



BRIHANMUMBAI MAHANAGARPALIKA



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

PUBLIC HEALTH DEPARTMENT

INSECTICIDE BRANCH

PEST CONTROL OFFICER M/WWARD

Address - Office of the Pest Control
Officer M/West Ward, Ground Floor
Berrack, Behind Ward Bldg., Sharad
bhau Acharya marg, Nr. Natraj
Cinema, Chembur, Mumbai-400071.

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 M/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 M/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 M/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, (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 BRIHANMUMBAI MUNICIPAL CORPORATION .

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

- (A) Malaria vectorcontrol.
- (B) Dengue haemorrhagic fever vectorcontrol.
- (C) Mosquito nuisance control (Filariavector)
- (D) Fly control.
- (E) Rodent and fleacontrol.
- (F) Cockroachcontrol.

Ward :- M/West

Area :- 19.37 Sq. Km

Population :- 4,13, 727 (2001 Census)

Boundary :- **East**– W.T. Patil Marg, G.M. Link Road

West- Tansa Pipe Line Nos.02

North– Somaiyya Nalla

South– Mahul Creek

(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 stephensi* is the only species of mosquito which plays any appreciable part in the transmission of the disease in the island, and its breeding places are exclusively man made as was explained in an earlier chapter, this mosquito is the one malaria carrying *Anopheles* in India which is able to adapt itself to life in a large city in the case of other carriers facilities for breeding suitable to their needs are not produced in urban areas. But *A. stephensi* is the great well and cistern breeder of India, and unless this breeding places and others of a similar nature are rendered permanently mosquito proof it will continue to flourish even in the heart of the city.

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

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

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

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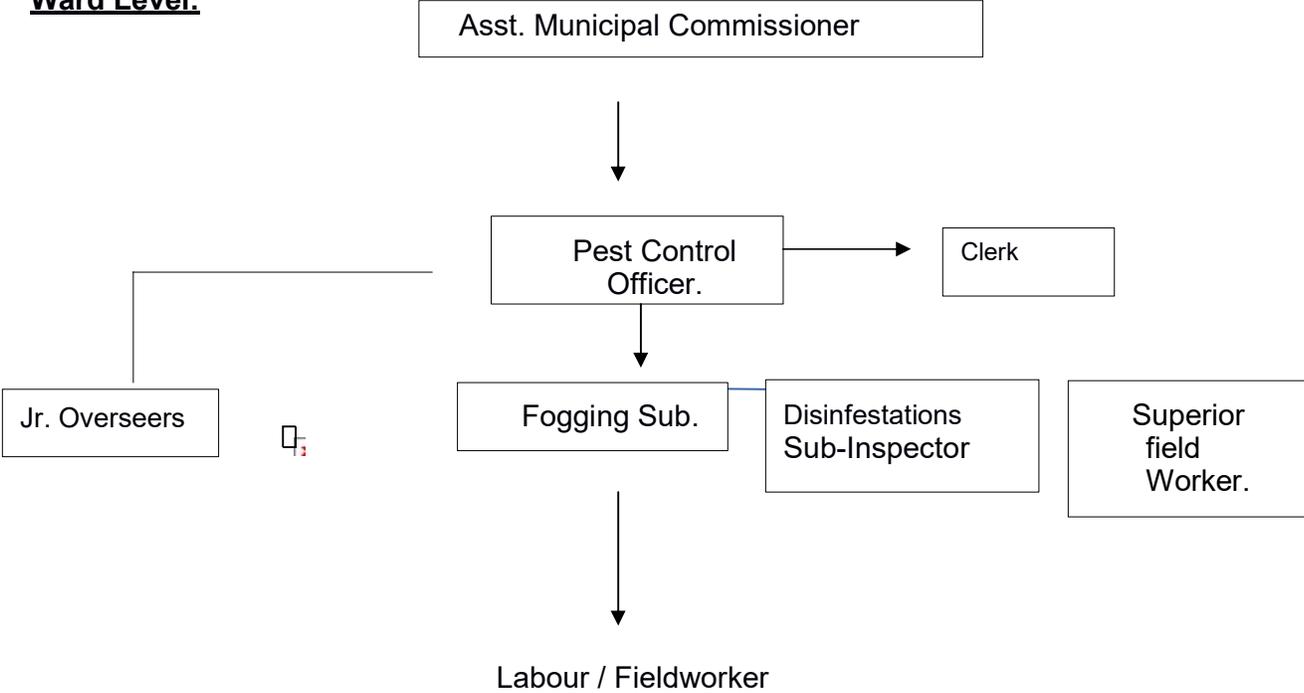
Section 4(1) (b) (i)

