



# **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI  
Act  
2005 of K/West Ward

## **PUBLIC HEALTH DEPARTMENT** **INSECTICIDE BRANCH**

**PEST CONTROL OFFICER K/W WARD**

**Address - Office of Pest Control Officer**  
MCGM Building. ,  
5<sup>th</sup>Floor, Paliram path,  
Andheri-West, Mumbai  
400058

## PREAMBLE

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 K/W 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 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.

Sincere efforts are made by Pest Control Officer K/West ward in disclosing all information available in his office so as to facilitate citizens to make themselves aware of procedural part, documentation required, fees, deposits to be made etc. for various permissions that rest with office of the Pest Control Officer. Thus saving valuable time & frequent visits to K/West ward office. These efforts are made under Right of Information act, 2005.

## 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.

### (1) 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 haemorrhagic fever vector control.

(C) Mosquito nuisance control (Filaria vector)

(D) Fly control.

(E) Rodent and flea control.

(F) Cockroach control.

**Ward** :- K/West

**Area** :- 24 Sq. Km

**Population** :- 7,80,000 (1991 Census)

**Boundary** :-

**East**– Western Railway Track

**West** - Arabian Sea

**North**–Oshiwara Nallah

**South**- Milan Subway

## (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 Anopheles 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 Stephens 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. Stephens 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.

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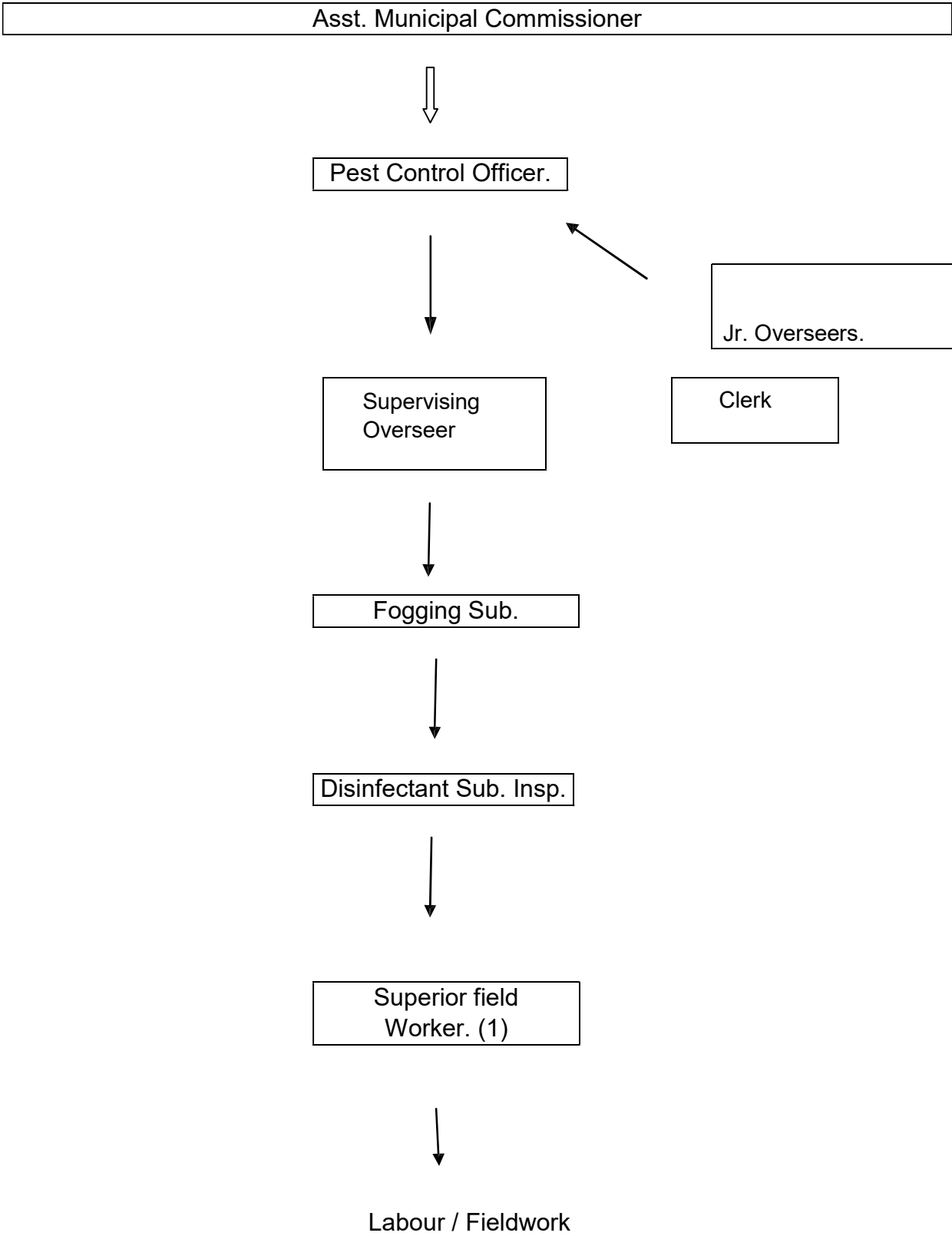
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## Section 4(1) (b) (i)

### The particular of function & duties of the office of Pest Control Officer

1.	Name of the Public Authority	Pest Control Officer, K/West ward
2.	Address	Office of the Pest Control Officer, MCGM Building, , 5 <sup>th</sup> floor, Paliram path, Andheri-West, Mumbai 400058.
3.	Head of the Office	Insecticide Officer
4.	Parent Government Department	Public Health Department
5.	Reporting to which Office	Assistant Commissioner, K/West Ward
6.	Jurisdiction - Geographical	K /West ward is bounded by Western Railway Track East, Arabian Sea on West, Oshiwara Nallah on North and Milan Subway on South side.
7.	Mission	To keep vector borne disease incidence at its minimum.
8.	Vision	Control over vector borne disease incidence.
9.	Objectives	To control mosquitoes, Rats, House Flies etc.,
10.	Functions	Vector control in K/ West ward's area
11.	Details of services provided ( In brief)	Antilarval, Antiadult, Rodent Control, Antifly treatment.
12.	Physical assets (Statement of lands & Building and other Assets)	Nil
13.	Organization's structural chart	As per separate sheet attached
14.	Tel. No's.& office timings	Telephone No. 26237932 Extn.: 379, 382 Email :pco.kw@mcgm.gov.in Office Timing: 7.00am to 2.00pm (Monday to Saturday) Visiting Hours: Visiting Hours: 12:30 pm to 2.00 pm (Monday to Saturday)
15.	Weekly Holidays	Sunday and Public Holidays.

**ORGANISATION CHART OF PEST CONTROL DEPARTMENT K/W WARD**  
**Ward Level:**



Sr. No.	Particular	Schedule Post	Existing Staff	Vacant Staff
1	Pest Control Officer	1	1	0
2	Clerk	1	1	0
3	Supervisory Junior Overseer	1	0	1
4	Junior Overseers	11	10	1
5	Junior Overseers (Rat)	1	0	1
6	Fogging sub Inspector	2	0	2
7	Disinfectant Sub. Inspector	1	1	0
8	Superior field Worker / Mukadam	4	0	4
9	Labour / Field Worker	63	47	16
Total		85	60	25

**SECTIONWISE BOUNDARY OF P.C.O "K/W" WARD**

Ward	SECTION NO.	SECTIONWISE BOUNDRIES
K/W	1	Oshiwara , S.V.Road, Railway track, Lallubhai Park
	2	S.V.Road, J.P. Road, V.D. Road, Behram baug Road,
	3	Veera Desai Road, Yari Road, Mhada Colony, Azad Nagar
	4	J.P. Road, Kapaswadi, Versova Link Road
	5	S.V.Road, J.P. Road, C.D.Barfiwala Road, D.N.Road, Bhavans College
	6	.Dadabhai Road, Gulmohar Road No.10,. C.D. Barfiwala Marg, Railway Line.



