.W.	1. To supervise the removal of aquatic vegetable from water ponds, low-lying lands, etc.	488	
		2. To supervise channelization of Nallahs & water courses to avoid breeding of mosquitoes.		
		3. To supervise treatment of mosquitogenic places.		
		4. To participate in Filaria Blood Survey as and when arranged (Applicable to Superior Field Workers only).		
		5. To keep records of the insecticide consumed, work done, etc.		
		6. To attend to any other work connected with mosquito/Filaria control program.		
9.	S.F.W. (Antifly)	1. To supervise treatment of fly infested sites such as Markets, Dumping grounds, Dustbins, Refuse vehicles, Refuse wages, Motor loading spots, etc.	488	
		2. To maintain records of work done and insecticide consumed.		
		3. To attend to any other work connected with anti-fly measures.		
10.	S.F.W. (Rodent Control)	1. To supervise & setting of 30 nos. of Rat traps /Labour.	488	
		2. To supervise checking of 'set rat traps'		
		3. To supervise collection of Rats from set rat traps and their disposal.		

		4. To supervise poison baiting according to direction given by the supervisors.		
		5. To maintain records of equipments, pesticides, rodenticides and field operations.		
		6. To attend to any other work connection with the Rodent Control Program.		
11.	Rat Labourers	1. Setting of 30 number of Rat traps daily.	488	
		2. To guide the aggrieved citizens about domestic setting of rat traps.		
		3. Checking of set Rat Traps.		
		4. Collection of Rats from set Rat Traps.		
		5. Poison baiting of 200 rat burrows, according to direction given by superiors.		
		6. Any other work connected with the rodent control program.		
		7. To carry out mass trapping and complaint trapping as per need of situation.		
		8. To collect trapped live rats and kill those by immersing in water at ward store.		
		9. To carry dead/live rats at Haffkine Institute at M.R.D.E. Parel.		
12.	Night Rat Killers	1. Clubbing and killing of rats during night hours with the help of club and torch by moving in areas of high outdoor rat infestation.	488	
		2. Club and kill 30 numbers of specified outdoor species of rodents daily.		
		3. To produce 30 number of freshly clubbed and killed rats at the mustering chowky of Pest Control Officer in the appointed ward.		
		4. To compensate the shortfall if any within 3 working days.		
		5. To carry out night rat killing operation as per the operations of Superiors in the appointed area.		
		6. To demonstrate night rat killing methods to new recruits or trainees as required and Press Media if official permission is obtained.		

13.	Malaria Labourers	1. To assist the senior officers J.O's, DSI's etc. for detection of mosquito larvae from suspected breeding places such as water collection in ditches, cisterns, ponds, wells, fountains etc., and do the work as per there order from time to time.	488	
		2. As per senior officers J.O.'s or DSI's instructions to make the arrangement of separate ladder (which is kept some where there) where permanent iron ladder is not available for the inspection of cisterns, cesspool manhole etc.		
		3. To carry the bucket & the kit bag containing pump, essential materials & Insecticide solutions all the time while accompanying the senior officers, J.O.'s or DSI's.		
		4. To properly spray the Insecticide solutions on permanent or suspected mosquito & fly breeding places as instructed by the superiors.		
		5.To apply necessary Insecticide treatment (if required) by opening the lids of manhole, cesspool or septic tank for the detection of the breeding places of mosquitoes and flies and there prevention.		
		6. Keeping clean the drains & nearby areas by uprooting the bushes in the vicinity because these drains and nearby dirty areas may be the suspected breeding places for mosquitoes, flies etc.		
		7. To render Insecticide treatment in drains with the help of material available for destroying the breeding places of mosquitoes etc. and stopping the recurrence of the same. To fill-up the ditches in the drains with earth to avoid the clogging of water and to maintain continuous flow of the drainage water. Canalizations / creation of Nallas wherever required.		

		8. To render effective Insecticide spraying treatment using stirrup pump, power sprayer, knapsack sprayer and syringes at the existing or suspected breeding places of mosquitoes & flies. This can be done either alone or someone's assistance if possible.		
		9. To spray the MLO on the stagnant water surfaces, if required, with the help of the bucket, mop, cotton ball etc.		
		10. To prepare any Insecticide solution in the office or in the section & to bring the water for the preparation of the same & to do the insecticide spraying as per the orders of the superiors.		
		11. To load & unload materials & other things required in the day to day work provided from one ward to other ward and vice versa as per the orders.		
		12. To carry out any preventive measure or work assigned in the MCGM limits for the destruction or control of mosquitoes or other insects.		

C

Sr. No.	Designation	Duties - Magisterial	Under which legislation / rules / order / GRs	Remarks
N.A.				

D

Sr. No.	Designation	Duties - Quasi Judicial	Under which legislation / rules / order / GRs	Remarks
N.A.				

E

Sr. No.	Designation	Duties – Judicial	Under which legislation / rules / order / GRs	Remar ks
N.A.				

Section 4(1) (b) (III)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

1. What is the procedure followed to take a decision for various matters?
(Reference to secretarial, manual, and rule of business manual, and the other rules / regulations etc. can be made)

- Procedure is followed as per delegation of power to responsible officer with a reference to the matter and guidelines, various circulars, Corporation Resolutions, Bombay Municipal Corporation (Service Regulations 1989) & BMC Act 1888 are referred for taking decision.

2. What are the documented procedures / laid down procedure / defined criteria / rules to arrive at particular decision for important matters? What are different level through which a decision process moves ?

- As per BMC (Service) Regulations 1989 & BMC Act 1888

3. What are the arrangement to communicate the decision to public?

- If related to public, communicated by direct hard delivers/Post

4. Who are the officers at various levels whose opinions are sought for the process of decision making?

- Head of the department. (PCO/AIO/3/DYIO-WS/IO/HO/DMC-PH)

5. Who is the final authority that rests the decision?

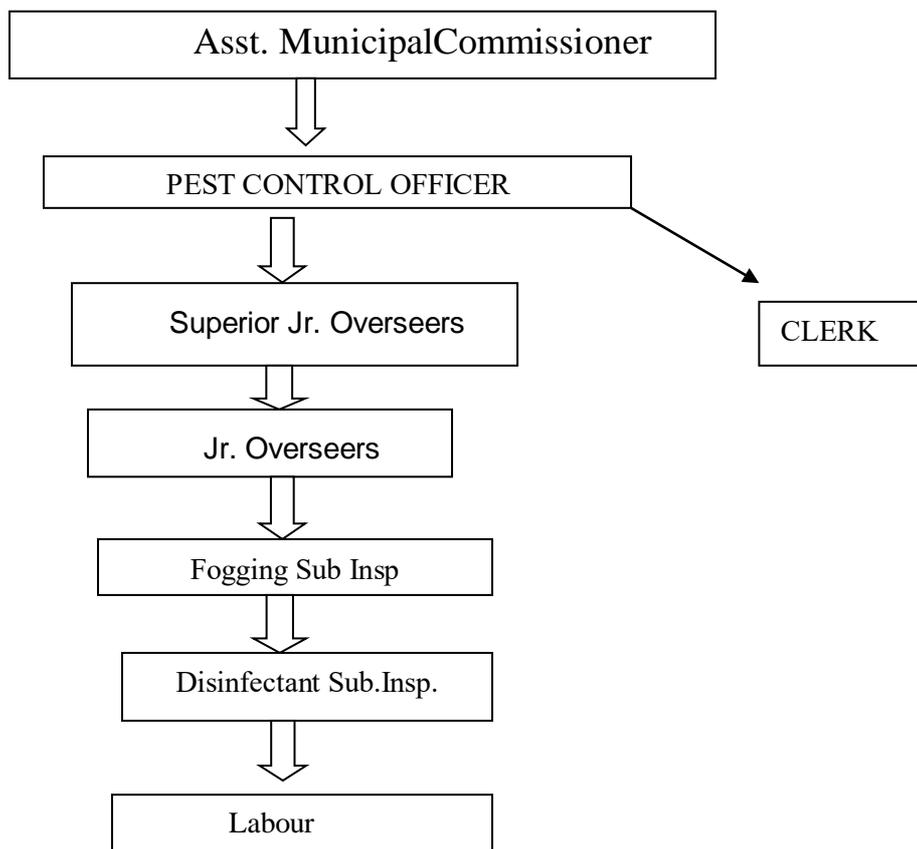
**- Municipal Commissioner / Standing Committee / Corporation depending
Upon the matter.**

Sr. no.	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/officer in connection with each activity. (mention designation)	Remarks
	Vector Control & Granting NOC's and Permission for all water bodies	Scrutiny of Application, Site Report, Proposal, Approval.	Fifteen days for all applications from the date of submission of valid application along with required documents.	<p style="text-align: center;"> Junior Overseer ↓ Pest Control Officer ↓ Asstt. IO(Zone-3) ↓ DYIO (WS) ↓ IO </p>	

The Procedure followed in the decision making process including channels of supervision and accountability.

Process for proposal and channel of supervision

Ward Level:



Section 4(1) (b) (iv)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

Sr. No.	Designation	Activity	Units to be covered	Financial Targets in Rs.	Time Limit	Remarks
1.	Pest Control Officer	As mentioned in Section 4 (1) (b) (iii)	N.A.	There are no financial targets set for this department. As mentioned earlier the work is carried out on day to day basis.	Time limit for each activity is as mentioned in Section 4 (1) (b) (iii)	
2.	Supervising J.O.			NA		
3.	J.O. (Vector Control)			NA		
4.	J.O. (Rat)			NA		
5.	F.S.I.			NA		
6.	D.S.I.			NA		
7.	S.F.W.			NA		

Section 4(1) (b) (v)

Rules, Regulations, Instructions, Manual and Records, for discharging functions.

Sr. No.	Subject	G.R./Circular/Office order. Rule no. notification etc. date.	Remarks if any
1.	Circulars	Various Circular issued time to time.	

BMC Act
Indian Insecticide Act 1968
Indian Epidemic Act
WHOPES
NVBDCP and TAC

Section 4(1) (b) (vi)

A statement of the categories of the documents that are held by it or under its control.

Statement of Categories of documents held in the office of Pest Control Officer, H/East ward.