The particular of function & duties of the office of Insecticide Officer

| | | |
|-----|--|---|
| 1. | Name of the Public Authority | Pest Control Officer M/West |
| 2. | Address | Office of the Pest Control Officer, M/West Ward, Ground Floor Berrack, Behind Ward Bldg., Sharad bhau Acharya marg, Nr. Natraj Cinema, Chembur, Mumbai-400071. |
| 3. | Head of the Office | Insecticide Officer |
| 4. | Parent Government Department | Public Health Department |
| 5. | Reporting to which Office | Assistant Commissioner, M/West Ward Insecticide Officer |
| 6. | Jurisdiction - Geographical | M/West ward is bounded by the W.T. Patil Marg & G.M. Link Road on the East, Tansa Pipe Line Nos.02 on West, Somaiyya Nalla on North and Mahul Creek 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 M/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 | Record of Physical assets & holding of office of the Assistant Engineer, Building & Factory is maintained by the office of Assistant Engineer (M. & R.), M/West. |
| 13. | Organization's Structural chart | As per separate sheet attached |
| 14. | Tel. No.s & office timings | Telephone No. 25225000 Extn.: 161 Email : pco.mw@mcgm.gov.in Office Timing: 7.00am to 2.00pm (Monday to Saturday) Visiting Hours: 12.00pm to 2.00pm (Monday to Saturday) |
| 15. | Weekly Holidays | Sunday and Public Holidays. |

ORGANISATION CHART OF PEST CONTROL DEPARTMENT M/W WARD

Ward Level:



SECTIONWISE BOUNDARY OF P .C.O M/West WARD

| Ward | SECTION NO. | SECTIONWISE BOUNDRIES |
|------|-------------|---|
| | 1 | Subhash Nagar, R.C. Marg, N.G. Acharya Marg, Chembur Naka, V.N. Purav Marg |
| | 2 | E.E. High Way, Ghatkopar Pumping Station, |
| | 3 | E.E. Highway, R.C. Marg, C.S.T. Road, V.N. Purav Road |
| | 4 | N. G. Acharya Marg, Narayan Guru High School, W.T. Patil Marg, Amar Mahal Junction, G.M. Link Road (Chheda Nagar) |
| | 5 | V. N. Purav Marg, R.C. Marg, Ramtekdi, R.K. Studio, C.G. Road, |
| | 6 | V. N. Purav marg, S.T. Road, Chikal Wadi, Bhakti Park, R.C. Marg, Swami V.Edu., Kala road |
| | 7 | Collector Colony Road, R.C. Marg, Mahul Village, Mazgon Dock, |
| | 8 | W.T. Patil Marg, V.N. Purav Marg, St. Anthony Road, N.G. Acharya Marg |
| | 9 | E.E. High Way, Scout Gide Ground, Vatsalatai Naik Nagar, Sahakar nagar, Shell Colony Road |
| | Rat | Entire Ward |