7	Dadabhai Road, Irla Society Road, JVPD Road, Railway track, Milan subway
8	Pawan Hans, Juhu Tara Road, V.P. Road, SNDT Institute
9	V.M. Road, Gulmohar Road, A.B.Nayar Road, Military Road
10	Lagoon khadi , RTO Office , Link Road, Lotus petrol pump
11	Link Road, Oshiwara Vallabh , And Nagar, Oshiwara Relive Road, S.V.Road.
12	Bhavans College , J.P. Road, Manish Nagar, JNPD

**(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 – „ K/W WARD**

SECTION NO	NAME OF SLUM
1	a) Kevanipada b) Patel Estate Jog (W) c) Ajit Glass
2	a) Sarothpada b) Shyam Nagar c) Matharpada d) Vikas Nagar e) Shastri Nagar f) Bandivali Hill Road (Yadav Nagar) Jogeshwari g) Yadav Nagar-Sahakar Road, Jogeshwari (W), h) Kevani pada – S.V.Road Andheri i) Amboli j) Yadnik Nagar k) Valmiki Nagar l) Dhakuseth pada (Caesar Road) Dhakuseth pada Bhardawadi n) Petrol Chawl –Andheri market
3	Tape Dargha , Kapaswadi
4	Sagar kutir, Bhmat Nagar, Versova Village, Navjeet Nagar Zopadpatti
5	Dhibhighat , Tape Village, Gilbert Hill,, Samta Nagar. Janata Colony, Gavdevi Dongari , Tin Nala, Dhangarwada, Jamatkhana.
6	Hanuman Nagar, Prem Nagar Sanjay Nagar, Irdu Dhobhighat

7	Indira Nagar, Old Police Line, Pond Gaathan, Parle Gaathan ,Shivshakti Zopadpatti, Patrawala chawl, Milan Subway.
8	Nehru Nagar, Shivaji Nagar, Indira Nagar, Chavdrabai Nagar, Juhu Koliwada, Bhaiya chi wadi .
9	Patelwadi, Juhu garthan , Dhobighat, Raut Lane, Choudarywadi.
10	S.V.P. Nagar Mhada
11	Anand Nagar, Adarsh Nagar, Behram Baug, Shakti Nagar, Oshiwara Relief Road,
12	i)Shitladevi Zopadpatti ii) Indira Nagar iii) Shiv Nagar iv) Ganesh Nagar v) New Kapur wadi vi) Mora gaon.

**(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, Nallahs, 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.

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**SECTION WISE WEEKLY ANTILARVAL PROGRAMME OF PCO K/W WARD**

Sec No.	MON	TUE	WED	THUR	FRIDAY	SAT
1	Amrut Nagar, Ajit Glass, Sadhana Soap Factory, Oshiwara Bridge	Western Hospital, Vaishali Nagar, Kinabulla Compound	Patel Estate Road., Unicome Co., Pustikar Society	Jamuna Amrut Esta. Co., Kriti Compound, Dewan Centre	Momen Gujarati Society, BEST quart. Amboli Crossing	Andheri Station Amboli Crossing
2	Veera Desai Rd., Amboli, Prathmesh Society, Paresar	Ceassor Rd., Amboli , Mahatar pada mahal, Asmi Society Parisar	Kavine Pada Vahatuk Nagar Yagnik Nagar , Ambare wadi	Agrawal Estate sahakar Rd., F.DC.S.V. Road	Beharam Bag , both side Kranti Nagar Sultan bag nagar , VikasNagar	Andheri Market, Majid Zopadpatti, Dawood Bay Road,

3	Everest Mangal Nagar, AramNagar police quarter., R.C. colony	Sat Bunglow , BEST Daipowaswani Rd., Fisher's , seventh Bunglow, zoo garden, Joesh patel wadi, behind padmaja Building	Mudran kamgar nagar, Model town , R.T.O., Parisar Kasam nagar, 4 <sup>th</sup> Bunglow, pumping stn, andheri kridasankul	Laxmi Industries , Daliya Industries, shah Compd, Vithalwadi, Veera Desai Road, Amboli Hill	Oberiya Sankul, Indira Parisar , Juhu Versova Link Road parisar	Raheja sankul, Akourt Dhaki Colony Apt.,
4	Yari Rd., Raheja Complex, Johara Aghadi , Yari marin rd., Amit Nagar	Sai anesh Mandir parisar, Beach wood tour unity complex, shanty Niketan Air India , Amrut Tata	Versova Village, Ice factory, Cross pakhadi Muncipal Dispensary parisar	Pratap Nagar, New Best nagar, J.P.Road, K.D.S. Shopping Centre , Bharat Nagar, Kamgar Nagar,Navjeet Nagar.	Shark Lark, Air India parisar, Juhu Oshiwara	Manish Nagar,4 <sup>th</sup> Bunglow, N.Datta Marg, Juhu Versova Crossing Janata Colony, Wireless compound
5	Bhavan's College gross plot, J.P.Road, Wadia High School, H.NM.School	Tap village Raniwadi, P.W.D. Office, Gillbert hill Zopadpatti	Dadabhai Rd. Dholkiya Nagar, Patkar Compound, Gillbert Hill Rd.,	Amboli Gaothan, J.P.Road, Navrang Cinema, Gavdevi , dongari Pada Rd.,	C.B. Bharfiwala Rd.,Rujia House, Juhu Gulli, Dhanganwa di Shiper Soc. col.	Khajorwadi, Link rd., Gulmohar cross rd., 4,5,6,7,8,9,10 left side.
6	Parsi colony, Lalubhai park , bank of Maharashtra, Irla Nala	Sharm Safal shaina , Dhara Fly over Bridge	Krupa Nagar to Dhobhighat Irla Society Road	Shopper Stop tata compound , Prem Nagar Zopadpatti	Juhu Gully, M.I.Training Centre, ONGC Human Nagar, Irla Masjid	Santacruz Garriage,sub way Nalla, L.I.C. pond bhud vihar Zopadpatti.
7	Pawan Hansa House, Air Port Nala gate- 1,2,3	Mithibai college, Indira Nagar Zopadpatti, Bhagubai college, Arvind colony	Old Police line base road, Sanyashram , Golden queen Apt., Vishwarma Hall	Vallabhai Rd., Station Rd., Sarojini Rd., Church Rd.,Southpond Rd., Baishant Rd., Lala Lajpatray Rd.,	Nanavati Hospital, Saint Nursary Rd., Sarojini Rast Gaothan pond , L.I.C. Quarters	Khadda Zopadpatti, Juhu Koliwada, Maker colony, S.N.D.T. college mala, Khera left sidwe to Kera

8	Vaikundal Metha rd., Raheja Resaurt, Juhu Hotel	Thialogical College, Parira Wadi , North Bombay Society	Nehru Nagar Zopadpatti	Air Port Colony, Pawan Hansh , Santacruz Bus Depot to Keera Nagar Industrial Signal East side	Indira Nagar , Shivaji Nagar, Ajanta Hotel	S.N.D.T. Rd., 12, Juhu Church Rd., & Juhu Bus Depot, Birla House tanki, Ketir Juhu Health Church parisar
9	Gulmohar Rd., Kapur HospitalCompou nd, N.S.Rd., No.2 to 5	N.M.Rd., No. 10 to 13 parisar lotus Hospital	M. S.Rd., No.6 to 9, Jai Santoshi Mata Nagar, Pushpa N. Part J.V.P.D. Bmc market parisar	Hare Rama Hare Krishna Mandir Parisar, Chandan Cinema, Military Rd., Gandhi Rd., Mithal Park	N.B.Nair Rd., Raut Rd., Juhu village 1 to 2., dhobi gath , channel society parisar	Sardar Nagar Villa , Mhada

10	Indra Darshan Classic Jogapark	Link palace Yamuna Nagar, Millat Nagar	Lokhandwala Garden cross Rd.,No.5, 4	Swami Samarth Nagar, Cross Rd., 2,3, Indra Lok Oberoy Construction	Sardar Vallabhai Patel Nagar, Mhada	Veera Industrial Estate, Qureshi Compound , Patel wada
11	Oshiwara Shamittwan Mhada Complex Tarapar Garden	Adarsh Nagar, Behram Baug Link Rd., Ganesh Nagar	Anand Nagar, PratikshaNagar	New Link Rd. Construction Parisar	Shukla Compound Parisar ,Wada., S.V. Rd.Society, Raghvendra Mandir	Gulmohar Cross Rd., No.4,5,6,7,8,9,10 left side.
12	D.N.Nagar Shitladevi Mandir, Ganesh Chowk , Sai Nagar,	Shivshakti Nagar, Indian Oil Nagar, Indira Nagar, Ganesh Nagar, Y.M.C.A.	ACIK Nagar, New D.N.Nagar, O.N.G.C.	Juhu Versova Link Rd., Kapaswadi Zopadpatti	Meera Village , Ruiya Park, Military Park Compound	Gulmohar Cross Rd.No.10,11,12, , J.V.P.D. Rd., Sai Nagar

#### (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 ANTI-FLY OF P CO., K/W WARD  
OCTOBER TO MAY

DAY	LOCALITY
MONDAY	Varsova Bmc Market, Dongari Gully, J.T. Khoja Gully, Bajar Rd., Church, Bmc Hospital, Patilgully, Yari Road, Devachi Vadi, Smashan Bhumi, Priti Society, Varsova Road
TUESDAY	Andheri Bmc Market, Amboli, Kevani Pada, Ramesh Nagar, J.P. Road, cessar Road, Bhardawadi, Savant Road, and Hospital, Gaodevi Road, Andheri Stn.(W)
WED	New Versova Link Rd., Kapas vadi, Ganesh Nagar, D.N. Nagar, Char Bunglow, Fish Market, Model Town, Gaikwad Hall, R.T.O. Mhada Vasahat, Lokhandwala, Swami Samarth Nagar, Adarsh Nagar, Millat Nagar
THURSDAY	Officer Quarter Jogeshwari Depo (W), Jogeshwari Stn. Rd., Momin Qualini, Agra Estate, Vaishali Nagar, Amrut Nagar, Oshiwara Hospital, Behram Baug Market, and Nagar, Smashan Bhumi. Yadav Nagar 9
FRIDAY	J.V.P.D. Bmc Market, J.V.P.D. Godawn, Hare Ram Hare Krishna Mandir, Chandan Parisar, Koliwad, Lido Parisar, Mora Gaon, Gulmohar Rd., Kupar Hospital, Tata compound, Prem Nagar Parisar.
SATURDAY	Vartak Bmc Market, Stn. Rd., Parla (W), Cross Rd., Parle Gaothan, L.I.C. Colony, Bmc Gaurage, Nehru Nagar, Erla, Gaothan, Indira Nagar.