Sr. no.	Subject	Class	File no. or Register no.	Particulars	Proposed Periodicity of preservation
1.	Insecticide Register	B	30 Year	Details of Insecticide received by department	1 Year
2.	Dead Stock Register	A		Details of Dead Stock received by department	Permanent
3.	Packing Material Register	A		Details of Material received by department	Permanent
4.	Machinery Register	A		Details of Machinery received by department	Permanent
5.	Notice 'A' Register	C1		Details of A form Notices issued by Department	10 Year
6.	Notice 'B' Register	C1		Details of Notices issued by department	10Year
7.	Complaint Register	C		Details of Complaint received by department	5 Year
8.	Mosquito Breeding Register Anopheles Breeding Register Aedes Breeding Register Culex Breeding Register	C2		Details of Mosquito Breeding detected by Staff	15 Year

9.	Well Register	A		Details of all types of Wells in the ward	Permanent
10.	Tube Well Register	A		Details of all Tube Wells in the ward	Permanent
11.	Court Register Summons Register(Optional) Warrant Register(Optional) Conviction Register(Optional)	B		Details of all types of Court Cases in the Ward	30 Years
12.	Malaria Positive Case Register Space Sray Register Residual Spray Register Crusade Register	C		Details of IRS	5 Year
13.	Cistern Certification Register A & B Cistern Noc Register	A		Details of numbers of cisterns in the ward	Permanent
14.	Vechicle Attendance Register	C			5 Year
15.	Reference To A.E./C.O.	D			1 Year
16.	Bill Cum Receipt Book	C1			10 Year
17.	Antifly Work Register	C			5 Year
18.	FSP's Fuel Register	B			30 Year
19.	Space Spray Register	D			1 Year

20.	Daily Rat Collection Register	C2			15 Year
21.	Rat Complaint Register	C			5 Year
22.	Rodent Control Activity Register	C			5 Year
23.	Treatment Register	D			1 Year
24.	Visit Book Cum Issue Register	C			5 Year
25.	Watch Case Register	C			5 Year
26.	Swimming Pool Register(Optional)	A			Permanent
27.	Cooling Tower Register (Optional)	A			Permanent
28.	Bill Book Register	D			1 Year
29.	I.O.D Register	C1			10 Year
30.	Aedes Survey Register	C			5 Year
31.	Dengue Cases Register	C			5 Year
32.	Leptospirosis Case Register	C			5 Year
33.	Fogging Activity Register	C1			10 Year
34.	Fountain Register	A			Permanent
35.	Muster	C1			10 Years
36.	Inward Register	C			5 Year
36.	Outward Register	C			5 Year

38.	Order Book Register	A			Permanent
39.	Staff Address Register	A			Permanent
40.	Impress Account Book	C1			10 Year
41.	Postage Register	C			5 Year
42.	Stationary Register	C2			15 Year
43.	Clothing Register	C1			10 Year
44.	Unpaid Claim Register	C1			10 Year
45.	L.T.A Register	C1			10 Year
56.	Audit Note Register	A			Permanent
47.	P.F Advance Register	C1			10 Year
48.	Pension Claim Register	A			Permanent
49.	Income Tax Register	C1			10 Year
50.	Staff Scholarship Register	D			1 Year
51.	O. T Register	C			5 Year
52.	Bill Register	C1			10 Year
53.	Earned Leave And Cl Register.	C2			15 Year
54.	Work Sheet Register	D			1 Year
55.	CFC Challan File	D			1 Year
56.	Task file	D			1 Year
57.	Complaint file	D			1 Year
58.	Important complaint file	D			1 Year
59.	Important report file	D			1 Year

60.	Office copy file	A			Permanent
61.	Monthly report file	D			1 Year
62.	Yearly report file	D			1 Year
61.	Action papers file	D			1 Year
62.	Well / tube well papers file	A			Permanent
63.	I.O.D papers file	D			1 Year
64.	Well reports file	A			Permanent
65.	Municipal properties reports file	A			Permanent
66.	Govt. properties reports file	A			Permanent
67.	Circular file	A			Permanent
68.	Imp circular file	A			Permanent
69.	Minutes file	A			Permanent
70.	Dengue cases file	D			1 Year
71.	Leptospirosis case file	D			1 Year
72.	Fogging machine repair file (OPTIONAL)	D			1 Year
73.	Fountain paper file	A			Permanent
74.	Crusade data file	A			Permanent

Section 4(1) (b) (vii)

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF

Formulation of Policy

Sr. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation.
	The policy decisions on various important subjects / Topics are taken by Higher authorities of Corporation	Yes	1. Corporation 2. Standing Committee 3. Public Health Committee 4. Law & revenue Committee 5. Prabhag Committee

Implementation of Policy

Sr. No.	Subject / Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangement for seeking public participation.
	Implementation is carried out after getting sanction of the competent authorities	Yes	1. Corporation 2. Standing Committee 3. Public Health Committee 4. Law & revenue Committee 5. Prabhag Committee

Section 4(1) (b) (viii)

A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART.

Types of Committees/Boards

1. Grievance Committees
2. Promotion Committees
3. Committees formed for granting continuation to the employees beyond age of 55 years.
4. Municipal Medical Staff Selection Board

Composition of Committee

Grievance Committees (for Staff)

1. Head of the Department – Executive Health Officer
2. Concerned Deputy Executive Health Officer/Assistant Health Officer
3. Joint Ch. P.O. (Health)
4. Labour Officer
5. Administrative Officer / Officer Supdt.
6. Representatives of the concerned units.

Promotion Committees (For the posts - Insecticide Officer to Junior Overseer)

1. Executive Health Officer (Health)
2. Executive Health Officer
3. Ch. Personal Officer
4. Joint Ch. P.O.(B.C. Cell)

Promotion Committees (For the posts – Other than superior staff)

1. Executive Health Officer (Health)
2. Executive Health Officer
3. Ch. Personal Officer
4. Joint Ch. P.O.(B.C. Cell)

Continuation beyond age of 55 Years (For the posts - Insecticide Officer to Junior Overseer)

1. Executive Health Officer (Health)
2. Executive Health Officer
3. Administrative Officer (Hospital)

Continuation beyond age of 55 Years (For the posts – Other than superior staff)

1. Executive Health Officer (Health)
2. Executive Health Officer
3. Ch. Personal Officer
4. Joint Ch. P.O.(B.C. Cell)

Municipal Medical Staff Selection Board

1. Executive Health Officer (Health)
2. Executive Health Officer
3. Ch. Medical Superintendent (Peripheral Hospital)
4. Deputy Executive Health Officer (Head Quarter)

Section 4(1) (b) (ix)

Directory of Officers/Employee & their Pay Grades

SR. NO.	Designation	EMPLOYEE NAME	GRD	DATE OF APPOINTMENT in MCGM	Appointment in H/East	TELEPHONE NUMBER Office
1	P.C.O.	Aga T. M.	B	02.05.2016	01.01.2020	2226471240
2	Clerk	Soliya P. S.	C	08.12.2017	23.01.2018	2226471240
3	Sur.J.O.	Manjrekar S. R.	C	23.05.1994		2226471240
4	J. O.	Kambale S.R	C	01.10.2008	01.09.2018	
5	J. O.	Sawant S. W.	C	12.10.1990	25.08.2014	2226471240
6	J. O.	Vacant				
7	J. O.	Vacant				
8	J. O.	Vacant				
9	J. O.	Vacant				
10	J. O.					
11	DSI	Tandel.G.V	C	03.04.2006	01.11.2021	
12	DSI	Vacant				
13	SFW	Vacant				
14	SFW	Vacant				
15	SFW	Vacant				
16	Labour	Vacant				
17	Labour	Vacant				
18	Labour	Vacant				
19	Labour	Keer R. S.	D	04.11.1993	04.11.1993	2226471240
20	Labour	Vacant				
21	Labour	Vacant				
22	Labour	Jadhav M. A.	D	08.02.1993	08.02.1993	2226471240
23	Labour	Parab R. L.	D	08.02.1993	08.02.1993	2226471240
24	Labour	Vacant				
25	Labour	Wagh A. G.	D	01.09.1995	01.09.1995	2226471240
26	Labour	Shirole S. D.	D	17.08.1992	17.08.1992	2226471240

27	Labour	Kulanthai vel R.	D	01.09.1995	01.09.1995	2226471240
28	Labour	Sawant A. P.	D	01.09.1995	01.09.1995	2226471240
29	Labour	Kapse A. B.	D	01.09.1995	01.09.1995	2226471240
30	Labour	Vacant				
31	Labour	Vacant	D			
32	Labour	Paidi C. P.	D	01.04.2000	01.04.2000	2226471240
33	Labour	Shaikh J.A.D.	D	01.04.1998	01.04.1998	2226471240
34	Labour	Bhalerao D. S.	D	06.10.2006	06.10.2006	2226471240
35	Labour	Singh R. S.	D	06.10.2006	06.10.2006	2226471240
36	Labour	Vacant				
37	Labour	Gore V.R.	D	01.09.1995	01.09.1995	2226471240
38	Labour	Sandewal J. D.	D	06.10.2006	06.10.2006	2226471240
39	Labour	Vacant				
40	Labour	Shaikh A. S. I.	D	06.10.2006	06.10.2006	2226471240
41	Labour	Vacant				
42	Labour	Shirgaonkar S. G.	D	06.10.2006	06.10.2006	2226471240
43	Labour	Pagare V.C.	D	06.10.2006	06.10.2006	2226471240
44	Labour	Nikalje M. V.	D	06.10.2006	06.10.2006	2226471240
45	Labour	Vacant				
46	Labour	Vacant				
47	Labour	Jadhav P. D.	D	17.03.2006	17.03.2006	2226471240
48	Labour	Masavekar S .G.	D	16.07.2008	16.07.2008	2226471240
49	Labour	Kate S. J.	D	19.07.2008	19.07.2008	2226471240
50	Labour	Lawrence B. D.	D	21.07.2008	21.07.2008	2226471240
51	Labour	Meher S. J.	D	25.07.2008	25.07.2008	2226471240
52	Labour	Vaidya K. R.	D	25.07.2008	25.07.2008	2226471240
53	Labour	Shinde S. P.	D	22.11.2008	22.11.2008	2226471240
54	Labour	Vacant				
55	Labour	Pawar R. K.	D	16.07.2008	16.07.2008	2226471240
56	Labour	Thale J. K.	D	05.11.2011	24.07.2013	2226471240
57	Labour	Kalel K.G.	D	05.11.2011	24.07.2013	2226471240
58	Labour	Sarokte G. M.	D	08.11.2011	08.11.2011	2226471240
59	Labour	Shaikh K. K. A.	D	07.10.2011	05.11.2012	2226471240
60	Labour	Shagir A. S. A.	D	11.11.2011	11.11.2011	2226471240
61	Labour	Sable S. C.	D	08.11.2011	08.11.2011	2226471240
62	Labour	Zore P.M.	D	08.11.2011	08.11.2011	2226471240