(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 – M/West WARD

| SECTION NO | NAME OF SLUM |
|------------|---|
| 1 | Bhai Bhai Nagar, Rajaram Nagar, Chembur Gaothan, Deulkarwadi |
| 2 | Reti Bandar, Ambedkar Nagar, Rahul Nagar, Walmiki Nagar, Asha Hanuman Nagar. |
| 3 | Siddharth Colony, Ganesh Nagar, Paralkarwadi, Mahatma Phule Nagar, Abdul Hamid Nagar, Suswagatam Nagar, Acharya Nagar, Saraswati Baug, Bhim Nagar, Siddhodhan Nagar, Samta Nagar. |
| 4 | P.L. Lokhande Marg, Munjal Nagar, Anand Nagar, Mahatma Phule Nagar, Nagewadi, Subash wadi, Mukund Nagar. |
| | Ramtekdi, Jiwan Sangram Nagar, Indira Nagar, Old Berrack, Lalwadi. |
| 6 | Kokan Nagar, Vijay Nagar, Sathe Nagar, Laldongar, Shivshakti Nagar, Prem Nagar, Suman Nagar, Chikalwadi, Samta Nagar. |
| 7 | Ambapada, Mahul Village, Vashi Nagar, Laxmi Nagar, Mukundrao Ambedkar Nagar, Khadi Machine, Jijamata Nagar, Santosh Nagar, Marawali Village, Shahji Nagar, Shardar Patel Nagar. |
| 8 | Khardeo Nagar, Ghatla Village, Sanjay Nagar, Subhash Nagar, Kelkarwadi, Mukti Nagar, Sambhaji Nagar, Subhash Nagar, Acarya Collage. |
| 9 | Shramjivi Nagar, Sai Baba Nagar, Raja Milind Nagar, Thakkar Bappa, Adarsh Nagar, Vatsalatai Naik Nagar, Yashwant Nagar, Indira Nagar, Rajiv Gandhi Nagar, Sahakar Nagar |

(C) MOSQUITO NUISANCE CONTROL (FILARIA VECTOR)

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

SECTION WISE WEEKLY ANTILARVAL PROGRAMME OF PCO M/W WARD

| Sec No. | MON | TUE | WED | THUR | FRIDAY | SAT |
|---------|--|---|---|--|---|---|
| 1 | D. K. Sandu Marg, Road No.10, Post Office | Oasis Line, M-Ward Office, Natraj Cinema | Ambedkar Nagar, Road No.16, Subhash Nagar. | Road No.12, 13, Road No.14, 15 | D.K. Sandu Wadi, jai Mandir, Chembur Gaothan | Bhai Bhai Nagar, Rajaram Nagar, Municipal Market |
| 2 | Tilak Nagar Bldg. No.91, 88, 89, | Rahul Nagar, Sangh Mitra Bldg Parivar, Sidhivinayak Soc. | Tilak Nagar Bldg No.92 to 103, 54-60, 69-79, 60-76 | Panchasheel nagar No.0 1 to 02, Indira nagar, Dr. Baba Saheb Ambedkar Nagar | Tilak nagar Bldg No.01 to 14, 29-40,37-25, 42 & Tilak NagarMarket | Seva Nagar, Walmiki Nagar, Asha Hanuman Nagar, Reti Bandar, Pestam Sagar Road No.06 |
| 3 | Central Colony, BARC Colony, Abdul Hamid Nagar, M. Phule Nagar, MAA Hospital | Postal Colony, Suswagatam Nagar, R.C. Marg, Cemetery | Paralkarwadi, Shivpuri Colony, Beggars Home, Siddharth Colony, Matoshri Ramabai Ambedkar Maternity Home | Achary nagar, Swasti Park | Chandroday CHS, Ajinkya Tara CHS, Swastik Park | Corporate Park, MSEB, Reliance Employee Colony, Sathe Garden |
| 4 | Munjaj Nagar, Chheda Nagar | P.L. Lokhande Marg, Shree Nagar Soc., Mukund Nagar | Muktanand School, Govandi Bridge, Anand Nagar | Chheda Nagar, | P.Y. Thorat Marg, M. Phule Nagar, Nagewadi | N.G. Acharya Marg, Station Road, Subhash Wadi |
| 5 | Ramtekdi, Sitaladevi, Safal Ganga, Nirankari Pai, BEST Depot | M.S. Bldg, RCF Gate, Jiwan Sangaram Nagar, Old Barac, Gurudwara | Golf Club 01, National School, Indira Nagar, Old Barack 02 | Bahari Lodge, Madhugiri, Bharat Tirth, Maitri Park, Union Park, Shreekant Chambers | Sundar Appartmen t Niwas, Golf Club 02, Shyam Niwas, M. Ali Bhangarwala | Chedva Soc., HajiMalang, BasantPark |