WEEKLY ANTI-FLY PROGRAMME OF P CO., K/W WARD FROM JUNE TO SEPT.

DAY	LOCALITY
MONDAY	Varsova Bmc Market, Dongari Gully, Patil Gully, J.T. Khoja Gully, Bajar Rd., Bmc Hospital, Yari Road, Devachi Vadi, Smashan Bhumi, Priti Society, Varsova Road
TUESDAY	Andheri Bmc Market, Amboli, Kevani Pada, Navrang, J.P. Road, cessar Road, Bhardawadi, Savant Road, and Hospital, Gaodevi Road, Andheri Stn.(W), S.V. Rd., B.E.S.T. Depot, Jogeshwari (W), Momin Colony Parisar
WED	J.V.P.D. Bmc Market, Hare Ram Hare Krishna Mandir, Kupar Hospital, Nehru Nagar, Parla Bmc Vartak Market, Erla Gaothan, Parla Gaothan, Parla Stn. Rd.,

THURSDAY	Varsova Bmc Market, Patil Gully, Budhachi wadi, Tere Gully, Devachi wadi, Bmc Hospital, Khoja Gully, Bajar Road., Church, Varsova Road, Priti Society Parisar
FRIDAY	Andheri Bmc Market, Amboli , Kevani Pada,Ramesh Nagar, J.P.Road, Cessar Road, Gaodevi Road, Navrang Cinema, Bhardawadi, Andheri Stn. Rd.parisar.
SATURDAY	Vartak Bmc Market,Stn.Rd., Parla (W), L.I.C. Nehru Nagar, Indira Nagar, Erla Gaothan , Gulmohar Road, Kupar Hospital, J.V.P.D. Bmc Market, Godown, Tata Ciompond, Prem Nagar parisar.

(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 norvergicus*:- Sewer Rat
- 3) *Rattus wroughtoni* :- House Rat
- 4) *Bandicota bengalensis* :- Field Rat
- 5) *Bandicota indica* & *Bandicota Gegantia* :- Field Rat
- 6) *Mus musculus* :- House Mouse
- 7) *Suncus caeruleus* :- Comman House shrew

#### 8) Suncus murinus :- Shrew

The common methods of rat destruction are Physical and Chemical. Additionally Night Rat Killing is an unique method of rat control used only in Mumbai.

#### RAT LABOUR BOUNDARY K/W WARD

LABOUR 1:- J.P.Road, Yari Road, New Link Road, Versova Link Road

LABOUR 2 :- S.V.Road, New Juhu Link Road, V.D. Road, J. P. Road , Cessar Road,

Amboli Oshiware Jogeshwari (W)

LABOUR 3 :- S.V.Road, Juhu scheme J.V.PD Road, Golmohar Road, Gillbert Hill , D.N.Nagar Road, Cama Road, Juhu Tara Road, N.S.Road,

LABOUR 4:- JVPD ROAD, JUHU ROAD, N.S. ROAD, JUHU TARA ROAD, V.M.ROAD, Sant Dyneshwar Road, A.B.Nair Road

#### (F) Cockroach Control:-

De-cockroaching activity is carried out only in City wards i.e. A to G ward. It includes chemical treatment of inspection chambers in selective localities. This activity also has public health significance as cockroach is mechanical carrier of infection. However presently this activity is not carried out by P.C.O. K/W Department.

**Section 4(1) (b) (ii)**  
**Manual – 2**  
**Powers and Duties of Officers and Employees**  
**Delegation of power to the Pest control Officer**

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power – Financial</b>	<b>Under which legislation / rules / order / GRs.</b>	<b>Remarks</b>
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 & MSR	



**B**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power – Administrative</b>	<b>Under which legislation / rules / order / GRs.</b>	<b>Remarks</b>
1.	Pest Control Officer	<ol style="list-style-type: none"> <li>1. Power to grant casual leaves to subordinate staff and Labour staff accordance with the MSR on application from staff.</li> <li>2. Powers to grant leaves including maternity and injury leave to the Labour staff in accordance to the MSRs on the subject..</li> <li>3. Power to sign unclaimed wages refund certificates of the staff working under him.</li> <li>4. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) &amp; (3) to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.</li> </ol>	MMC Act 1888	

**C**

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

**D**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power – Quasi Judicial</b>	<b>Under which legislation / rules / order / GRs.</b>	<b>Remarks</b>

		N.A.		
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**E**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power – Judicial</b>	<b>Under which legislation / rules / order / GRs.</b>	<b>Remarks</b>
		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**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties – Financial</b>	<b>Under which legislation / rules / order / GRs.</b>	<b>Remarks</b>
1.	Pest Control Officer	Nil		
2.	Clerk	Nil		
3.	S.O.	Nil		
4.	J.O.	Nil		

**B**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties – Administrative</b>	<b>Under which legislation / rules / order / GRs.</b>	<b>Remarks</b>
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)(1 A), 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, Diarrhoea, 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.		
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		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 in Insecticide Office		
		4. Preparing monthly pay rolls of 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 Sewree 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>	u/s 68, 483, 253, 274(1) (1A), 375A, 381,381A, 381B, 488	
		<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>		



		4.He samples all Anopheles and Aedes breeding detected and forwards the same to the Laboratory for identification along with all relevant data such as nature of breeding places, etc.		
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		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.		
		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. (Antify)	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 carryout 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.		
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		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**

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

**D**

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

**E**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties – Judicial</b>	<b>Under which legislation / rules / order / GRs</b>	<b>Remarks</b>
		N.A.		



**Section 4(1) (b) (iii)**  
**MANUAL – 3**

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

9.1 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.**

9.2 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**

9.3 What are the arrangement to communicate the decision to public?

- If related to public, communicated by Postal Agency.

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

– Head of the department.

9.5 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, etc.	Fifteen days for all applications from the date of submission of valid application along with required documents.		

**Section 4(1) (b) (iii)  
MANUAL - 3**

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

Process for proposal and channel of supervision

**Ward Level:**

Asst.  
Municipal  
Commissioner



Asst. I.O



Pest Control Officer.



Supervising Overseer



Clerk. (1)



Jr. Overseer

Fogging Sub.



Disinfectant Sub. Insp.



Superior field Worker. (1)



Labour / Fieldworker

### Section 4(1) (b) (iv)

Norms set for discharge of its functions in the office of  
Organizational Targets (Annual)

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)		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)**

The rules / regulation related with the functions of Assistant Engineer (Building & Factory)

<b>Sr. No.</b>	<b>Subject</b>	<b>G.R./Circular/Office order. Rule no. notification etc. date.</b>	<b>Remarks if any</b>
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)

Statement of Categories of documents held in the office of **Pest Control Officer, K/West ward.**

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
1.	Insecticide Register	Register	1	Details of Insecticide received by department	1 Year
2.	Dead Stock Register	Register	2	Details of Dead Stock received by department	Permanent
3.	Notice „A” Register	Register	3	Details of A form Notices issued by department	1 Year
4.	Notice „B” Register	Register	4	Details of B form Notices issued by department	1 Year
5.	Complaint Register	Register	5.	Details of Complaint received by department	1 Year
6	Mosquito Breeding Register Anopheles Breeding Register Aedes Breeding Register Culex Breeding Register	Register	6	Details of Mosquito Breeding detected by Staff	1 Year
7	Well Register	Register	7	Details of all types of Wells in the ward	Permanent
8	Tube Well Register	Register	8	Details of all Tube Wells in the ward	Permanent
9	Court Register Summons Register(Optional) Warrant Register(Optional) Conviction Register(Optional)	Register	9	Details of all types of Court Cases in the Ward	Permanent