63	Labour	Haryan D.L.	D	08.11.2011	01.10.2013	2226471240
64	Labour	Vacant				
65	Labour	Warghade S.B.	D	08.11.2011	05.06.2014	2226471240
66	Labour	Vacant				
67	Labour	Chougule P. D.	D	01.09.1995	01.09.1995	2226471240
68	Labour	Dhotre S. H.	D	01.09.1995	01.09.1995	2226471240
69	Labour	Pawar V. T.	D	01.09.1995	01.09.1995	2226471240
70	Labour	Pawar K. N.	D	15.09.1995	15.09.1995	2226471240
71	Labour	Vacant				
72	Labour	Salve J. M.	D	25.10.1989	25.10.1989	2226471240
73	Labour	Vacant				
74	Labour	Magar A.B	D	03.04.2014	03.04.2014	2226471240
75	Labour	Mane D.D.	D	21.10.2011	21.10.2011	2226471240
76	Labour	Rajput R.B.	D	21.10.2011	21.10.2011	2226471240
77	Labour	Bhoye S.K.	D	21.10.2011	21.10.2011	2226471240
78	Labour	Vacant				
79	Labour	Vacant				
80	Labour	Pawar G. S.	D	08.11.2011	08.11.2011	2226471240
81	Labour	Kalokhe P.B.	D	21.10.2013	21.10.2013	2226471240
82	Labour	Kamble S. K.	D	05.10.1988	05.10.1988	2226471240
83	Labour	Kothintee B. B.	D	06.10.2006	06.10.2006	2226471240
84	Labour	Kamble V. L.	D	06.10.2006	06.10.2006	2226471240
85	Labour	Kasale M. M.	D	06.10.2006	06.10.2006	2226471240
86	Labour	Kamble B. B.	D	06.10.2006	06.10.2006	2226471240
87	Labour	Gondke D.S.	D	08.11.2011	05.06.2014	2226471240
88	Labour	Gadekar M.N.	D	08.11.2011	05.06.2014	2226471240
89	Labour	Tadvi U.S.	D	08.11.2011	05.06.2014	2226471240
90	Labour	Pawar S.P.	D	21.10.2011	21.10.2011	2226471240
91	Labour	Vacant				
92	Labour	Nipurte K.L.	D	08.11.2011	08.11.2011	2226471240
93	Labour	Slave.D D	D	10.11.2020	10.11.2020	2226471240
94	Labour	Shelavale A.T.	D	20.01.2012	20.01.2012	2226471240
95	Labour	Vacant				
96	Labour	Boke B.R.	D	20.01.2012	20.01.2012	2226471240
97	Labour	Vacant				
98	Labour	Vacant				
99	Labour	Vacant				
100	Labour	Katkar S.P.	D	21.10.2013	21.10.2013	2226471240

Section 4(1) (b) (x)

Officers/Employess Pay Grades

DESIGNATION	DESIGNATION CODE	GRADE CODE	GRADE
P.C.O.	B 271	B 28	9300-34800 GRP 4300
Clerk	C 034	C 27	5200-20200 GRP 2000
Sup. J.O.	C 444	C 19	5200-20000 GRP 2000
J.O.	C 436	C 31	5200-20200 GRP 2000
J.O. (Rat)	C 438	C 31	5200-20200 GRP 2000
F.S.I.	C 547	C 37	5200-20200 GRP 1950
D.S.I.	C 612	C 49	5200-20200 GRP 1900
SFW	D 416	D 23	5200-20200 GRP 1800
Labour	D 114	D 25	5200-20200 GRP 1800

Section 4(1) (b) (xi)

THE BUDGET ALLOCATED TO EACH AGENCY (PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE)

Section 4(1) (b) (xii)

THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCULDING AMOUNTS ALLOCATED AND DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

NOT APPLICABLE

Section 4(1) (b) (xiii)

**PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED BY IT.**

**Technical Norms of granting permission of different water bodies Notice and
requisitions**

BRIHANMUMBAI MAHANAGARPALIKA PUBLIC HEALTH
DEPARTMENT INSECTICIDE BRANCH

**CONDITIONS /SPECIFICATIONS GOVERNING DEEMED NOC
TO WATER STORAGE TANKS (CISTERNS)**

REFERENCE :- SECTIONS 274, 274(A) &381(A) OF THE M.M.C.ACT.

The body of the tank :

- 1.The cisterns should be made of wrought iron, mild steel, R.C.C. or any other material sufficiently thick and strong to withstand the Wight of an average and when he stands the top of the tank.
- 2.The side sheet, the bottom sheet and the top sheet should be properly bolted or welded to leave no gaps or crevices at any point.
- 3.The top sheet of the tank should be propped by the permanent fixtures from the inside to prevent sagging. There should be no depression on the top sheet which is likely to hold or retain water.
4. The cylindrical tank should not be more than 2.25 mm in height including the height of the foundation on which it may be rest.
5. The cylindrical tank more than height should be installed horizontally or proper foundation.

The Manhole and the cover assembly.

The manhole cover should be fitted on the masonry elevation at least 12cm above the level of the top slab with it's collar rim grouted in the elevation with vertical bolts.

6. There should be a circular manholes on the top sheet and cast iron rim with collar should be firmly fixed on it.

7. The rim with collar should be cast in one place.
8. There should be no gap between the top sheet and collar. If gaps exist they should be caulked with lead wool or molten lead or any material approved by the certifying authority.
9. The manhole should have a properly fitting cap cover of the cast iron cast in one place.
10. The vertical edge of the cap cover should rest on the collar around the manhole with the rim of the latter toughing the inside of the cap cover to afford a double resting arrangement.
11. In case of masonry cisterns, the manhole collar ring should be visibly above the top level of the cisterns.
12. The cross bar of the cap cover should be short so that the hinge and the hasp is as close to the lid as possible to ensure proper closing of the lid.
13. The lid of the cisterns should always be reverted.
14. If the cistern is more than 3mm long an additional manhole cover should be provided to facilitate sampling at all corners with a sampling device of 1.5 mm length.
15. The feeding, overflow (warning) and take pipes should be provided with check nuts from inside and outside to prevent formation of gaps and to avoid leakage.
16. The overflow pipe should be protected at its free end by a perforated copper or brass plate, and the perforated plate should be within the hand reach to facilitate inspection.

The access.

17. All cisterns with height more than 1.2 should be provided with a fixed sturdy iron ladder.
18. The upper end of the ladder should be firmly fixed to the top sheet. They should be provided with side supports.
19. The iron ladder exceeding 2.5m in height should be provided with side supports.
20. The ladder exceeding 8m in height should be provided with hand rails on both sides.

21.If access to the terrace is by means of a wooden staircase , it should not remain open and exposed to the sun and rain.

22. If the cistern is under some cover or shelter, there should be sufficient space between the cistern and the roof to enable easy inspection and sampling.

23. In the case of overhead water storage tank, sturdy and safe iron or R.C.C. platforms should be provided at suitable intervals, instead of straight ladder from bottom to the top.

The Suction Tank :

24. The top of the tank should be raised above the surrounding ground level by a minimum of 45 cm. If the depth of the suction tank is more than 8 feet then there should be provision of safe, easy and permanent mean of access (without obstructing the proper closure of the lid cover) from top slab of the tank to the bottom of the tank

25. The pump room should invariably be connected the house drains by means of a gully trap. The pump foundation hollows should be filled in to the top circumference.

SPECIAL REOURIMENT:-

26. Horizontally installed cylindrical tanks should have a rectangular platform serving as the resting surface for cover assembly. The platform should be spacious to accommodate fixing of a ladder.

27.Vertically installed cylindrical tanks with convex top should have an appropriate railing along the top of circumference.

28.The manhole size and the cover assembly components should be of standard dimensions and easily available in the local market.

29.H.D.P.E.tanks should be so fabricated as to avoid any degree of sagging of the top after fixing of a cover assembly or on climbing over it during the inspection

30. The distance between the adjacent manhole cover and between any manhole cover and the side wall of the suction tank should not exceed 5feet.

FORMAT OF SELF DECLARATION FOR WATER STORAGE TANKS

To,

The Pest Control Officer

_____ Ward

(Address) _____

Sub: Deemed NOC for _ nos.of (make) Water Storage Tank/s at _____

I / We hereby solemnly declare as below :-

1. That the above mentioned cistern/s is/are maintained in mosquito proof condition :-
 - a) by providing MCGM approved standard pattern round cast iron manhole covers which are fitted on the manhole leaving no gap between the top sheet / rim / top slab & the collar ring of the manhole cover assembly.
 - b) by providing check nuts to the feeding pipes & overflow pipes.
 - c) by providing a ' Jali ' to the end of the overflow pipes & ventilation pipes.
2. That the above mentioned cistern/s is/are maintained in accessible condition by providing a safe & easy ladder, the distal ends of which are embedded in a cement concrete block & the top ends of which are curved & bent at a height of 18 inches & are fixed to the top of the tank.

The above items shall be binding on me / us, our Administrators and Assignees. I / We will also comply with any other conditions of the other departments of Brihanmumbai Mahanagarpalika.

(Name & Signature)

FORMAT FOR UNDERTAKING ON RS.500/- STAMP PAPER FOR PERMISSION TO BORE/TUBE WELLS

To,
The Pest Control Officer
_____ Ward
(Address) _____

Sub: Permission for Bore / Tube well at _____

I / We hereby solemnly Undertake as below :-

A) Conditions of Insecticide Office:-

1. The bore/tube well and the water storage tank/s in which the bore/tube well water is stored shall be maintained in mosquito-proof condition.
2. The independent pipe line which supplies bore/tube well water shall be painted in a conspicuous colour preferably 'Red'. A notice to indicate that 'the water is not for drinking purposes' shall be displayed next to the bore/tube well and shall be painted on the water storage tank holding the bore/tube well water.
3. The bore/tube well water shall not be intermixed with the Municipal supply at any point and shall be used only for non-potable purposes as permitted in the letter of permission.
4. The responsibility of maintenance of bore/tube well should also be transferred to new owner society with the intimation to the Insecticide Officer in case of transfer of the property.
5. The B.M.C., their Officers and servants will be held harmless and indemnified from and against all losses, suits, damages, costs, charges, claims and demands whatsoever including claim under the Workmens Compensation Act 1923, which the B.M.C., their Officers and servants sustain or incur or become liable to pay be reason or in consequence of any injury to any person or to a third party whether resulting directly or indirectly from existence and / or of the said bore/tube well or occasioned through any accident or adverse effect.
6. The permission to use water of the bore/tube well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days notice.

B) Conditions of Rainwater Harvesting Department :-

1. The bore well will be recharged with appropriate quantity of clean roof top rain water through a system of collection pipes laid above ground, with first flush and filter arrangement.
2. The rain water shall not be exposed to ground prior to recharge structure.
Recharge unit and typical first flush arrangement will be maintained as per the schematic drawing
3. of (typical) recharge structure provided by Municipal Corporation of Greater Mumbai (M.C.G.M.)
4. The filter media shall be cleaned regularly to avoid clogging and mosquito breeding.
5. The structure shall be mosquito proof as per guidelines issued by Pest Control Officer / Health Department.
6. The responsibility of Maintenance of tube well should also be transferred to new owner society with the intimation to this office in case of transfer of the property.
7. The BMC, their officers and servants will be held harmless and indemnified from and against all

losses, suits, damages, costs, charges, claims and demands whatsoever including claim under the Workmen's Compensation Act 1923, which the BMC, their officers and servants sustain or incur or become liable to pay be reason or in consequence of any injury to any person or to a third party whether resulting directly or indirectly from existence and /or use of the said tube well water and tube well or occasioned through any accident or adverse effect.

8. The permission to use water of the tube well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, there by giving three days notice.

C) Conditions of H.E. Department:-

1. That the water from the Bore/Tube/Ring/Surfacewell shall not be used for any other purpose than permitted and shall not be exploited commercially.

The above items shall be binding on me / us, our Administrators and Assignees. I / We will also comply with any other conditions of the other departments of Brihanmumbai Mahanagarpalika.