| | | | | | | |
|---|---|-------------|--|--------------------------------|---|--|
| 6 | Chikalwadi, Samarth Nagar, Laldongar, Indira nagar, Suman Nagar, Netaji Subhash Nagar | Bhakti Park | Hanuman Nagar, Anand Nagar, Samrat Ashok Nagar | Sindhi Soc., Swami V.Edu. Soc. | Collector Colony, Shivshakti Nagar, Vijay Nagar | Konkan nagar, Sathe Nagar, GaneshNagar |
| | Tata Power | Ambapada, | Vashi naka, | Mysore | RCF Colony, | Santosh |

| | | | | | | |
|---|---|---|---|---|---|---|
| 7 | Comp., Tata Terminal, Gavanpada, | Mahul Village, Maa Const. | Laxmi nagar, Mukundrao Ambedkar Nagar, BPCL Colony, HP Colony | Colony, Vashi Village, | Railway Colony, Azizbaug, Shahaji Nagar, Sharad Patel Nagar | Nagar, Marwali Village, RCF Hotel |
| | Ageas Comp, | | | Jijamata Nagar, D.R. | | |
| | Jai Kali Mata Eng., Navy | | | Container, MazgaonDock | | |
| | Wirless | | | | | |
| 8 | Unatti Nagar, 5 th Road, C.A. Road, Daimond Garden | Khardeo Nagar, Ghatla Village | Sanjay Nagar, Subhash Nagar | Kelkarwadi, Mukti Nagar, Ganesh Industrial Area | Sambhaji Nagar, Ghatla Village | Subhash Nagar, Khardeo Nagar, Acharya College |
| 9 | Shramjivi Nagar, Saibaba Nagar | Yashwant Nagar, Indira Nagar, Vasasnt Nagar, Pragati Soc. | RajivGandhi Nagar, Sahakar Nagar No.01,02, 03, 04 and Adarsh Nagar 01 | Raja Milind Nagar | Thakkar Bappa Colony, Adarsh Nagar No.02 | Vatsalatai Naik 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 ANTIFLY OF PCO M/W WARD OCTOBER TO MAY

| DAY | LOCALITY |
|---------|--|
| MONDAY | RoadNo.17,DeulWadi,TilakNagarBldg107to112,MaaHospital,M.PhuleNagar,Central Colony,ChhedaNagar,Ramtekdi,Laldongar,Tatapowercompany,DaimondUnnatiMandal, SaibabaNagar. |
| TUESDAY | RoadNo.11,RahulNagar,SuswagamNagar,GulshanBaug,R.C.Berrack,BhaktiPark,Mahul Village, Municipal School Ghatla |

| | |
|----------|---|
| WED | Dayanand Saraswati Marg, Bldg No.101, 102, 56, Paralkwadi, Anand Nagar, Old Berrack, Laldongar, Vashi Naka, Walmiki Nagar, Sahakar Nagar |
| THURSDAY | RoadNo.11to14,NDRBldg22,Bldgno.24,SidharthColony,MilindNagar,Lalwadi,Swami VivekanandCollege,MaysoreColony,Kelkarwadi,SamratAshokNagar |
| FRIDAY | RoadNo.10,KrushalTower,Garage,SwastikPark,P.Y.ThoratMarg,GulabBaug,ShivShakti Nagar, RCF Colony, Mahavir Metal |
| SATURDAY | BhaiBhaiNagar,PanchasheelNagar,SwastikPlaza,SubhashNagar,HajiMalang,KokanNagar, SatheNagar,SantoshNagar,SambhajiNagar,VatsalataiNaikNagar |

WEEKLY ANTIFLY PROGRAMME O F PCO M/W W ARD FROM JUN E TO SEPT.

| DAY | LOCALITY (Squad No. 1) |
|-----------|--|
| Monday | Ghatla Village, kelkarwadi, Mukti Nagar, Amar nagar, Khardeo nagar, Karnatak High School, Chembur Gaothan, Ambapada, Mahul |
| Tuesday | Shanta Jog marg, Tilak nagar, Pestam Sagar |
| Wednesday | Sharmjivi nagar, Sahakar nagar, Thakkar Bappa Colony, Vatsalatai Naik Nagar |
| Thursday | Chembur Naka Market, Siddharth Colony, Laldongar, Chikalwadi, Sindhi Soc., Sindhi Camp, Indira Nagar, Ramtekdi |
| Friday | P.L. Lokhande Marg, Chheda Nagar, P.Y. Thorat Marg |
| Saturday | Chembur Gaothan, Maa Hospital, N.G. Acharya marg, |