10	Malaria Positive Case Register Space Sray Register Residual Spray Register Crusade Register	Register	10	Details of IRS	1 Year
11	Cistern Certification Register A & B Cistern Noc Register	Register	11	Details of numbers of cisterns in the ward	Permanent
12	Vechicle Attendance Register	Register	12		1 Year
13	Bill Cum Receipt Book	Register	13		Permanent
14	Aqua Privy Treatment Register	Register	14		1 Year
15	Antifly Work Register	Register	15		1 Year
16	FSI' s Fuel Register	Register	16		Permanent
17	Space Spray Register	Register	17		1 Year
18	Daily Rat Collection Register	Register	18		1 Year
19	Rat Complaint Register	Register	19		1 Year
20	Rodent Control Activity Register	Register	20		1 Year
21	Treatment Register	Register	21		1 Year
22	Visit Book Cum Issue Register	Register	22		1 Year
23	Building Construction Register	Register	23		1 Year
24	Watch Case Register	Register	24		1 Year

25	Swimming Pool Register(Optional)	Register	25		Permanent
26	Cooling Tower Register(Optional)	Register	26		Permanent
27	I.O.D Register	Register	27		1 Year
28	Aedes Survey Register	Register	28		1 Year

29	Dengue Cases Register	Register	29		1 Year
30	Leptospirosis Case Register	Register	30		1 Year
31	Fogging Activity Register	Register	31		1 Year
32	Biological Control Activity Register	Register	32		Permanent
33	Fountain Register	Register	33		Permanent
34	Muster	Register	34		Permanent
35	Inward Register	Register	35		Permanent
36	Outward Register	Register	36		Permanent
37	Order Book Register	Register	37		Permanent
38	Staff Address Register	Register	38		Permanent
39	Impress Account Book	Register	39		1 Year
40	Postage Register	Register	40		1 Year
41	Stationary Register	Register	41		1 Year
42	Clothing Register	Register	42		1 Year
43	Unpaid Claim Register	Register	43		2 Year
44	L.T.A Register	Register	44		Permanent
45	Audit Note Register	Register	45		Permanent
46	P.F Advance Register	Register	46		2 Year
47	Pension Claim Register	Register	47		Permanent
48	Electricity Telephone Charges Register(Optional)	Register	48		1 Year
49	Income Tax Register	Register	49		1 Year
50	Staff Scholarship Register	Register	50		1 Year
51	O. T Register	Register	51		1 Year
52	Bill Register	Register	52		1 Year
53	Earned Leave And CI Register.	Register	53		Permanent
54	Work Sheet Register	Register	54		1 Year
55	CFC Challan File		55		1 Year
56	Task file		56		1 Year
57	Complaint file		57		1 Year
58	Important complaint file		58		1 Year



59	Important report file		59		1 Year
60	Office copy file		60		Permanent
61	Monthly report file		61		1 Year
62	Yearly report file		62		1 Year
63	Action papers file		63		1 Year
64	Well / tube well papers file		64		Permanent
65	I.O.D papers file		65		1 Year
66	Well reports file		66		Permanent
67	Municipal properties reports file		67		Permanent
68	Govt. properties reports file		68		Permanent
69	Circular file		69		Permanent
70	Imp circular file		70		Permanent
71	Minutes file		71		Permanent
72	Dengue cases file		72		1 Year
73	Leptospirosis case file		73		1 Year
74	Fogging machine repair file(OPTIONAL)		74		1 Year
75	Fountain paper file		75		Permanent

### Section 4 (1) (b) (vii)

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of **Pest Control Officer, K/West ward.**

#### Formulation of Policy

<b>Sr. No.</b>	<b>Subject / Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangement for seeking public participation.</b>
	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

<b>Sr. No.</b>	<b>Subject / Topic</b>	<b>Is it mandatory to ensure public participation (Yes/No)</b>	<b>Arrangement for seeking public participation.</b>
	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)**

Statement of Boards, Councils, Committees or Other bodies

### **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**

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 & their Pay Grades****DIRECTORY OF OFFICERS**

SR. NO.	NAME	Designation	Date of Appointment	Telephone No.	Place of Working
1	Shri. Sanjeev R.Mudras	P.C.O.	17/02/1995	9167494032	PCO K/W
2	Smt. Priya P.Khedekar	Clerk	05/02/2015	8767067405	PCOK/W
3	Vacant	S.O.			PCOK/W
4	Shri. Sunil D.Chavan	J.O.	05/03/1993	9167544994	PCOK/W
5	Shri.Prakash Marchande	J.O.	14/06/1993	8928120148	PCOK/W
6	Shri. Jotiba Bhau Yesade	J.O.	20/11/1991	9969845314	PCOK/W
7	Shri. Karrar Haider khan	J.O.	01/08/2005	9867124111	PCOK/W
8	Shri. Sadanand K. Waghmare	J.O.	04/11/1993	9892044976	PCOK/W
9	Shri.Anil N.Lohakane	J.O.	17/07/2008	9768148771	PCOK/W
10	Shr i. Pandurang Suryawanshi	J.O.	13/10/1993	7715906074	PCOK/W
11	Shri.Arun B. Indulkar	J.O.	01/09/1995	9004302597	PCOK/W
12	Shri.Sanjay Patil	J.O.	11/02/1992	9867209493	PCOK/W
13	Shri. SarabjitSinghBajwa	J.O.	11/02/1992	9987998533	PCOK/W
14	Vacant	J.O.			PCOK/W
15	Vacant	J.O.(Rat)			
16	Vacant	S.F.W.			
17	Shri.Mahendra Jadhav	D.S.I.	06/10/2006	8976684891	PCOK/W

**Section 4(1) (b) (x)**

**Officers Pay Grades**

<b>DESIGNATION</b>	<b>DESIGNATION CODE</b>	<b>GRADE CODE</b>	<b>GRADE</b>
<b>P.C.O.</b>	B271	B28	38600-122800(M22)
<b>Clerk</b>	C034	C27	21700-69100(M13)
<b>Sup.J.O.</b>	C444	C19	22600-71900(M14)
<b>J.O.</b>	C436	C31	21700-69100(M13)
<b>J.O.(Rat)</b>	C438	C31	21700-69100(M13)
<b>F.S.I.</b>	C547	C37	20700-65800(M12)
<b>D.S.I.</b>	C612	C49	19900-63200(M11)
<b>SFW</b>	D416	D23	15000-56900(M9)
<b>Labour</b>	D114	D25	15000-56900(M9)

**Section 4(1) (b) (xi)**

Details of allocation of budget and disbursement made in the office of  
**Pest Control Officer, K/West ward** for the year 2021-22.

Sr. No	Budget Head description	Grants received	Planned use ( give details area wise or work wise in a separate form)	Remarks
1	K/WWARD-HEALTH	34,52,2000	34,52,2000	
2	NewBldg.Insecticide			
3	BasicPay(Superior)	79,26,000	79,26,000	
4	Incentive Bonus	261,000	261,000	
5	BasicPay(Labour)	1,46,11,000	1,46,11,000	
6	Incentive Bonus	9,69,000	9,69,000	
7	Dearness Allowance	26,16,000	26,16,000	
8	House Rent Allowance	21,41,000	21,41,000	
9	Conveyance Allowance	63,000	63,000	
10	LTA	51,000	51,000	
11	Travel forSup&Sub	95,000	95,000	
12	Children Edu.All.	67,000	84,000	
13	Dearness Allowance	48,22,000	7,977,000	
14	House Rent Allowance	39,45,000	1,915,000	
15	LTA	108,000	243,000	
16	Transport All.	315,000	365,000	
17	Fly. Planning All.	53,000	107,000	

18	Children Edu. All.	720,000	533,000	
19	Other Allowance	220,000	165,000	
20	Uniforms	22,000	75,000	
21	Contrbn-Int4% tour	23,000	10,000	
22	Other Office Contin. Exp.	1,000	1,000	
23	Mobile Phone Exp.	6,000	6,000	
24	Postage Exp.	1,000	1,000	
25	Stationery	5,000	5,000	
26	Consumables	1,000	1,000	
27	Photocopying Exp.	6,000	6,000	
28	Conveyance	4,000	4,000	
29	Out Service Emp.	1,09,64,000	1,09,64,000	
30	Accessories	7,000	7,000	
31	Clothing &Linen	9,000	9,000	
32	Diet & Food	1,000	1,000	
33	Fuel(Liquid/Gas)			
34	Material	2,000	2,000	
35	OtherStore	6,000	6,000	
36	Spares & Tools	10,000	10,000	
37	Consumables	1,000	1,000	

**Section 4 (1) (b) (xii)**

Manner of execution of subsidy program in the office of **Pest Control Officer,**  
**K/West ward**

**NOT APPLICABLE**



### **Section 4(1) (b) (xiii)**

Particulars of recipients of concessions, permits or authorizations granted in the office of

**Pest Control Officer, K/West ward**

### **CONDITIONS /SPECIFICATIONS GOVERNING PERMISSION TO WATER STORAGETANKS (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 m 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 touching 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 3 m long an additional manhole cover should be provided to facilitate sampling at all corners with a sampling device of 1.5 m length.