(Name & Signature)

FORMAT FOR UNDERTAKING ON RS.500/- STAMP PAPER FOR PERMISSION TO RING WELLS

To,
The Pest Control Officer
_____ Ward
(Address) _____

Sub: Permission for Ring Well at _____

I / We hereby solemnly Undertake as below :-

1. The ring well shall be maintained in mosquito-proof condition by covering the ring well with an RCC slab which shall be provided with standard pattern mosquito-proof cover/s and the water storage tank/s in which the ring well water is stored shall also be maintained in mosquito-proof condition at all times.
2. The independent pipe line which supplies ring well water shall be painted in a conspicuous colour preferably 'Red'. A notice to indicate that 'the water is not for drinking purposes' shall be displayed next to the ring well and shall be painted on the water storage tank holding the ring well water.
3. The ring well water shall not be intermixed with the Municipal supply at any point and shall be used only for non-potable purposes as permitted in the letter of permission.
4. The responsibility of maintenance of ring well should also be transferred to new owner society with the intimation to the Insecticide Officer in case of transfer of the property.
5. The B.M.C., their Officers and servants will be held harmless and indemnified from and against all losses, suits, damages, costs, charges, claims and demands whatsoever including claim under the Workmens Compensation Act 1923, which the B.M.C., their Officers and servants sustain or incur or become liable to pay be reason or in consequence of any injury to any person or to a third party whether resulting directly or indirectly from existence and / or of the said ring well or occasioned through any accident or adverse effect.
6. The permission to use water of the ring well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days notice.

The above items shall be binding on me / us, our Administrators and Assignees. I / We will also comply with any other conditions of the other departments of Brihanmumbai Mahanagarpalika.

(Name & Signature)

**FORMAT FOR UNDERTAKING ON RS.500/- STAMP PAPER FOR USE OF WATER FROM EXISTING
SURFACE WELLS**

To,
The Pest Control Officer
_____ Ward
(Address) _____

Sub: Permission for Existing Surface Well at _____

I / We hereby solemnly Undertake as below :-

1. The well shall be maintained in mosquito-proof condition by covering the well with an RCC slab which shall be provided with standard pattern mosquito-proof cover/s and the water storage tank/s in which the well water is stored shall also be maintained in mosquito-proof condition at all times.
2. The independent pipe line which supplies well water shall be painted in a conspicuous colour preferably 'Red'. A notice to indicate that 'the water is not for drinking purposes' shall be displayed next to the well and shall be painted on the water storage tank holding the well water.
3. The well water shall not be intermixed with the Municipal supply at any point and shall be used only for non-potable purposes as permitted in the letter of permission.
4. The responsibility of maintenance of well should also be transferred to new owner society with the intimation to the Insecticide Officer in case of transfer of the property.
5. The permission to use water of the well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days notice.

The above items shall be binding on me / us, our Administrators and Assignees. I / We will also comply with any other conditions of the other departments of Brihanmumbai Mahanagarपालिका.

(Name & Signature)

**FORMAT OF IDEMNITY BOND ON Rs.500/- STAMP PAPER FOR
BORE/TUBE WELLS, RING WELLS & EXISTING SURFACE WELLS**

To,
The Municipal Commissioner
Municipal Corporation of Greater Mumbai,
Mahapalika Marg, Fort,
Mumbai – 400 001.

Sub : Permission for Bore/Tube wells / Ring wells / Existing Surface
wells at _____

1) This deed of Indemnity is made on this ___day of ___month _____ year between
Shri _____residing _____ at

_____, hereinafter referred to as the 'Obligors' (in which expression are included unless such inclusion is inconsistent with the context, their heirs executors, administrators and assigns) of the First Part and **The Municipal Corporation of Greater Mumbai**, a Corporation constituted by the Mumbai Municipal Corporation Act, 1888, hereinafter referred to as '**The Corporation**' (in which expression are included unless such inclusion is inconsistent with the context, its successor or successors and assigns) of the Second Part and _____, Municipal Commissioner for Greater Mumbai hereinafter referred to as '**The Municipal Commissioner**' (in which expression are included unless such inclusion is inconsistent with the context, his successor or successors for the time being holding the office of the Municipal Commissioner) of the Third Part.

2) AND WHEREAS The Municipal Corporation will be granting permission to Bore/Tube wells / Ring wells / Existing Surface wells situated at _____

3) And whereas this permission will be granted on the basis of documents submitted by the Obligor in support of an application.

4) And whereas for issue of the permission, the Obligor has given undertakings in the prescribed format to M.C.G.M. to abide with the contents therein.

5) And whereas in continuation to the said undertaking, the Obligor hereby execute the indemnity Bond in the manner hereinafter appearing.

NOW THIS INDENTURE WITNESSES that in pursuance of the facts mentioned by the Obligors and in consideration on the terms, the Obligors do hereby bind himself and their executors, administrators and assigns covenant with the Corporation and with the Commissioner hereinafter save harmless and indemnify the Corporation and the Municipal Commissioner or either of them and against all actions, claims, damages, demand of any nature of kind whatsoever which may be instituted, prepared , claimed or made against the Corporation and the Commissioner or either of them.

The Obligors further undertake to the Corporation to abide by the terms and conditions of the said Permission as well as to perform and act according to the terms and conditions of the Permission of the Mumbai Municipal Corporation Act, 1888 and if there is any complaint, dispute in respect of the same, the obligors save and keep harmless and indemnify the Corporation and the Commissioner or either of them from and against all actions, acts, causes, claims, damages, demand of any nature and kind whatsoever which may be instituted, prepared, claimed or be made against the Corporation and the Commissioner or either of them.

IN WITNESS WHEREOF the Obligors have hereunto set their respective hands and seal on the day and year hereinabove written.

SIGNED, SEALED AND DELIVERED.

OBLIGOR

IN PRESENCE OF.....

Mr./ Mrs.

Address -

Mr./Mrs.

Address

MUNICIPAL CORPORATION OF GREATER MUMBAI

Public Health Department
Insecticide Branch

Permission Tube/Borewell

5 th floor Hawkers
plaza Bldg, Janta Cloth
Market, Senapati Bapat
Marg Dadar (W)
Mumbai-400028 Email
Id-thIo.phd@mcgm.gov.in
No. IO/ /SR

Date:

To,

Sub :- Permission to allow to dig new bore well and to use water
from the said borewell For **Non – potable purposes** at

Ref :- 1) An undertaking submitted by you dt
2)PCO/HE/ /SR dt. .2022

Sir/Madam,

Permission to allow to dig & retain a bore well and allow the use of water from the tube well for **Non – potable** purposes at the above place is hereby granted to you subject to the compliance with the conditions mentioned in the memo of conditions duly signed by you. A board prohibiting the use of the well water for drinking, bathing, cooking purpose shall be exhibited at a conspicuous place.

The permission is liable to be summarily revoked, if any of the conditions in the memo of conditions is not found to have been complied with or breached, in that case you will be liable to legal action as provided under Mumbai Municipal Corporation Act.

The said bore well shall be dug within 30 days of permission being granted as otherwise the said permission automatically stands void/revoked.

(Rajan Naringrekar)
Insecticide Officer,

Copy to : 1) Pest control Officer 'H/East' ward for information.
2) A.E.W.W. 'H/East' Ward.

FORMAT OF SELF DECLARATION FOR SWIMMING POOLS

To,
The Pest Control Officer
_____ Ward
(Address) _____

Sub: Deemed NOC's for Swimming Pool at _____

I / We hereby solemnly Declare as below :-

1. The plan of the said swimming pool has been approved by competent planning authority & the approval number is ____ dtd _____.
2. The swimming pool has been provided with an outlet flushed with the bottom for emptying the bath tank thoroughly and same is connected to the Municipal drain or balancing tank through proper intermediate Municipal approved fitting having water seal.
3. The swimming pool when not functional will be kept empty and water will not be allowed to stagnate so as to prevent breeding of vector mosquitoes.
4. It will be binding on me/us to allow immediate and uninterrupted access to the bonafide staff members of Municipal Corporation of Greater Mumbai, for the purpose of inspection and treatment or any other action regarding the swimming pool, which the Insecticide Officer finds deemed fit in any situation as per relevant provision of M.M.C. Act.
5. The balancing tank is maintained in mosquito proof condition & is provided with Standard Pattern MCGM approved round cast iron / fiber glass manhole cover.

I am aware that, If I fail to maintain the said swimming pool as per the declaration, MCGM will be initiating legal action under the provisions of MMC Act 1888.

(Name & Signature)

FORMAT OF SELF DECLARATION FOR COOLING TOWERS

To,
The Pest Control Officer
_____ Ward
(Address) _____

Sub: Deemed NOC for _ nos.of Cooling Tower/s at _____

I / We hereby solemnly Declare as below :-

1. The cooling tower is installed constructed with its bottom at a height more than 1.2 mtrs & is provided with a permanently fixed iron ladder (the lower ends of which are embedded in a cement concrete block and the upper ends curved and fixed to serve as hand grips) to facilitate sampling and inspection.
2. The bottom trough will be emptied and scrubbed thoroughly once a week.
3. The bottom trough is provided with sufficient number of spouts or sprinklers to agitate the entire surface of water, from a minimum height of 2 mtrs.
4. The water will be drained off & the cooling tower will be maintained in dry condition when it is not in use.

The above items shall be binding on me / us, our Administrators and Assignees. I / We will also comply with any other conditions of the other departments of Brihanmumbai Mahanagarpalika.

(Name & Signature)

FORMAT OF SELF DECLARATION FOR JACUZZI

To,
The Pest Control Officer
_____ Ward
(Address) _____

Sub: Deemed NOC for Jacuzzi/s at _____

I / We hereby solemnly Declare as below :-

1. The jacuzzi is provided with an outlet flushed with the bottom for emptying the bath tank thoroughly and same is connected to the Municipal drain / balancing tank through proper intermediate Municipal approved fitting having water seal.
2. The balancing tank of the Jacuzzi is maintained in mosquito proof condition having BMC approved standard pattern cast iron / fiber glass round manhole cover.
3. The jacuzzi when not functional will be kept empty and water will not be allowed to stagnate so as to prevent breeding of vector mosquitoes.
4. It will be binding on me/us to allow immediate and uninterrupted access to the bonafide staff members of Municipal Corporation of Greater Mumbai, for the purpose of inspection and treatment or any other action regarding the Jacuzzi, which the Insecticide Officer finds deemed fit in any situation as per relevant provision of M.M.C. Act.

The above items shall be binding on me / us, our Administrators and Assignees. I / We will also comply with any other conditions of the other departments of Brihanmumbai Mahanagarpalika.

(Name & Signature)

MUNICIPAL CORPORATION OF GREATER MUMBAI

**Public Health
Department
Insecticide Branch**

Requirement and undertaking for Tube well

1. The mouth of the Tube well will be kept and maintained in mosquito proof condition.
2. The notice board will be displayed and affixed in conspicuous point indicating that "WATER NOT FOR DRINKING PURPOSE".
3. The independent pipe line will be laid down pointed in a conspicuous colour (RED) for carrying water from the tube well to the place where it is needed,.
4. The tube well water will not be used for the purpose other then permitted.
5. Adequate arrangements will be taken to dispose of waste water and spillage by connecting it to municipal sewer and will not be allowed the water to accumulate.
6. The municipal water supply and well water supply will not be intermixed at any point an will be provided a separate standard pattern mosquito proof tank for storing well water with safe access as per municipal rules.
7. The tube well will be closed sunk into ground until final fitting are provided with properly fitting plug during the period when boring operations are not actually going on.
8. All the pits dug will; be filled in this connection with earth the boring operations are complete.
9. The pump and all its fittings will be removed after the completion of the building construction work and plugged the well permanently, if not required further.
- 10.The well water will be used only at the site and will not be transported for, outside the premises.
- 11.The well will be bored and all works completed within 3 months from granting of provisional permission.
- 12.The responsibility will be transferred whenever ownership is transferred or changed and shall be binding on the new owner / owners.