(E) Rodent and Flea Control:

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

The common species of rats in Mumbai are:-

- 1) Rattus rattus :- Roof Rat
- 2) Rattus norvegicus:- SewerRat
- 3) Rattus wroughtoni :- HouseRat
- 4) Bandicota bengalensis :- FieldRat
- 5) Bandicota indica & Bandicota Gigantia :- FieldRat
- 6) Mus musculus :- HouseMouse
- 7) Suncus caeruleus :- Common Houseshrew
- 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 M/W WARD

LABOUR 1:- P. L. Lokhande Marg, P.Y. Thorat Marg, Chheda Nagar, Pestam Sagar, Maitri Park, R.C. Berrack, Chembur Camp, M.S. Bldg.

LABOUR 2 :- Ghtala Village, Subhash Nagar, M Ward Office, Siddharth Colony, Chembur Naka, Daimond Garden, Navjeevan Soc., Union Park, R.K. Studio, Asha Studio.

LABOUR 3 :- Sindhi Camp, Postal Colony, Shell Colony, Thakkar Bappa Colony, Vatsalatai Naik Nagar, Swastik Park.

LABOUR 4 :- Laldongar, Suman Nagar, R.C.F., Mahul Village, Basant Park, Collector Colony, Tilak Nagar.

(F) cockroachControl:-

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. M/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

| Sr. No. | Designation | Power – Financial | Under which legislation / rules /order / GRs. | Remarks |
|---------|----------------------|---|---|---------|
| 1. | Pest Control Officer | Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of Rs. 1000/- | MMC Act 1888 | |

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

C

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

D

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

E

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

Notel - Financial powers are likely to be revised.

II - Power to operate different activities in the SAP system is defined by

Jt. M.C. (Improvement)

A

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

B

| Sr. No. | Designation | Duties – Administrative | Under which legislation / rules / order / GRs. | Remarks |
|---------|----------------------|--|--|---------|
| 1. | Pest Control Officer | 1. To formulate the plan of work for the control of insect pests and to organize the work in the ward. | MMC Act 1888, u/s 68, 483, 253,274(1)(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, Diarrhea, etc. | | |
| | | 9.To survey and detect malaria vector species of mosquitoes in their larval and adult stages and to take adequate measures for their control. | | |

| | | | | |
|--|--|--|--|--|
| | | 10.To organize and execute a focal indoor residual spraying in the locality as per specific orders from the Insecticide Officer. | | |
| | | 11.Attending ward committee meetings, etc. | | |
| | | 12.To organize and execute indoor residual spraying according to the directive of NAMP. | | |
| | | 13.To participate in thefilarial survey as and whenrequired. | | |
| | | 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. | | |
| | | 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 | | |
| | | 3. Maintaining leave records of Lab. Staff where SR 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 | |

| | | | | |
|--|--|---|--|--|
| | | <p><u>2.Labour arrangement:</u> To arrange daily labour distribution from available staff for the day, after taking into consideration the absenteeism</p> | | |
| | | <p><u>3.Stores works :</u> a).Issue of insecticides and suitable equipments according to their daily program needs twice a day. b).To assist P.C.O. in procurement of supplies of insecticides and equipments in due time. c).To receive different items of consignment of insecticides from the transportcontractors. d).To attend Sewree Oil Installation to receive Mosquito Larvicidal Oil. e).To maintain stores ledger in up- to-date manner. f).To issue spray equipment and other implements to staff and to receive it back at end of day after due checking. g).To arrange for repairs to equipments and to maintain them in good working condition. h).To maintain Dead Stock Ledger in up-to-datemanner.</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> a).To supervise and ensure up-to-date maintenance of all registers by J.O.'s. of the ward. 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 thathe complete his round of the whole area in one week for groundwork</p> | <p>u/s 68, 483, 253, 274(1) (1A), 375A, 381,381A, 381B,488</p> | |
| | | <p>2.Thesectionisdividedinsucha 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> | | |

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|--|--|--|--|--|
| | | 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. | | |
| | | 5. Whenever to finds a drain line chocked 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.Hemakesoutareferencetothe 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 there requisition are not complied with during the first prosecution. | | |