#### **The pipe fittings :**

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 perforations should not exceed 1.5 mm in diameter. The perforated plate should be within the hand reach to facilitate inspection.

#### **The access.**

17. All cisterns with height more than 1.2 m 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 2.5 m in height should be provided with side supports.

20. The ladder exceeding 8 m 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 REQRIMENT:-**

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 5 feet.

**Tanks**

Sub: Issue and Renewal of „NOC“/Approval for \_\_\_\_\_

A) Brand and model of water storage tanks already approved by the H.E. (as far as material and design is concerned); with respect to mosquito proofing and mean of access for inspection

Capacity upto \_\_\_\_\_

& Height up to \_\_\_\_\_

B) Lid covers with respect to design and material from mosquito proofing point of view.

Dy. H.E. (Maint.)

M/s. \_\_\_\_\_

have

applied for „NOC/Approval Renewal of „NOC/Approval for their brand water storage tanks and submitted necessary undertaking on Rs. 100/- stamp paper vide letter dated .

As far as this department is concerned, Renewal of „NOC"/Approval is hereby given for the period of Months from the date of expiry i.e. upto \_\_\_\_\_ for \_\_\_\_\_

brand water storage tanks, subject to fulfilment of following conditions of this department by the party.

- 1) No. \_\_\_brand water storage tank will be sold or installed in the Greater Mumbai limits without complying each of the conditions specified in the „Condition Memo" i.e. Item No. 1 to 29 of Insecticide Branch of Municipal Corporation of Greater Mumbai (Copy of Condition/specification memo attached herewith).
- 2) The capacity of the tank will not exceed Ltrs.
- 3) The height of the tank will not exceed \_\_\_\_\_ as shown in the brochure/drawings (submitted by the party vide letter dt. ).
- 4) No. \_\_\_brand water storage tanks of capacity more than \_\_\_\_\_ Ltrs. and height more than \_\_\_\_\_ will be marketed or installed in the limits of M.C.G.M. without prior approval of Insecticide Officer and Dy. H.E. (Maint.) of M.C.G.M.
- 5) As required by M.C.G.M., the manhole cover will be of cast Iron circular with double resting and locking arrangement as per the memo of conditions. The cross bar shall be fitted to the cap cover with study nuts and bolts and not by screws. The ring shall be fitted on the top of the tank with heavy duty nuts and bolts will be of the standard pattern approved by the collar ring, the lid cover and the cross bar fitted to the lid hinges of one end and the purpose of lock of the another and without leave any which is man these so as to render the entire arrangement perfectly mosquito proof.
- 6) As required by M.C.G.M., we manufacturer will provided a sturdy, safe from ladder with the tank with holder grips to the top ends. The top ends of the ladder will be firmly fixed by means of nuts and bolts and the bottom end will be fixed on the cement block.

- 7) All dealers/distributors and sub agents will also comply with the conditions as mentioned above at the time of every sale and installation being made by them in the limits of M.C.G.M.
- 8) Before marketing of tanks NOC/Permission from the hydraulic Engineer of MCGM in connection with the above tank shall be obtained.
- 9) No change in the tank in connection with the manhole cover assembly, ladder arrangement, upper surface of the tank, height etc. shall be made without prior permission of the Insecticide Officer and Dy. Hydraulic Engineer (Maint.) of M.C.G.M.
- 10) Where the height of the tank is more than 246 cms (in case of higher capacity tanks approved by I.O.), a protective railing should be provided around the top of the tank for easy access and safety inspection.
- 11) Any other condition that may be communicated by the Insecticide Officer will be complied with as and when required.
- 12) On expiry of the NOC/Approval, the same will be got renewed from the Insecticide Officer within the period of 1 month from the date of expiry.
- 13) If any of the above conditions and condition No.1 to 29 of condition/specification memo of Insecticide Branch is found to be flouted, the NOC/Approval or renewal of NOC/Approval shall be summarily revoked by Insecticide Officer.

Yours faithfully,

Insecticide Officer

Encl: Condition/Specification Memo

Note: The NOC / Approval is conveyed to H.E. and copy of the same is served / sent to the applicant.

**MUNICIPAL CORPORATION OF GREATER MUMBAI  
PUBLIC HEALTH DEPARTMENT  
INSECTICIDE BRANCH**

2<sup>nd</sup> Floor, Primary Education Office Bldg., Oldor Tank Maklan, Dr. Bhaikhankar Marg, Grant Road(E), Mumbai - 400 007.

No. : IO/3436/SR Date : 01.03.2016

**CIRCULAR**

**Pest Control Officer  
A to T ward**

Sub : Documents to be submitted by the applicant for applying for permission for borewells.

Ref : H.E.'s circular No. HE /16 /Cir. dt.19.01.2016.

The new procedure to be followed for issuing permission for borewells has been defined by the above referred to circular.


You are hereby directed to follow the guidelines as mentioned in the said circular. On receiving an application for permission to a borewell, a letter which is attached herewith, should be issued to the applicant. This letter has all the points require to be complied with for issuing the necessary permission.

Also, the note to be forwarded to A.E.(W.W.) of your ward is attached for information. All the references to A.E.(W.W.) should be as per the said format. No files for permission for borewells should be forwarded without complying with the points mentioned in H.E.'s circular referred to above.

  
Insecticide Officer (i/c)

Copy to : Dy.I.Os. (City / E.S. / W.S.),  
A.I.O. ( Z- I to VII )

  
Insecticide Officer (i/c)

  
APR  
01/03/16  
A.P.R.

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**PUBLIC HEALTH DEPARTMENT**  
**INSECTICIDE BRANCH**

Primary School Ward Office Bldg., 2<sup>nd</sup> Floor, Gilder Tank Maidan, Dr.Dadasaheb Bhadkamkar Marg, Grant Road (East), Mumbai – 400 007

No. : IO /3649/SR Date :06.04.2016

**CIRCULAR**

Sub: Permissions & NOC's under Ease of doing business

Ref : 1) MGC/A/6356 dt.29.02.2016 (Page No. 20 to 23)

2) HE/16/Cir. dt.19.01.2016 (Page No. 24 to 25)

3) IO/3436/SR dt. 01.03.2016 (Page No. 26 to 31)

4) IO/3499/SR dt.11.03.2016 (Page No. 32 to 48)

**Pest Control Officer A to T wards**

In continuation of the above referred circular at Sr.No.4), the formats for the undertakings on Rs.500/- stamp paper for granting permissions to Bore/Tube wells, Ring Wells & use of water from existing HCC (Surface) wells & the formats of 'Self Declaration' from applicant in case of 'Deemed NOC's' for Swimming pools, Water Storage Tanks, Cooling Towers & Jacuzzis are attached herewith.

Pest Control Officer's are hereby instructed to attach the copies of the formats of undertakings for permissions to Bore/Tube wells, Ring wells & use of water from HCC (Surface) wells while sending letter to applicant as per the Format attached herewith. In case, only when the title of the property is not clear, format of Indemnity Bond attached herewith should be taken from the applicant as 'D' on the same stamp paper. All other conditions as per circular no. HE/16/Cir.dt. 19.01.2016 should be followed in toto.

For oral & written requests for NOC's to Swimming Pools, Water Storage Tanks, Cooling Towers and Jacuzzi's, the formats of 'Self Declaration' only to be obtained from the citizens. Action U/s 381 to be initiated in case defects are observed after self declaration formats have ben submitted by the owner/ user.

In case the said swimming pools, water storage tanks, cooling towers & jacuzzi's are not previously issued NOC or the owner/ user has not submitted the self declaration format,action U/s 381A may be initiated.

This circular supercedes circular issued u/no. IO/3436/SR dt. 01.03.2016 referred here in above at Sr.No.3.

These modified conditions & ciruclar will be effective immediately.

**Insecticide Officer**

MUNICIPAL CORPORATION OF GREATER MUMBAI

Public Health Department  
Insecticide Branch

**PRELIMINARY LETTER FOR WELLS**

No. : IO/ /SR

Date:

To,

Sub: Permission to Bore a Tube Well at

Ref: Your letter/application dt.  
and PCO/\_/ SR of

Sir,

With reference to your letter/application dt. \_\_\_\_\_you are

requested to produce following documents within 15 days so as to enable us to process your application for provisional permission to the proposed tube well.

- 1) Site plan indicating the location of the proposed tube well.
- 2) Documentary evidence of ownership if you are the owner/N.O.C.  
From Owner/Land lord.
- 2) Specific purpose for which the tube well water is proposed to be used.