The above items will be binding on me /us, our administrators and assignees. I/We also comply with any other condition of the other department of Municipal Corporation of Greater Mumbai If any.

Yours faithfully,

HCC WELL:-

**The Insecticide officer Municipal corporation of grater Mumbai.
Mumbai.**

Sir,

I /we the undersigned, hereby given undertaking in writing and declare as follow :

- 1) I/we cover the well with R.C.C. slab and provide standard patterns mosquito proof covers to make the well mosquito proof and will continues to maintain mosquito proof condition at all times.
- 2) I/We lay down an independent pipe line painted in a conspicuous color (Red) for carrying water from the well to the place where it is needed.
- 3) I/We not intermix the municipal water supply and well water supply at any point and provide separate standard pattern mosquito proof tank for storing well water with safe access as per municipal rules.
- 4) I/we will not tap the well water at any point and I/we take direct line to the feeding storage tank, or to the process or site of use.
- 5) I/We display a notice board, in conspicuous point indicating that “WATER NOT FOR DRINKING PURPOUS”.
- 6) I/We will not use well water for the purpose other than permitted.
- 7) I/We make adequate arrangements to display waste water spillage by connecting it to be municipal sewer and will not allow water to accumulate.
- 8) I/We will remove, the pump and all other accessories after the completion work without disturbing the mosquito proof arrangements of the well.
- 9) The HCC well water will be used only at the site and will not be transported for the outside the premises.
- 10) The responsibility will be transferred whenever ownership is transferred or changed and shall be binding on the new owner / owners.

(This item is applicable only where the well water is to be used for construction purpose)

This will be binding on me/us, our heirs , administrators and assignees. I/We also comply with any other conditions of the other departments of Municipal Corporation of Greater Mumbai.

Yours faithfully,

Ring well conditions to be added.....

Ring WELL

**The Insecticide officer ,
Municipal corporation of grater Mumbai.
Mumbai.**

Sir,

I /we the undersigned, hereby given undertaking in writing and declare as follow :

- 1) I/we cover the well with R.C.C. slab and provide standard patterns mosquito proof covers to
make the well mosquito proof and will continues to maintain mosquito proof condition at
all times.
- 1) I/We lay down an independent pipe line painted in a conspicuous color (Red) for carrying
water from the well to the place where it is needed.
- 2) I/We not intermix the municipal water supply and well water supply at any point and provide separate standard pattern mosquito proof tank for storing well water with safe access as per municipal rules.
- 3) I/we will not tap the well water at any point and I/we take direct line to the feeding storage tank, or to the process or site of use.
- 4) I/We display a notice board, in conspicuous point indicating that “WATER NOT FOR DRINKING PURPOUS”.
- 5) I/We will not use well water for the purpose other than permitted.
- 6) I/We make adequate arrangements to display waste water spillage by connecting it to be municipal sewer and will not allow water to accumulate.
- 7) I/We will remove, the pump and all other accessories after the completion work without disturbing the mosquito proof arrangements of the well.
- 8) The ring well water will be used only at the site and will not be transported for the outside the premises.
- 9) The ring well will be dug and all works completed within 3 months from granting of provisional permission.
- 10) The responsibility will be transferred whenever ownership is transferred or changed and shall be binding on the new owner / owners.

(This item is applicable only where the well water is to be used for construction purpose)

This will be binding on me/us, our heirs , administrators and assignees. I/We also comply with any other conditions of the other departments of Municipal Corporation Greater Mumbai.

Yours faithfully,

**MUNICIPAL CORPORATION OF GREATER MUMBAI PUBLIC
HEALTH DEPARTMENT Insecticide Branch**

CONDITIONS GOVERNING DEEMED NOC TO COOLING

TOWER

1. The cooling tower when installed or constructed with its bottom at a height more than 1.2 meters, it should be Provided with a permanently fixed iron ladder (the lower ends of which are embedded in a cement block and the upper ends curved and fixed to serve as hand grips) to facilitate sampling and inspection.
2. The bottom of the trough should be emptied and scrubbed thoroughly once a week.
3. The bottom trough should be provided with sufficient number of spouts or sprinklers to agitate the entire surface of water, from a minimum height of 2 meters.

Note:- Failure to observe any of the aforesaid conditions will result in revoking the permission and initiation of legal action.

**APPLICATION FORM FOR ISSUANCE RENEWAL OF PERMISSION
FOR EXISTING / PERMITTED / NEW WATER FOUNTAINS /
CASCADES ETC.**

(I) EFFECT :

The Policy in respect of issuance/renewal of permission for existing permitted/new water fountain/cascades etc. will come in to effect from _____

(II) NEED FOR REGULATION :

For Last many years fountains have been one of the main breeding spot for Anopheles mosquito, a vector for malaria in Mumbai. However since fountain / cascades etc. form an integral part of clean Mumbai & beautiful Mumbai, a need to re-consider the policy for granting permission to fountains etc. by implementing strict rules & regulation came forward. Municipal Corporation of Greater Mumbai therefore sincerely appeal to the applicants to follow the rules and regulations in this regard and co-operate the administration.

(III) GENERAL NORMS :

The permission for fountains / cascades U/s.381A(1) of M.M.C. Act. will be issued from the office of the Insecticide Officer, 5 th floor Hawkers plaza Bldg,Janta Cloth Market, Senapati Bapat Marg Dadar (W) Mumbai-400028.

(IV) PROCEDURE FOR ISSUE OF PERMISSION TO NEW / EXISTING PERMITTED WATER FOUNTAINS

(a) Application

An application form will only be issued to the Owner on payment of Rs.100/- in cash at Pest Control Officer's Office - (Appendix 'A')

(b) Scrutiny Charges

Scrutiny charges of Rs.400/- be paid along with the documents.

(C) Document to be enclosed

- 1) (i) Ownership document in the form of certified / attested copy of latest assessment tax bill & receipt / P.R. Card / copy of Index-II or any other authentic proof of ownership.
(ii) Certified true copy of the set of blue prints of the plan approved by D.P.
(iii) Sketch prepared by licensed Architect / Surveyor Showing
 - a. Vertical Section
 - b. Horizontal Section
 - c. Front elevation
 - d. Dimension & Capacity In liters of the sump.
 - e. Size & Position of the Manhole / Manholes of the balancing tank
 - f. Point of inflow to the sump should be through water seal, preferably one or more nahni traps.
 - g. Point of outlet to the drainage connection / soakpit.

(V) PROCEDURE FOR PERMISSION

- a) Initially provisional permission shall be granted to construct the fountain etc. on verification of the documents.
- b) Draft conditions are incorporated as appendix ‘C’ in this booklet and on physical compliance of the conditions mentioned in the memo, final permission will be issued on remittance and submission of the following.
 - i) Undertaking on Rs.500/- stamp paper of conditions governing the fountain permission, as per format put in this booklet.
 - ii) Indemnity bond as per format - Appendix ‘B’
 - [iii] Payment of Security deposit of Rs.20,000/- (Rs. Twenty Thousand Only) by D.D. only in the Name of M.C.G.M.
 - iv) Payment of fees of Rs.6,000/- (Rs. SixThousand Only) by D.D.in the name of M.C.G.M.

(VI) REFUSAL TO PERMISSION

The application for permission to existing / proposed water fountain etc. shall be considered for process if and only if all the water storages other than the fountain etc., under permission procedure is/are in absolutely mosquito proof and accessible condition as per the norms of Insecticide Branch of Public Health Dept. of M.M.C. and there is no action whatsoever pending against the said premises regarding section 381/381-A of MMC Act.

(VII) PROCEDURE FOR RENEWAL

(a) TIME OF RENEWAL

Any time before expiry of permission.

(b) RENEWAL FEES

The renewal fees shall be Rs.6,000/- (Rs. SixThousand Only).

(c) PENALTY FOR DELAY IN RENEWAL

The Schedule of late Renewal fees of permission to fountain, Ornamental Tank, rock garden etc. on Late renewal.

Sr. No.	Delay in Renewal Period	% of Penalty	Penalty Fees (Rs.)
01.	First Quarter	25%	1500/-
02.	Second Quarter	50%	3000/-
03.	Third Quarter	75%	4500/-
04.	Fourth Quarter	100%	6,000/-

Above fees are to be paid in addition to permission fee of Rs.6,000/- p.a.

(d) NORMS FOR RENEWAL

Every permission will be renewed except in such cases where it is objectionable to renew under the prevailing maintenance condition of the fountain or due to change in policy guidelines, if any from the Municipal Commissioner.

(e) POLICY FOR NON-RENEWAL OF PERMISSION

- (i) On non-renewal of permission for more than one year the permission shall be treated as revoked.
- (ii) The Security deposit shall be forfeited in case of non renewal for more than one year.
- (iii) Legal action u/s. 381/381A shall be initiated as per M.M.C. Act=1888.
- (iv) If required demolition / seizure action of the fountain will be initiated at the risk & cost of the owner.

(VIII) PROCEDURE FOR PERMISSION AFTER REVOCATION

The Owner if desire to obtain the permission after revocation shall have to follow the same procedure as described before for new fountain (As described in 'V').

(IX) PROCEDURE FOR TRANSFER OF PERMISSION

Transfer of permission arises in following cases

- (1) The death or retirement of the owner & his legal heir becoming the owner.
- (2) Addition, alteration or deletion in the name of the permission holder.

(X) CONCLUSION

The permission holder shall abide by every instruction and rule and regulation regarding the physical condition of the fountain etc. and its maintenance as well as disease potential arising due to improper maintenance of the fountains permitted or any default due to nonpayment or delayed payment of security deposit and permission fees and the penalty amount for delay, incorporated in the said permission and also which is not contained in the said permission and laid down later by the corporation; who may add or amend or delete any of the above rules and rules as such amended accordingly but without prejudice to anything done or to be done before any such change, if any dispute arises out of calculation of payment of permission fees, or interpretation of the above rules etc. therein the decision of Corporation/Commissioner shall be final.

APPENDIX - B
INDEMNITY BOND ON Rs. 500/-
Stamp Paper

To,
The Municipal Commissioner,
Municipal Corporation of Greater Mumbai,
Mumbai – 400 001.

Sub :

Ref :

- 1) This Deed of indemnity is made this _____ day of _____ Month
_____ year between Shri. / Smt./ M/s. _____
_____ Proprietor / Partner /
Secretary of M/s. _____ residing at
_____ hereinafter referred to as
“the Obligors” (in which expression are included unless such inclusion is
inconsistent with the context, their heirs, executors, administrators and assigns) of
the First Part and The Municipal Corporation of Greater Mumbai a Corporation
constituted by the Mumbai Municipal Corporation Act. 1888 hereinafter referred to
us ‘The Corporation’ (in which expression are included unless such inclusion is
inconsistent with the context, its successor or successors and assigns) of the
Second Part and Shri. _____
the Municipal Commissioner for Greater Mumbai hereinafter referred to as ‘the
Municipal Commissioner’ (in which expression are included unless such
inclusion is inconsistent with the context, his successor or successors for the
time being holding the office of the Municipal Commissioner) of the Third Part.
- 2) AND WHEREAS this Permission for fountain / cascade etc. is granted on
the basis of documents submitted by the Obligor.
- 3) And whereas for issue of the permission for fountain / cascade etc. in the
prescribed booklet to M.C.G.M. to abide with the contents therein.
- 4) And whereas in continuation to the said undertaking, the Obligor hereby
execute Indemnity Bond in the manner hereinafter appearing.

NOW THIS INDENTURE WITNESSES that in pursuance of the facts
mentioned by the obligor and in consideration on the terms, and Obligors do
hereby bind himself / herself / themselves and their executors, administrators and
assignees covenant with the Corporation and with the Commissioner hereinafter
save harmless and indemnify the Corporation and the Municipal Commissioner or
either of them from and against all actions, claims, damages, demand of any nature
kind whatsoever which may be instituted, prepared, claimed or made against the
Corporation and Commissioner or, either of them.

The Obligors further undertake to the Corporation to abide by the terms and conditions of the said permission for fountain / cascades etc. as well as to perform and act according to the terms and conditions under section 381A(1) of the Mumbai Municipal Corporation Act, 1888 amended up-to-date and if there is any complaint, dispute in respect of the same, the obligors save and keep harmless and indemnify the Corporation and the Commissioner or either of them from and against all actions, and causes, claims, damages, demand of any nature and kind whatsoever which may, be institute prepared, claimed or be made against the Corporation and the Commissioner of either of them.

IN WITNESS' WHEREOF the Obligors have hereunto set their respective hands and sign on the day and year hereinabove written;

SIGNED, SEALED AND DELIVERED)

1) _____)

2) _____)

in the presence of

1) _____)

2) _____)

)

OBLIGOR

GENERAL CONDITIONS

1. The application will not be considered unless the form is completely and correctly filled in.
2. If the information given in their application is found at any time to be incorrect, the permission if and when granted will be liable to be cancelled without notice and no refund of fees will be allowed for the unexpired period of such permission and suitable action will be initiated.
3. The issue of this form does not guarantee the grant of permission. It is illegal to run any water fountains / cascades etc. in anticipation of permission wherein legal actions as per MMC Act. will be immediately initiated as soon as such unauthorized water fountains / cascades etc. are noticed.
4. In case of transfer of ownership it is compulsory to transfer the permission by following due procedure.
5. The Permission fees are payable annually in advance and are non refundable. They must be paid within 10 days of the receipt of the demand as otherwise a composition on it at the prescribed rate will become due in addition to the prescribed fees.
6. The permission if granted will have to be produced in the Insecticide office for renewal before the expiry of the same every year on payment of necessary fees as otherwise the composition at the (same / prescribed) rate as above will be recoverable in addition to the prescribed fees and besides the permission will be treated as without permission and dealt with (as such / accordingly).

Received application on.....20

Receiver'sSignature

APPENDIX – C

Undertaking-cum-Bond of conditions governing Fountain Permission (To be submitted on Rs.500/- Stamp Paper)

Draft conditions (framed under Section 479 (1) of the M.M.C. Act) governing the permission to be granted under Section 381 A (1) of the M.M.C. Act for Ornamental Tanks, Water Fountains, Rock Garden Fountains, Artificial Water Falls etc.

1. I/We am/are aware that the Construction or installation of any structure such as Ornamental tanks, fountains, ponds, garden tank, trough, channel, etc., where water is played or held shall not be permitted or allowed to be put up or constructed on upper floors, or on the terrace indoors.
2. I/We shall see to it that the bottom of such Ornamental tanks, fountains, ponds shall be above the ground level and sloping towards the outlet flush with the bottom to facilitate complete draining upto the last drop. The outlet shall be reconnected to the Municipal Drain.
3. I/We shall see to it that where the water is circulated and made to fall from a height over the troughs, cups or ledges, they shall be provided with adequate slopes to disallow any collection of water when the fountain stops playing.
4. I/We shall see to it that all the vertical and horizontal surfaces over which the water runs or falls shall be perfectly even and smooth to disallow formation of pockets likely to hold or trap water or in any way be a hindrance at the time of emptying.
5. I/We shall see to it that there shall be built in automatic arrangement to drain out entire quantity of water into a mosquito proof sump on every occasion the fountain stops playing for the day. The mosquito proof sump shall be provided with standard pattern Municipal approved cast iron cover of round shape and the sump should not have gap opening or crevice exceeding 1.5 mm.

OR

The entire quantity of water shall be drained out directly into the Municipal Drain, the moment the fountain stops playing in a manner stated under condition No. 2.

7. I/We shall see to it that the entire surface of water shall remain sprinkled or agitated when the fountain is being played.
8. I/We shall see to it that the whole system shall be kept dry once in a week on the day of inspection as would be communicated.

9. I/We shall see to it that no aquatic plants should be introduced or grown which may prevent observance of weekly dry day.
10. I/We am/are aware that only the person having legal possession of the premises is eligible for such permission and applications made by other persons such as Builders, Developers, Architects, Contractors, etc. will not be considered. Applications must accompany with proper drawings, plans of the intended structures showing in take and drainage arrangement for water, otherwise same will not be considered.
11. I/We am/are aware that the permission holder shall pay the prescribed fees for the issue of permission and renewal of the same for all subsequent financial years as will be chargeable in accordance with the schedule fixed by the Corporation and in force on the day of issue or renewal of the permission. Fees paid may be liable to be revised even after the issue or renewal of permission and in case if the same are revised by the Corporation, the permission holder shall then be liable to make good the difference of fee in accordance with an intimation in that respect which will be communicated to him, failing-which the permission will be treated as cancelled.
12. I/We am/are aware that the permission is valid from the date of issue till the end of March of the same year and it shall be renewable for every subsequent financial year.
13. I/We am/are aware that the permission, when its fees are received by an instrument will be valid only on realization of the instrument, till then, or, if the instrument is dishonoured on any account, the party concerned will be deemed to be without permission and will be dealt with as such.
14. I/We am/are aware that the permission fee is non-refundable.
15. I/We am/are aware that the permission holder shall get his permission renewed in the month of March every year for all subsequent financial years, on payment of prescribed fees. No notice will be given to him for renewal of permission. If he fails to pay such fees within the stipulated time, he can still get his permission renewed if so allowed by the Competent Authority of the Corporation, by paying compensation charges as may be fixed by the Corporation in addition to the usual permission fees. In the absence of such payment the permission stands automatically cancelled and he will be liable for prosecution and his claim for renewal of permission shall not be considered.
16. I/We am/are aware that this permission does not absolve the permission holder from the obligations arising out of any other provisions of the Mumbai Municipal Corporation Act or other legislation in vogue and the permission is liable for suspension, revocation or cancellation, if so required in that connection.

17. I/We am/are aware that the permission holder shall not exceed or violate or in any way infringe the conditions of this permission. In such cases, the permission holder will be liable for prosecution and/or revocation of permission.
18. I/We am/are aware that the permission holder shall produce the permission for inspection purpose whenever demanded by duly authorised officer or offices of the Corporation.
19. I/We am/are aware that the permission holder shall inform the Insecticide officer in writing about any intended change in the permission at least one month in advance from the date of such intended change or from the date of expiry of permission whichever is earlier.
20. I/We am/are aware that the permitted premises shall be made available for inspection by the permission holder or his agent at any time to any duly authorized officer of the Corporation immediately whenever required.
21. I/We am/are aware that the permission holder is liable for prosecution and/or the permission will be liable for suspension or revocation if the permitted activity / activities is/are so carried on as to be or likely to be, in the opinion of the Municipal Commissioner or any duly authorized officer of the Corporation, a source of nuisance or danger to life, health or property.
22. I/We am/are aware that the suspension or revocation of this permission for any reason shall not prejudice or effect any claim or demand whatsoever of the Municipal Commissioner or any other Competent Authority of the Corporation, nor shall the permission holder be entitled in the event of the suspension or revocation of this permission to claim any refund of any payment whatsoever made by him hereunder, or to claim any damages against the Municipal Corporation of Greater Mumbai towards construction cost.
23. I/We am/are aware that the permission holder shall pay security deposit as may be prescribed from time to time (by the Corporation) for faithful observance of the conditions of permission and the same will be forfeited to the Municipal Treasury at the discretion of the Municipal Commissioner or any other competent authority of the Corporation in case of any of the conditions of this permission is infringed any time by the permission holder, or his agent or servant. The permission shall be treated as suspended till fresh security deposit is paid to Municipal Corporation. The permission holder shall also be liable for prosecution and/or the permission will be liable for suspension or revocation for such infringement of condition of permission.

24. I/We am/are aware that on expiry of permission or in case of its revocation the permission holder shall remove the structure within 15 days thereof, failing which the Municipal Corporation of Greater Mumbai, or officers empowered will be entitled to take necessary action to demolish and remove the same without any notice and to recover the demolition charges from permission holder.
25. I/We am/are aware that the permission is not transferable either as regards the persons to whom or the premises for which it is granted, without the written permission of the Competent Officer of the Corporation.
26. I/We am/are aware that if the permission holder decides to discontinue the activities for which the permission is granted, he shall forthwith inform the Insecticide Officer that he is about to do so or has done so.
27. I/We am/are aware that the Municipal Corporation of Greater Mumbai is entitled to add, alter or amend the conditions at any time at the discretion of the Municipal Commissioner or any other competent authority of the Municipal Corporation of Greater Mumbai. In such event the permission holder shall abide the modified and/or additional conditions.

The above conditions will be binding on me / us, Our administrators and assignees. I/We also comply with any other conditions of the other departments of Municipal Corporation of Greater Mumbai if any.

**SIGNATURE AND SEAL OF THE
APPLICANT /OWNER**

MUNICIPAL CORPORATION OF GREATER MUMBAI

Sub:- **Proposal for ascertaining procedures for permission to water fountains / cascades / ornamental tanks / water falls etc**

Ref:- **1) Standing committee resolution no 396 Dt-31/8/05**

2) Municipal corporation resolution no 827 Dt-13/10/05

On 31st August 2005, SCR was passed for permitting water fountains / cascades, etc. against certain condition. There shall be three types of cases coming forward while implementing policy to permit fountains etc.

Type – I The fountains which were permitted prior to 1996 and their permission is not revoked.

Type – II The fountains which come into existence after 1996, but were not permitted and undergoing legal action

Type – III Proposed fountains yet to be constructed but shown in the building plans approved by DP.