Yours faithfully,

Asst. Insecticide Officer (City/Eastern/Western)



MUNICIPAL CORPORATION OF GREATER MUMBAI

Public Health Department

Insecticide Branch

**PROVISIONAL PERMISSION FOR TUBEWELL**

5<sup>th</sup> Floor, Hawkers Plaza, Janata Cloth Market Building, Senapati Bapat Marg,  
Dadar (West), Mumbai- 400 028.

To, \_\_\_\_\_ No. IO/ \_\_\_\_\_ /SR  
Date: \_\_\_\_\_

Sub: Provisional Permission to Bore a Tube Well at

Ref: Your letter dated \_\_\_\_\_  
and PCO/ \_\_\_\_\_

Sir,

Provisional permission is hereby granted to Bore a Tube Well at the above site,

subject to fulfilment of all the conditions governing use well within the period of 3 months.

1. You should give a Undertaking on Rs.100/- Stamp Paper specifying all conditions in connecting with the Tube Well as per the memo of conditions accompanying this letter.
2. The responsibility of maintenance of the Tube Well should also be transferred to the new Owner or Society with the intimation to this office in case of transferring the property.
3. The Tube Well water will be allowed to be used only for \_\_\_\_\_  
purpose at the same site only. In case you use the water for any other purpose than granted, you should get permission by fresh application.
4. You should give the information about drilling in the standard format enclosed.

You should comply with all conditions within 3 months from the date of obtaining the provisional permission so as to consider to grant you final permission, failing which the provisional permission granted to you will automatically stands revoked except.

In case of Bore Well allowed for building construction all conditions should be complied alongwith completion of building and you should apply for final permission, of if the Well is not needed more, it should be dismantled, closed and the site should be consolidated.

Yours faithfully,

Asst. Insecticide Officer

MUNICIPAL CORPORATION OF GREATER MUMBAI

Public Health Department

Insecticide Branch

**FINAL PERMISSION FOR WELL**

5 th Floor, Hawkers Plaza, Janata Cloth Market Building, Senapati Bapat Marg,  
Dadar (West), Mumbai- 400 028.

No. IO/ /SR

Date:

To,

Sub: Permission to allow to retain a newly dug surface well/newly  
bored tube well and to use /allow the use of water from the  
existing well for

Ref: An undertaking submitted by you and  
PCO/ / of

Sir/Madam,

Permission to allow to retain a newly bored tube well/newly surface well and use  
the well water/allow the use of water from the existing well for \_\_\_\_\_  
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 bored 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.

Yours faithfully,

Insecticide Officer

**MUNICIPAL CORPORATION OF GREATER MUMBAI  
PUBLIC HEALTH DEPARTMENT  
INSECTICIDE BRANCH**

5<sup>th</sup> Floor, Hawkers Plaza Building, Janata Cloth Market, Senapati Bapat Marg, Dadar (West), Mumbai - 400 028.

No. : IO / 211 / SR Date : 06.05.2021

**CIRCULAR**

**Pest Control Officers'  
A to T Ward**

Sub : Modified format of Undertaking for granting permissions  
to use the water from existing Surface Wells.

Ref : 1) IO / 104 / SR dt. 22.04.2021  
2) AMC / WS / 8306 / D dt. 03.05.2021

The sanction vide reference no.2) above is obtained from A.M.C.(W.S.) for the modified format of Undertaking for granting permissions to use the water from existing Surface Wells. The following condition has been added in the said format -

**“The water from the well shall be used only for non potable purpose and shall not be exploited commercially ”.**

The modified format is attached herewith.

Henceforth while processing files for granting permissions to use the water from existing Surface Wells, a copy of the modified format is to be furnished to the applicant.

Inform all the Sup.J.O.'s & J.O.'s of your Ward to note the modified changes made in the attached format.

Copy to :

Dy.I.O.'s (City, W.S., E.S.)  
A.I.O.'s (Zone – I to VII)

  
06/05/2021  
(Rajan A. Narangrekar)  
**Insecticide Officer**

MUNICIPAL CORPORATION OF GREATER MUMBAI

FORMAT FOR UNDERTAKING ON RS.500/- STAMP PAPER TO BE SUBMITTED FOR  
OBTAINING PERMISSION TO USE OF WATER FROM EXISTING SURFACE WELLS

To,  
The Insecticide Officer  
M.C.G.M.

Sub: Permission to use water from 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 water from the well shall be used only for non potable purpose and shall not be exploited commercially.**
6. 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 conditions 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)

MUNICIPAL CORPORATION OF GREATER MUMBAI

Public Health Department  
Insecticide Branch

**NOC FOR SWIMMING POOL**

To, No. : IO/ /SR

Date:

Sir, Sub:  
Ref: Your letter dt. \_\_\_\_\_

As far as this office is concerned, there is „NO OBJECTION“ for allowing you to maintain the above mentioned Swimming Pool as the same is designed and constructed to avoid breeding of mosquitoes. However, the following conditions are to be strictly adhered to :

- 1) The Swimming Pool should be maintained in such a way to prevent mosquito breeding.
- 2) The approved, design and layout of the Swimming Pool should not be altered without obtaining necessary sanction from Competent Authorities.
- 3) The staff of P.C.O. Ward should be allowed to inspect the Swimming Pool as and when required.

You are liable for preventive action from this department in case mosquito breeding is detected in the said Swimming Pool and its accessories.

Yours faithfully,

Asst. Insecticide Officer ( )

Note: This NOC is regarding structure and functioning of the pool and the balancing tank with respect to vector control. This NOC therefore does not exempt the applicant from obtaining permission from Medical Officer of Health and Police authorities.

MUNICIPAL CORPORATION OF GREATER MUMBAI

PUBLIC HEALTH DEPARTMENT  
INSECTICIDE BRANCH

**N.O.C. for Cooling Tower/Tank**

5<sup>th</sup> Floor, Hawkers Plaza, Janata Cloth Market Building, Senapati Bapat Marg, Dadar (West), Mumbai- 400 028.

To,

Tel.No.: 022 24318887

No. IO/ /SR

Date:

Sub: N.O.C. for Cooling Tower/Tank at

Ref: Your application letter dt. \_\_\_\_\_  
and PCO/ / dt. \_\_\_\_\_.

Sir,

With reference to your letter cited above, you are hereby informed to submit an undertaking on Rs. 100/- stamp paper as per accompanying memo of condition and carry out the work as stated herein.

Yours faithfully,

Asst. Insecticide Officer ( )

Encl : Memo of conditions.

MUNICIPAL CORPORATION OF GREATER MUMBAI

Public Health Department  
Insecticide Branch

No. : IO/ /SR

Date:

To,

Sub: N.O.C. for Cooling Tower/Tank at

Ref: An undertaking submitted by you and  
PCO/ / of

Sir,

As far as this department is concerned, there is no objection to retain the above referred Cooling Tower/Tank provided all the conditions are maintained at all the times.

Asst. Insecticide Officer ( )

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**Public Health Department  
Insecticide Branch**

**PRELIMINARY LETTER FOR WELLS**  
**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.

...3



**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.
3. Recharge unit and typical first flush arrangement will be maintained as per the schematic drawing 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 pupose 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)**

**Section 4(1) (b) (XIII) Contd..**

**HCC WELL:-**

**The Insecticide officer,  
Municipal Corporation of Greater 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 PURPOSES".
- 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,

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

Ring WELL

**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 :-

**A) Conditions of RING WELLS:**

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 Workmen's 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.

**B) Conditions of H.E. Department:-**

2. That the water from the Ring well shall not be used for any other purpose than permitted and **shall not be exploited commercially.**

3. "That Before **cleaning, Deepening or Repairing** of Ring Well necessary NOC will be obtained from water department of MCGM .

{2}

**C) Conditions of Rainwater Harvesting Department :- (if applicable )**

9. 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.
10. The rain water shall not be exposed to ground prior to recharge structure.
11. Recharge unit and typical first flush arrangement will be maintained as per the schematic drawing of (typical) recharge structure provided by Municipal Corporation of Greater Mumbai (M.C.G.M.)
12. The filter media shall be cleaned regularly to avoid clogging and mosquito breeding.
13. The structure shall be mosquito proof as per guidelines issued by Pest Control Officer / Health Department.
14. 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.
15. 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.
16. The permission to use water of the tube well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days notice.

**D) INDEMNITY BOND FOR THE PERMISSION OF RING WELL**

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

Sub : Permission for Ring 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

{3}

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 Ring well 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.

{4}

**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 -

**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)**

**Section 4(1) (b) (XIII) Contd..**

MUNICIPAL CORPORATION OF GREATER MUMBAI

**Public Health Department  
Insecticide Branch**

**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.

...7

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**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



**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 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)**

**...10**

## **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 Mahanagarपालिका.**

**(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 Mahanagarपालिका.**

**(Name & Signature)**

**Section 4(1) (b) (XIII) Contd..**

**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, Chatrapati Shivaji Market Bldg., 4<sup>th</sup> Floor, Mata Ramabai Ambedkar Road, Mumbai-400 001.