The procedures for permission is hereby proposed;

- 1) Format of application with all the necessary information is designed and enclosed herewith on page No. C_____
- 2) The application form as a booklet will be available in the I.O office at the cost of Rs.100/-(Rs. Hundred) to be paid in cash
- 3) There will be scrutiny charges of Rs.400/ to be paid in cash at I.O office with the application format completely filled on along with the documents as prescribed below;
 - (i) Attested copy of the latest bill and receipt of the assessment tax paid at the office of A & C of the respective wards or extract of the proper registration card or extract of Index –II issued by the revenue department of GOM or any other authentic proof of ownership.
 - (ii) Certified true copies of the set of blue prints of the plan approved by D. P.
 - (iii) Sketch prepared by license architect / surveyor showing;
 - (a) Vertical Section
 - (b) Horizontal section
 - (c) Front elevation
 - (d) Dimension and capacity in Ltrs. of the sump
 - (e) Size and position of manhole / manholes.
 - (f) Point of inflow to the sump through water seal.
 - (g) Point of outlet to the drainage connection/soak pit

- (iv) Authority from the owner to Architect / L.P.
- (v) Certificate from the architect in format enclosed as _____ in the booklet.
- (vi) Certificate from the L.P. in the format enclosed as _____ in the booklet.
- 4) The Proposal will be scrutinized by the concerned A.I.O. and will be submitted to Dy.I.O. for orders to accept the deposit of Rs.20,000/- (Rupees Twenty thousand Only) as per SCR. Following which AIO of the zone will send intimation for payment of deposit to the applicant.
- 5) Provisional permission shall be then issued to the applicant and a demand of revenue shall be created at I.O. office in respective register.
- 6) The memo of condition [Page No. -----] shall be incorporated with the format booklet of application. The applicant has to submit on Rs.500/-stamp paper & comply with the conditions duly signed and with the stamp and round seal (in case of commercial establishment).
- 7) On receipt of the undertaking from the applicant the papers will be passed on to ward P.C.O. for further observation and process. The provisional permission shall be valid for 90 days within which the applicant has to comply with the conditions of the undertaking and intimate the same to the I.O. office. If the final permission is not obtained within this period the security deposit will be forfeited and if there is any excavation or suspended masonry or fabricated work at the site, the applicant shall be liable for action u/s 381 or 381-A or both together as the case may be.
- 8) The PCO shall ensure that work of construction/ fabrication of the fountain is completed within 60 days and submit the report accordingly to A.I.O concern. Dy. I.O. / A.I.O. will visit the site and after confirming that the conditions incorporated in the undertaking are totally complied, I.O. will issue orders to accept the permission fees of Rs.6,000/- (Rs. Six Thousand Only).
- 9) On receipt of the above fees I.O. will issue final permission to the applicant.
Section 4(1) (b) (XIII) Contd..
- 10) The Permission will be issued for one year only.
- 11) The permission will be renewed one month before the expiry and the renewal fees shall be Rs.6,000/- (Rupees Six Thousand Only) as per the SCR No.396 dt.31/08/05.

12) The penalty for delay in renewal is illustrated as per following chart.

Sr. No.	Period of delay	Percentage of Penalty	Penalty charges (rs.)
1.	First Quarter	25%	1500/-
2.	Second Quarter	50%	3000/-
3.	Third Quarter	75%	4500/-
4.	Fourth Quarter	100%	6,000/-

While obtaining the approval to procedure of permitting fountain, etc. It is pertinent to consider one very important issue that whether any fountain etc. having its status of being un authorized due to any reason, if remains in existence and causing severe damage to community health by repeated vector breeding and consequent transmission of a disease in a community; Then such fountain will certainly deserve immediate demolition by following due process of law. This has to be part and parcel of the permitting procedure and therefore will have to be included in the format of permission as a part of policy.

Sanction of A.M. C. e/s is therefore requested for;

- (A) To follow the procedure proposed hereinabove
- (B) To accept the charges for application form of Rs.100/- (Rupees Hundered Only)
- (C) To accept the charges of Rs.400/- (Rupees Four Hundred Only) towards scrutiny charges of the application.

Administrative approval of AMC (e/s) is also requested for the following :

- (1) Form of application incorporated as a booklet submitted vide C____to C_____
- (2) To publish notification in the newspaper informing revised policy for the foundation.

Submitted Please,

Insecticide other (s/c)

E.H.O.

Jt. M.C. (M.E. & H)
(e/s)

NOTIFICATION

The Municipal Corporation of Greater Mumbai hereby notify this for Public Information.

The Policy regarding permitting the Fountains/cascades is redefined by standing committee as per resolution No.396 dt. 31st August 2005, Accordingly the permission for Fountains / Ornamental tanks/Rock Garden/Fountains artificial water falls/cascades etc. or rather what is defined as the place and the site with or without excavation in the structure built upon / kept / installed, or fabricated, where water of any type any salinity and any quality is being played or is played for the purpose of beautifications will be issued to the applicants from

_____.

Application Forms included in a booklet of information are available at the office of Insecticide Officer having its office at 5 th floor Hawkers plaza Bldg,Janta Cloth Market, Senapati Bapat Marg Dadar (W) Mumbai-400028

Insecticide Officer

**CONDITIONS GOVERNING PERMISSION TO RETAIN JACUZZI &
SWIMMING POOL**

I/We the undersigned owner of _____ residing at _____, Mumbai, Age :- _____, hereby undertake to observe following condition, as for as Jacuzzi & Swimming Pool at _____ is concerned.

1. The Jacuzzi shall be provided with an outlet flushed with the bottom for emptying the bath tank thoroughly and same shall be connected to the Municipal drain or Balancing tank through proper intermediate Municipal approved fitting having water seal.
2. The Jacuzzi shall be emptied and scrubbed thoroughly once a week positively on every block day (as prescribed by M.M.C.) and there after the same shall be keep empty and dry for twenty four consecutive hours.
3. The water in the Jacuzzi shall not be allowed to stagnate so as to breed mosquitoes.
4. It will binding on the undersigned to allow immediate and uninterrupted access to the bonafide staff members of Municipal Corporation of Greater Mumbai, for the purpose of inspection & treatment or any other action, which the Insecticide Officer find deemed fit in any given situation as per relevant provision of M.M.C. Act.
5. I shall take all such measures as may be communicated to me/us from time to time by your office to prevent mosquito breeding in the Jacuzzi.
6. I shall not demand any additional municipal water for the use of Jacuzzi.
7. I am aware that the permission shall be summarily withdrawn for breach of any of above mentioned conditions or for any other reason considered sufficient by the Municipal Commissioner or by any other Officer empowered by him on his behalf and following which, I am liable for legal action as per relevant provision in the M.M.C. Act and I further state that for which I shall have grievance.

Authorised Signatory for Owner

Access Memo (Ladder Provision)

Memo. No. of

Re : Premises No. Street

Owned by :-

Shri

Address

I.O.

At my last inspection Cistern No..... was found inaccessible. The owner may please be asked to provide an easy, safe and permanent access as per sketch and detail given below :-

Pest Control Officer ward

Details –

- (1) Existing access
- (2) Defects
- (3) Space for fixing the iron ladder permanently
- (4) Situation of the cistern
- (5) Height of the proposed ladder
- (6) Height of the cistern
- (7) The upper ends of the proposed ladder are to be fixed to
- (8) The lower ends of the ladder are to be fixed in

Sketch Plan

Vertical projection

Notice under Section 274(1) A of the Mumbai Municipal Corporation Act, 1888 as modified upto 1-3-1953.

ORIGINAL

No. _____

No. of 2 - 2

To,
Shri / Smt.
His / Her Address

Owner of premises No.
at

WHEREAS in my opinion the storage under Nos at the abovementioned property is / are not easily accessible.

NOW I DO HEREBY GIVE YOU NOTICE pursuant to the provision of sub-section (1) A of Section 274 as amended as aforesaid that you are hereby required to provide within a fortnight from the date of receipt of this notice, easy, safe and permanent means of access to the storage tanks by providing a firmly fixed iron ladder extending from the floor / ground / terrace to about two feet above the top sheet of the cistern / top of the water closet block with its upper ends curved and fixed in the top sheet / top of the water closet block so as to serve as handgrips and the lower ends being fixed in cement concrete block on.

I DO HEREBY GIVE YOU FURTHER NOTICE that should you fail to comply with the above requisition you will render yourself liable to the penalty prescribed in that behalf under section 471 of the said Act.

Dated this _____ day of _____ 20

Insecticide Officer

Municipal Commissioner
For Greater Mumbai _____

No. _____ of 20

The original of this notice was served by me on _____
this _____ day of _____ 20

Malaria Inspector ___/___ Ward
No. _____ of 20

Party's Signature

This notice has been / has not been complied with this _____
day of _____ 20

Pest Control Officer _____ Ward.

MUNICIPAL CORPORATION OF GREATER MUMBAI

INSECTICIDE OFFICER,
Municipal Corporation of Greater Mumbai
Insecticide Branch,
5 th floor Hawkers plaza Bldg, Janta Cloth Market,
Senapati Bapat Marg Dadar (W) Mumbai -400028
Mumbai20
No. of 20 - 20

To,

.....
.....

Re. : Provision of access for cisterns Nos.

.....

at

Sir,

I have to inform you that the storage tanks at your abovementioned property is /are not accessible and it is necessary that easy, safe and permanent means of access thereto should be provided so as to facilitate the inspection thereof by the staff of this Department. I have to request you, therefore, to carry out the following requisition within a fortnight from the date of the receipt hereof, failing which; action will be taken against you as provided under Section 274(1) of the Municipal Act :-

To make the said cistern easily, safely and permanently accessible by providing a firmly fixed iron ladder extending from the floor / ground / Terrace to about two feet above the topsheet of the cistern / top of the water closet block with its upper ends curved and fixed in the topsheet / top of the water closet block so as to serve as handgrips. The lower ends of the ladder should be fixed in a block of cement concrete on

I have also to request you to keep the entrance to the Terrace / Trap door open or make the keys available when the staff of this department visit your premises for inspection purpose.

Yours faithfully,

Insecticide Officer

MUNICIPAL CORPORATION OF GREATER MUMBAI

No. of 20 - 20
Mumbai20

To,

.....
.....
.....

Subject : Periodical inspection of the cisterns Nos.
..... at
.....

Sir,

Pest Control Officer, _____ Ward, reports that at his last attempt to inspect the water cisterns the terrace / traps door leading to them was found closed. No inspection was therefore possible.

This department has to inspect every week a collections of and receptacles for water such as wells, tanks, cisterns, etc., to ascertain if they are breeding mosquitoes and to take measures to destroy and prevent the same. Your cisterns must accordingly be inspected once a week.

I have, therefore, to request you to make arrangements to keep the said terrace / trap door open on every between to keep the key with some responsible person on the spot to enable the staff of the department to make the necessary inspection.

Yours faithfully,

Insecticide Officer

Section 4(1) (b) (XIV)

DETAILS IN RESPECT OF INFORMATION AVAILABLE ON ELECTRONIC FORM

NOT APPLICABLE

Section 4(1) (b) (XV)

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

1. Printed Manual Available e.g. Health profile, Brihanmumbai health Services Guide
2. Exhibition
3. Through Newspapers
4. Information, Education & Communication and Mass Media Publicity by procuring & distributing publicity material like Hoardings, Posters, banners, pamphlets, placards, handbills, cinema slides, VCDs, TV Spot publicity through different press media like Print media, electronic Media, All India Radio, FM bands, Mega Phones propaganda, Walkathons, Rallies, Street Plays, Human Chain Messages, Announcement through public address system of Railways, ST Bus stands, Air Port etc. & giving announcement through Telecommunications like, MTNL, Mobiles, Pagers, Street Plays etc.
5. Public Notification through print media.
6. Notice requisitions also serve the purpose of information to public for vector control.

NOTICE REQUISITIONS

<u>OPEN WELL WITH PARAPET WALL</u>		To demolish the parapet well of the said well and to fill in with earth completely upto the level of the Surrounding ground and to consolidate the site so as to leave no depre Likely to hold or collect water or to cover the well hermet with cement concrete leaving no opening of any kind and to render the whole arrangement hermetical and perfectly mosquito proof.
<u>WELL WITH CONCRETE COVER A TRAP DOOR</u>	<u>A &</u>	To remove the trap door in the cover over the said and to close the opening with cement so as to render the well hermetical and perfectly mosquito proof.
<u>COVERED WELL OPENED HERMETICALLY</u>	<u>IF UP</u>	To close the opening made in the cover or gaps in the cover trap door provided in the cover or the gaps, chinks and crevices in the cover over the well with cement concrete, so render the whole arrangement hermitical as to and perfectly mosquito proof as before.

<u>CLEANING OF WELL</u>	To clean the well by removing kutchra etc. therefrom and to maintain it in a clean condition at all times as an anti-mosquito measure.
<u>ENTRANCES WITH STORM WATER GRATINGS.</u>	To close the said open storm water entrances by adjusting with road dust so as to render the whole Arrangement perfectly mosquito proof.
<u>OPEN DRAIN. CHANNEL</u>	To clean the said open channel drain by removing silt, kootchar etc. there from once a week regularly so as to prevent stagnation of water and consequent breeding of mosquitoes therein.
<u>REQUISITION FOR CELLER OR BASEMENT WORK</u>	The floor and wall to be made perfectly water tight with a suitable impermeable material so as to prevent collection of water any where through Percolation.
<u>UNAUTHORISED WELL</u>	To fill in the well with earth completely upto the level of the surrounding ground and to consolidate the site so as to leave water and breed mosquito therein.
<u>REQUISITION FOR STORM WATER ENTRANCES</u>	To provide new properly fitting thick wrought iron plates beneath the iron grating of the said of the said storm water entrances so as to render the whole arrangement perfectly mosquito proof.
<u>TRENCHES</u>	To pump out the water from the abovementioned trenches daily and to treat the left over unpumped stagnations with a suitable emulsifiable insecticide concentrate at least twice a week on Monday & Thursday so as to prevent breeding of mosquitoes therein . To provide a trap door with wire mesh with perforations not exceeding 1 / 16” in diameter so as to render the whole arrangement perfectly mosquito proof.
<u>SUMP HOLDING WATER ACCUMULATED BY THE RELEASE OF STEAM</u>	To connect the said sump to the Municipal Drain so as to disallow the stagnation of water and consequent breeding of mosquito therein.
<u>OFFENCE COLLAR RING IS EMBEDDED IN THE TOP SLAB AS SUCH GROOVE IS FORMED AROUND M.H.C</u>	Requisition :- To raise the collar ring and fix it on the surface of the top slab so as to avoid the groove around the M.H.E. which is Likely to hold water breed mosquitoes. .
<u>UNAUTHORISED MASONRY TANK</u>	To demolish the said masonry tank and to Level and consolidate the site so as to leave no depression likely to hold or collect water and breed mosquitoes therein.

<u>DRUMS KEPT FOR DOMESTIC PURPOSES LIKELY TO BREED MOSQUITOES</u> <u>Unauthorized cistern Galvanized tanks barrels etc. Kept for building , - construction purposes or hotel purposes.</u>	To empty and clean the said drum twice a week positively on _____ and _____ by overturning and to keep it free from mosquito breeding. To remove the said _____ entirely off the premises as an antimosquito measure.
<u>Undersigned in Salvation of systems</u>	To require the said NMP water storage tank entirely off the premises as antimosquito measure.
<u>Tube well being bored</u>	To discontinue unauthorized of tube well & fill in the bored hole with good earth leaving no depressing likely to hold or collect water therein no depression
Unauthorized Tube Well	a) Remove all the fitting of the said unauthorized tube well entirely the premises and to fill the hole with good earth upto the level of the surrounding ground so as to leave no depressing likely to holder collect water and likely to bread mosquitoes therein.
Unauthorized Fountain	To demolish the said unauthorized fountain completely up to the level of surrounding ground and to level and consolidate the site so as demolish the said cooling tank.
<u>R.C.C COOLING TANK & COOLING TOWER</u>	To get it regularized by compliance by the conditions laid down in the respect for prevention of mosquitoes breeding therein.
<u>Low Level</u>	To fill in the said low level with earth completely up to the level of the surround ground and to level and consolidate the site so as to level no depressions likely to collect or hold water and breed mosquitoes therein.

Section 4(1) (b) (XVI)

**THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS**

PIO

A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	E-mail id for purpose of RTI	Appellate authority
1.	Smt.Aga. Tabsum. Makbul	Pest Control Officer	H/East ward	Office of Pest control Office, Ram Mandir Road, Near Kherwadi signal, Kherwadi, Bandra (E)	PCO.HEAST@MCGM.GOV.IN	Asstt. Commissioner- H/East Ward

APIOs

B

Sr.No.	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/ ph. no.
	N.A.			

Appellate authority

C

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	Smt.Sasane. Alka	Asstt. Commissioner	H/East ward		ac.theast@mcmgm.com

Section 4(1) (b) (XVII)
OTHER USEFUL INFORMATION

Central Stores-Central Stores are maintained at P.C.O. F/S Ward for City, P.C.O. P/N ward for Western Suburb and P.C.O. M/W ward for Eastern Suburb to store Insecticides for their quick supply to respective wards

Fogging repair workshop – Fogging repair work shop is maintained at P.C.O. G/S ward for maintenance and repair of shoulder mounted fogging machines and power operated pumps / sprayers.

Pump repair centre –Manually operated spraying Pumps repair centre is maintained at P.C.O. /L ward

List of approved Private Pest Control Operators

Sr. No	Name	Address
1.	Super Pesticides	Rasadhara Co-op Hsg. Soc. Ltd., Topiwala Apartment, Shop No. C-4, Gr. Floor, 385, Sardar Vallabhai Patel Road, Mumbai – 400 004. Tel. No. – 3889687, 387430.
2.	Elite Corporation	Vireshwar Chambers, 405, 4 th Floor, Next to Shan Cinema, M. G. Road, Vile Parle (E), Mumbai – 400 057. Tel. No. – 8253809, 5117373.
3.	Pest Control Universal	Saidham, Plot No. L/24, Hira Kumbhar Chawl, S.G. Barve Marg, Kurla (W), Mumbai – 400 070. Tel. No. – 6504731, 6503636.
4.	Executioners Pest Control Pvt. Ltd.	1, Tripta Sadan, Shantawadi, 31, J. P. Road, Andheri (W), Mumbai – 400 058. Tel. No. – 6211653.
5.	Pest Control India Pvt. Ltd.	36, Yusuf Bldg., 1 st Floor, M. G. Road, Fort, Mumbai – 400 001. Tel. No. – 4122102, 4134745.
6.	Auto Furze Pest Control Services	A/202, Om Shiv Darshan, Datar Colony, Bhandup (E). Tel. No. – 5646303, 5692687.
7.	Chamafumes Pvt. Ltd.	3 rd Floor, Dena Bank Bldg., 17, Horiman Circle, Mumbai – 400 001. Tel. No. – 2663955, 2662661.

8.	Tomcat Pest Control	10-A, Grace Plaza, S. V. Road, Jogeshwari (W), Mumbai. Tel. No. -5116772.
9.	Hindustan Insecticides	2 nd Cross Lane Near Raj House, N. M. Joshi Marg, Byculla, Mumbai – 400 027. Tel. No. – 3092761.
10.	Pestermynate Enterprises	4, Mahesh Bhuvan, Ganesh Lane, Lalbaug, Mumbai – 400 012. Tel. No. – 4138243, 4138167.
11.	New Kill All Pest Control	157/A, Nancy Chawl, Tanaji Chowk, New Mill Road, Kurla (W), Mumbai – 400 070. Tel. No. – 6525187.
12.	S. P. Industries	109, Old Hanuman Lane, Kalbadevi Road, 1 st Floor, Mumbai – 400 002. Tel. No. – 2065354, 2059490.
13.	Paragaon Pesticides	164, Modi Street, 4 th Floor, Fort, Mumbai – 400 001. Tel. No. – 2611399, 2632663.
14.	Proprietor, Rajshree Pest Control	A/29-A, Ismail Bldg., 381, Dr. D. N. Road, Mumbai – 400 023. Tel. No. – 2822966, 2853171.
15.	Proprietor, P. Free Pest Control	Bldg. No. 32/1262, D. N. Nagar, Link Road, Andheri (W), Mumbai – 400 053. Tel. No. – 6252323, 6250269.
16.	Proprietor, M & M Pest Control Services	A/4, Bhagyashree Apartments, Eduljee Road, Charai Thane. Tel. No. – 25347981, 25418445.
17.	Proprietor, Pest Relief India	67/1, Khati Janai Bldg., Chamar Baug, Post Office Lane, Dr. B. A. Road, Parel, Mumbai – 400 012.
18.	M/s Ultima Search	9-10, Shree Krishna Commercial Centre, 6, Udyog Nagar, Opp. Raheja Solitare, Off. S. V. Road, Goregaon (W), Mumbai – 400 062. Tel. No. – 28751618, 28722711.
19.	Proprietor, Zed Pest Control	306/C, Kewani Naka, Chiplunkar Chawl, S. V. Road, Jogeshwari (W), Mumbai – 400 102. Tel. No. – 6252670.

20.	Sales Manager, Pest -O-Rid Pest Control	202, Romson Estate, Chincholi Bunder, Off Link Road, Malad (W), Mumbai – 400 064. Tel. No. – 8739163/8746988, 8739318.
21.	Proprietor, Safe Life Enterprises	D-1, Plot No. 112, Rajsagar Co-op Hsg. Soc. Gorai -1, Borivali (W), Mumbai – 400 092. Tel. No. – 28691461, 30959759, 28699242.
22.	Proprietor, Amiket Pest Control	‘Manoshree’ C.H.S., 19A, 4 th Floor, Shri Nagar, Wagale Estate, Thane (W), Mumbai – 400 604. Tel. No. – 5825780.
23.	Proprietor, M/s Raj Associates	Vaibhav Co-op Hsg. Soc. 121/3997, Nehru Nagar, Kurla (E), Mumbai – 400 024. Tel. No. – 25290322.
24.	M/s Padma Enterprises	Anna Bhavan, 1 st Floor, Office No. 8 Devji Ratanshi Marg, (Bharuch Street), Masjid Bunder (E), Mumbai – 400 009. Tel. No. – 23778397.