**(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') + GST applicable

**(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. Six Thousand 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.

## Section 4(1) (b) (XIII) Contd..

### (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. Six Thousand 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%	3,000/-
03.	Third Quarter	75%	4,500/-
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').

## Section 4(1) (b) (XIII) Contd..

### (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.



To,

**APPLICATION FORM - FORMAT FOR FOUNTAIN**

The Insecticide Officer  
Insecticide Branch, Phalton Rd,  
Mumbai – 400 001

01) Application for Fountain:      New              Existing             

(Tick mark as which is Applicable)

02) Name of the Owner:


3) Complete address of the owner :

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04) Tel. No.:

05) Cell No.:

06) Status of the applicant :    1) Proprietary:

2) Partnership

3) Private Ltd.:

4) Public Ltd. :

5) Residential Society:

6) Commercial Society:

07) Exact Location Address

of premises of fountain

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--


I/We, herby request to issue /renew permission for the Fountain for the Fountain / Cascade etc. as referred above.

Signature of the Applicant

**DECLARATION**

**I/We**, hereby declare that the information given in the application is true and **I/We** undertake to comply with the terms and conditions of the permission and if at any time it is found that the information is false / untrue, the permission is liable for cancellation and for any further action; **I/We** myself/ourselves / my/our heir/successors and assignees Partners/Directors/Management shall be solely responsible for any action, claim, damages, demand of any nature of whatsoever kind which may be initiated and / or instituted and / or made against the Municipal Corporation of Greater Mumbai or its offices due to issue of the Permission.

Date : ..... 20

Signature or Thumb Impression  
of the  
**Owners / Partner/s /  
Secretary**  
**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. / Sm \_\_\_\_\_ t./ 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"s Signature

**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.

6. I/We shall see to it that the entire surface of water shall remain sprinkled or agitated when the fountain is being played.
7. 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.
8. I/We shall see to it that no aquatic plants should be introduced or grown which may prevent observance of weekly dry day.
9. 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.
10. 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.
11. 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.
12. 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.
13. I/We am/are aware that the permission fee is non-refundable.

14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.



21. 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.
22. 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.
- 22A. 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.
23. 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.
24. 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.
25. 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

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

[P.T.O.]

Sketch Plan

Vertical projection

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

No. \_\_\_\_\_

**ORIGINAL**

No. .... of 20 - 20

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

Pest Control Officer \_\_\_\_Ward.

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

INSECTICIDE OFFICER,  
Municipal Corporation of Greater Mumbai  
Insecticide Branch,5<sup>th</sup> floor, Hawkers Plaza

Building, Janta Cloth Market, Senapati  
Bapat Marg, Dadar (E), Mumbai - 2

Tel. No. 022 24318887

Mumbai ..... 20

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

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, Brihnamumbai 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**

<b><u>OPEN WELL WITH PARAPET WALL</u></b>	To demolish the parapet well of the said well and to fill earth completely upto the level of the Surrounding ground to consolidate the site so as to leave no depression which hold or collect water or to cover the well hermetically with cement concrete leaving no opening of any kind and to the whole arrangement hermetical and perfectly mosquito proof.
<b><u>WELL WITH A CONCRETE COVER &amp; A TRAP DOOR</u></b>	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.
<b><u>COVERED WELL IF OPENED UPHERMETICALLY</u></b>	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.
<b><u>CLEANING OF WELL</u></b>	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.
<b>ENTRANCES WITH GRATINGS.      STORM WATER</b>	To close the said open storm water entrances by adjusting with road dust so as to render the whole Arrangement perfectly mosquito proof.
<b><u>OPEN DRAIN.CHANNEL</u></b>	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.
<b><u>REQUISITION FORCELLER ORBASEMENT WORK</u></b>	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.
<b><u>UNAUTHORISED WELL</u></b>	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.
<b><u>REQUISITION FORSTORM WATERENTRANCES</u></b>	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.

<p style="text-align: center;"><u>TRENCHES</u></p>	<p>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 &amp; 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.</p>
<p style="text-align: center;"><u>SUMP HOLDING WATER ACCUMULATED BY THE RELEASE OF STEAM</u></p>	<p>To connect the said sump to the Municipal Drain so as to disallow the stagnation of water and consequent breeding of mosquito therein.</p>
<p style="text-align: center;"><u>OFFENCE COLLARING IS EMBEDDED IN THE TOP SLAB AS SUCH GROOVE IS FORMED AROUND M.H.C</u></p>	<p>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.</p>
<p style="text-align: center;"><u>UNAUTHORISED MASONRY TANK</u></p>	<p>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.</p>
<p style="text-align: center;"><u>DRUMS KEPT FOR DOMESTIC PURPOSES LIKELY TO BREED MOSQUITOES</u> Unauthorized d cistern Galvanized tanks barrels etc. Kept for building, construction purposes or hotel purposes.</p>	<p>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.</p>
<p>Disused Non mosquito proof Tank/s</p>	<p>To require the said NMP water storage tank entirely off the premises as antimosquito measure.</p>
<p style="text-align: center;"><u>Tube well being bored</u></p>	<p>To discontinue unauthorized of tube well &amp; fill in the bored hole with good earth leaving no depression likely to hold or collect water therein no depression</p>
<p style="text-align: center;">Unauthorized Tube Well</p>	<p>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 depression likely to hold or collect water and likely to breed mosquitoes therein.</p>
<p style="text-align: center;">Unauthorized Fountain</p>	<p>To demolish the said unauthorized fountain completely up to the level of surrounding ground and to level and consolidate the site so as to demolish the said cooling tank.</p>
<p style="text-align: center;"><u>R.C.C COOLING TANK &amp; COOLING TOWER</u></p>	<p>To get it regularized by compliance by the conditions laid down in the respect for prevention of mosquitoes breeding therein.</p>
<p style="text-align: center;"><u>Low Level</u></p>	<p>To fill in the said low level with earth completely up to the level of the surrounding ground and to level and consolidate the site so as to level no depressions likely to collect or hold water and breed mosquitoes therein.</p>

### Section 4(1) (b) (xvi)

Details of public information officers / APIO's / appellate authority in the jurisdiction of  
(Public authority) in the office of

#### 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.	Shri. Sanjeev R. Mudras	Pest Control Officer	K/West Ward	Office Officer K/West Ward, Paliram Path, Andheri West, Mumbai-400058. Ph.022-26237932 Extn.379,382	Nil	Shri. Vishwas P. Mote K/West Ward, Paliram Path, Andheri West, Mumbai-400058. Ph.022-26237932 Extn.379,382

#### 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.	Shri. Vishwas Mote	Asst. Comm.	K/West Ward	PCO K/W	

## 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 MCGM APPROVED PRIVATE PEST CONTROL OPERATORS AS ON 6.04.2021

Sr. No.	Name of Company & Proprietor	Address of Company	Validity upto
1	M/s. PCI Pest Control Pvt. Ltd, Mr. Shankar Ghuge, Mob. No.9082572831	Gala No.27, Vardhaman Ind. Co-op-soc. Ltd, Gokul Nagar, Nr. Hotel United 21, LBS Road, Thane (W), 400 601.	16.10.2021
2	M/s. GD Pest Control Private Limited Director- Mr. Sanjay Parui Mo.9702444466/ 7738444466	Shop No.2, Navyug Co-op, Hsg. Soc. Ltd. Aarey Checknaka, Goregaon(E), Mumbai-63 Tel- 022- 29277333	18.08.2022
3	M/s. Pestokem Industries Pvt. Ltd. Pro. - Mr. Mangesh Sharad Parulkar	134-A, Khareghat Road, Hindu Colony, Dadar, Mumbai. 400014 Tel- 2414 4295, 2413 5858 Fax – 2414 4295 Email- <a href="mailto:pestokem@gmail.com">pestokem@gmail.com</a>	25.09.2022
4	M/s. S P INDUSTRIES Pro: Atul P. Bhat. Mob No. - 9869781781	7- Akashdip, Govind Nagar, Sodawala Lane, Borivali (W) Mumbai 400 092. Email : <a href="mailto:info@spindustries.com">info@spindustries.com</a> , <a href="mailto:prvinjosh22@gmail.com">prvinjosh22@gmail.com</a> Web : <a href="http://www.spindustries.co">www.spindustries.co</a>	30.12.2022
5	M/s. Pestermynate Enterprises Pro.- Mr. Rajendra Jadhav Tel. - 022 24712345	15, Vimawala House, Jijibhai Lane, Opp. Center point , Lalbaug , Mumbai - 400012. Email: <a href="mailto:pestermynate@gmail.com">pestermynate@gmail.com</a> Mob. No. 9869228350	14.10.2022

6	M/s. Tahaan Pest Solutions & Fumigation Pro. - Zahid Akbar Shaikh Mob-7738515515	B-517, Mayuresh Building, Plot -04, Sector-19, Vashi, Turbhe, Thane- 400705, Tel. +91 2227841515,	27.03.2022
7	M/s. Amey Labour Co.op Society Chairman- Mrs. Arti Satish Sawardekar	103-6/6, Prem Nagar Colony, B.J. Kher Marg, Worli Naka, Mumbai-400 018. Email- <a href="mailto:amaylabourcosltd@gmail.com">amaylabourcosltd@gmail.com</a>	19.11.2022
8	M/s. Prime Pest Control Services Mr. Nemaalapalli Pavankumar	C/201, 2 <sup>nd</sup> Floor, Kohinoor Apartment, N.C. Kelkar Road, Dadar (W), Mumbai – 400 028. 8070523666, 8070523777, 8070523888 www. Primepestcontrolservices.com <a href="mailto:primepestcontrolserve@gmail.com">primepestcontrolserve@gmail.com</a>	05.07.2021

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Sr. No.	Name of Company & Proprietor	Address of Company	Validity upto
9	M/s. Dapmans Pest Control and Allied Services Pro. Aniket Daptardar Mob. 9820340019	B-41/2 Comercial Complex, Mahavir Nagar, Manpada Road, Dombivali(E), Mumbai-421201. Tel No. - 0251- 2456562, 2431680 Email- <a href="mailto:dapmans@yahoo.com">dapmans@yahoo.com</a>	12.05.2021
10	M/s. Ultima Search Pro. Yogesh W. Jadhav Tel,- 022-28751618, 28722711 Mob No. 9833036470	9-10, Shree Krishna Commercial Centre, 6, Udyog Nagar, Opp. Raheja Solitare, Off. S.V. Road, Goregaon (W) Mumbai- 400 062 Email: <a href="mailto:yogesh@ultimasearch.com">yogesh@ultimasearch.com</a>	20.05.2021
11	M/s. City Logic Pro. Virender Pratap Singh Mob. No. 9322729172, 8793306661	B/103, Revati Apartment, Opp. Sai Datta Temple, Sanyukt Nagar, Achole Cross Road, Nalasopara (E), Dist. Palghar, Pin- 401 209 Email. <a href="mailto:Citylogic.ss@gmail.com">Citylogic.ss@gmail.com</a>	11.08.2021
12	M/s. Aakanksha Apang Seva Sahakari Sanstha Maryadit, Mr. Kharat, Mob. No.9869778124	281/5, Dr. Ambedkar Chowk, Kurla (W), Mumbai 400 070	20.09.2021
13	M/s. Paragon Pesticides, Mrs. Pallavi Dicken Thomas Mob. 9820076116 9820663604	164, 4 <sup>th</sup> Floor, Modi Street, Zaveri Chember, Fort, Mumbai.400 001 Tel.- 022-22611399	30.09.2021

14	M/s. V-CARE Pro. Mr. Hemang P. Goradia	706/707, Shree Siddhivinayak Apt. Shraddhanand Road, Behind Kurle Aurto Garage, Vile Parle (E) Mumbai- 400 057. Tel- 26122273, 65707777, 65078888, 26122274 Email- <a href="mailto:info@vcarepcs.com">info@vcarepcs.com</a> Web- <a href="http://www.vcarepcs.com">www.vcarepcs.com</a>	30.09.2021
15	M/s. Mpower Facility Services Pvt. Ltd. Pro- Moinuddin Merajuddin Shaikh	Fatima Villa, Behind Atlanta Arcade, Church Road, Marol, Andheri (E), Mumbai- 400059. Tel- 02261271212 Email- <a href="mailto:mpowerfacility@gmail.com">mpowerfacility@gmail.com</a> <a href="mailto:hr@mpowerfacility.com">hr@mpowerfacility.com</a>	02.10.2021
16	M/s. Metro Pest Control Services Pro- Mr. Shubham Chandan Mohite Mob.- 9082490071, 9324711789	Ashtavinayak Path, Tagor Nagar-4, Vikhroli(E), Mumbai-400 083. Email- <a href="mailto:metropestcontrol2019@gmail.com">metropestcontrol2019@gmail.com</a>	27.01.2022
17	M/s. J.D. Pest Control Pro.- Mr. Prathmesh Adsul Mob. 9820509949	26, Manthan Plaza , Nehru Road, Santacruz (E) Mumbai- 400055. Tel- 022 26665007	14.07.2022

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Sr. No.	Name of Company & Proprietor	Address of Company	Validity upto
18	M/s.Express Pesticides Private Limited Mr. Felix Jerome Quadros	S-5, Khira Industrial Estate, B.M. Bhargav Road,Santacruz (W), Mumbai -400 054. Email – <a href="mailto:epcom@vsnl.com">epcom@vsnl.com</a> Website- <a href="http://www.epcom.com">www.epcom.com</a> Tel -61386600 Fax-61386601	06.10.2021
19	M/s. Blue Grain Chemicals Pvt. Ltd. Mr. Shakti Kumar Mahto Mob. 9930274180	10/2A, Ashirwad CHS Ltd., Asha Nagar, Thakur Complex, Kandivali(E), Mumbai- 400 101 Tel- 28866633/34 Email – <a href="mailto:bluegrain23@gmail.com">bluegrain23@gmail.com</a> website <a href="http://www.bluegrainpestcontrol.com">www.bluegrainpestcontrol.com</a>	17.05.2022

20	M/s.Beetle Group India, Pro. - Mrs. Shreya Mahesh More Mob. 9870676799	15/c/14, Prayag CHS, Plot No.6, Nnp Colony, Gen A.K. Vaidya Marg, Goregaon(E), Mumbai- 400 065 Tel- 022-28429977 Email – <a href="mailto:info@beetlegroupindia.com">info@beetlegroupindia.com</a>	21.11.2021
21	M/s. ZED Pest Control Pro.- Mrs. Anita Rajesh Khade Mob- 9821633378	B/105, Camplz Landmark, Kevni Naka, S.V. Road, Near Tata Motors Showroom, Jogeshwari (W), Mumbai- 400 102 Email- <a href="mailto:info@zedpestcontrol.com">info@zedpestcontrol.com</a>	17.11.2021
22	M/s. Elite Corporation Pro. - Mr. Jaldhi Rajanikant Trivedi	Vireshwar Chamber, 4 <sup>th</sup> Floor, Office No.405, Next to Shaan Cinema,M.G.Road, Vile Parle (E), Mumbai – 400 057. Tel.-25965192 Email- <a href="mailto:support@elitecorporation.in">support@elitecorporation.in</a> / <a href="mailto:certificate@elitecorporation.in">certificate@elitecorporation.in</a>	13.10.2021
23	M/s. IPM and Fumigation India, Mr. Somsundaram Shivakumar,	Unit No.126, Bldg. No.6, Jogani Ind. Complex, Chunabhatti, Mumbai - 400 022, Phone No.022 24055888	20.08.2022
24	M/s. Hindustan Insecticide Pro.- Mrs. Madhuri S. Zode Mob No. – 9821137624 / 9867743679	39/2011,Shivam Hsg. Society, Gandhi Nagar Bandra (E), Mumbai 400 051. Email – <a href="mailto:hidustaninsecticide@hotmail.com">hidustaninsecticide@hotmail.com</a> Web - <a href="http://www.hindustaninsecticide.com">www.hindustaninsecticide.com</a> Tel – 022 26555492/26420566	04.03.2023
4			
25	M/s. Sunlight Pest Control Services Pro.- Sanjay Harishchandra Patil Mob. No. - 9324682473	Shop No. 92, 1 <sup>st</sup> Floor, Municipal Shoping Complex, Building No. 3, Near V.B. Phadker Natyagruh, Panvel, Navi Mumbai, Pin- 410206 Email – <a href="mailto:sunlightpcs@rediffmail.com">sunlightpcs@rediffmail.com</a>	07.01.2023
26	M/s. Spiracle Services Mrs. Supriya Subhash Bhambid	3 A, Reliable Shreejee Empire, Next to Vimal Height, Nalasopare (W), Pin Code- 401203 Mob.- 8530352444, 8530452444, 8530952444	19.10.2022
27	M/s. Tom Cat Pest Control Pro. – Mr. Adil Asif Shaikh Mob. 9223548623	10-A, Grace Plaza, S.V. Road, Jogeshwari (W) Mumbai- 400 102. Tel- 26796006, Email – <a href="mailto:adtomcat29@yahoo.co.in">adtomcat29@yahoo.co.in</a>	21.07.2022