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|----|------------|---|---|--|
| | | 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 | |

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

| | | | | |
|-----|-------------------|--|-----|--|
| | | 2. To supervise checking of „set rat traps“ | | |
| | | 3. To supervise collection of Rats from set rat traps and their disposal. | | |
| | | 4. To supervise poison baiting according to direction given by the supervisors. | | |
| | | 5. To maintain records of equipments, pesticides, rodenticides and field operations. | | |
| | | 6. To attend to any other work connection with the Rodent Control Program. | | |
| 11. | Rat Labourers | 1. Setting of 30 number of Rat traps daily. | 488 | |
| | | 2. To guide the aggrieved citizens about domestic setting of rat traps. | | |
| | | 3. Checking of set Rat Traps. | | |
| | | 4. Collection of Rats from set Rat Traps. | | |
| | | 5. Poison baiting of 200 rat burrows, according to direction given by superiors. | | |
| | | 6. Any other work connected with the rodent control program. | | |
| | | 7. To carry out mass trapping and complaint trapping as per need of situation. | | |
| | | 8. To collect trapped live rats and kill those by immersing in water at ward store. | | |
| | | 9. To carry dead/live rats at Haffkine Institute at M.R.D.E. Parel. | | |
| 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 manholeetc. | | |
| | | 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 balletc. | | |
| | | 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 thesuperiors. | | |

| | | | | |
|--|--|--|--|--|
| | | 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 | | |

C

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

D

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

E

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

Section 4(1) (b) (iii)
MANUAL – 3

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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.

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

What are the arrangement to communicate the decision to public?

- If related to public, communicated by Postal Agency.

Who are the officers at various levels whose opinions are sought for the process of decisionmaking?

- Head of the department.

Who is the final authority that rests the decision?

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

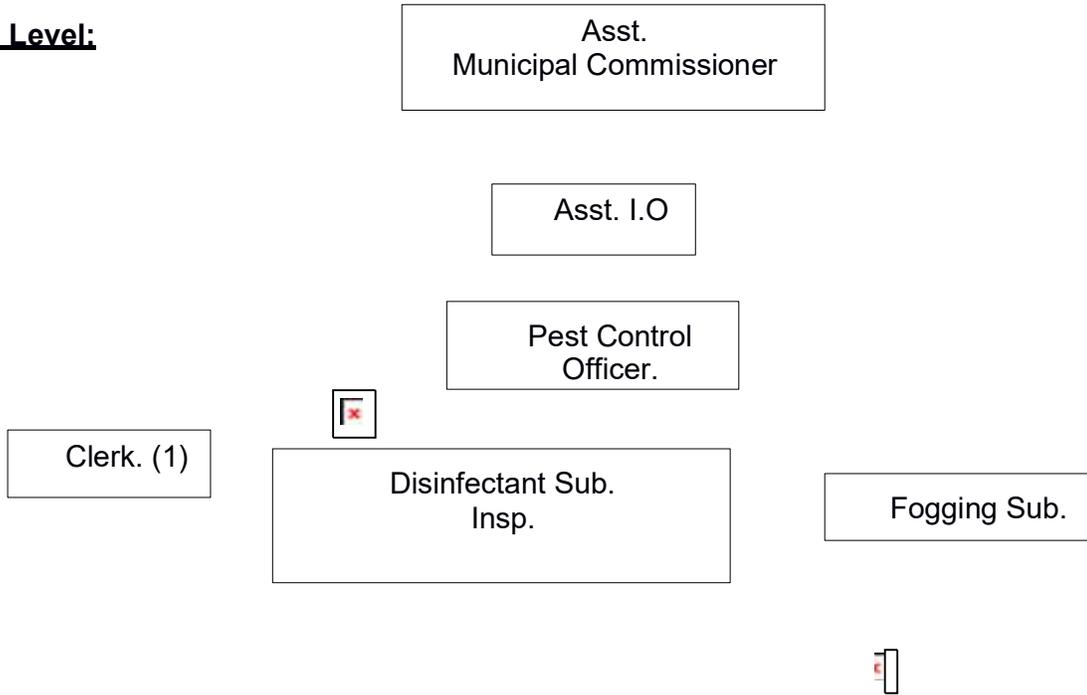
| Sr. no | Activity | Steps Involved | Time Limit | Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation) | Remarks |
|---------------|--|---|---|---|----------------|
| | Vector Control & Granting NOC's and Permissio n for all water bodies | Scrutiny of Applicatio n, 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:



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

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

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

Section 4(1) (b) (vi)

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

| Sr. no. | Subject | Type of Document file or register | File no. or Register no. | Particulars | Periodicity of preservation |
|----------------|---|--|---------------------------------|--|------------------------------------|
| 1. | Insecticide Register | | | Details of Insecticide received by department | 1 Year |
| 2. | Dead Stock Register | | | Details of Dead Stock received by department | Permanent |
| 3. | Packing Material Register | | | Details of Material received by department | Permanent |
| 4. | Machinery Register | | | Details of Machinery received by department | Permanent |
| 5. | Notice „A“ Register | | | Details of A form Notices issued by department | 1 Year |
| 6. | Notice „B“ Register | | | Details of B form Notices issued by department | 1 Year |
| 7. | Complaint Register | | | Details of Complaint received by department | 1 Year |
| 8. | Mosquito Breeding Register Anopheles Breeding Register Aedes Breeding Register Culex Breeding Register | | | Details of Mosquito Breeding detected by Staff | 1 Year |
| 9. | Well Register | | | Details of all types of Wells in the ward | Permanent |
| 10. | Tube Well Register | | | Details of all Tube Wells in the ward | Permanent |

| | | | | | |
|-----|--|--|--|--|-----------|
| 11. | Court Register Summons Register(Optional) Warrant Register(Optional) Conviction Register(Optional) | | | Details of all types of Court Cases in the Ward | Permanent |
| 12. | Malaria Positive Case Register Space Sray Register Residual Spray Register Crusade Register | | | Details of IRS | 1 Year |
| 13. | Cistern Certification Register A & B Cistern Noc Register | | | Details of numbers of cisterns in the ward | Permanent |
| 14. | Vehicle Attendance Register | | | | 1 Year |
| 15. | Reference To A.E./C.O. | | | | 1 Year |
| 16. | Bill Cum Receipt Book | | | | Permanent |
| 17. | Aqua Privy Treatment Register | | | | 1 Year |
| 18. | AntiflyWork Register | | | | 1 Year |
| 19. | Decockroaching Register | | | | 1 Year |
| 20. | FSI's Fuel Register | | | | Permanent |
| 21. | Space Spray Register | | | | 1 Year |
| 22. | Daily Rat Collection Register | | | | 1 Year |
| 23. | Rat Complaint Register | | | | 1 Year |
| 24. | Rodent Control Activity Register | | | | 1 Year |
| 25. | Treatment Register | | | | 1 Year |
| 26. | Visit Book Cum Issue Register | | | | 1 Year |
| 27. | Building Construction Register | | | | 1 Year |
| 28. | Watch Case Register | | | | 1 Year |

| | | | | | |
|-----|--|--|--|--|-----------|
| 29. | Swimming Pool Register(Optional) | | | | Permanent |
| 30. | Cooling Tower Register(Optional) | | | | Permanent |
| 31. | Bill Book Register | | | | 1 Year |
| 32. | Dumping Register (Optional) | | | | 1 Year |
| 33. | I.O.D Register | | | | 1 Year |
| 34. | Workshop Register(Optional) | | | | 1 Year |
| 35. | Aedes Survey Register | | | | 1 Year |
| 36. | Dengue Cases Register | | | | 1 Year |
| 37. | Leptospirosis Case Register | | | | 1 Year |
| 38. | Fogging Activity Register | | | | 1 Year |
| 39. | Biological Control Activity Register | | | | Permanent |
| 40. | Fountain Register | | | | Permanent |
| 41. | Muster | | | | Permanent |
| 42. | Inward Register | | | | Permanent |
| 43. | Outward Register | | | | Permanent |
| 44. | Order Book Register | | | | Permanent |
| 45. | Staff Address Register | | | | Permanent |
| 46. | Impress Account Book | | | | 1 Year |
| 47. | Postage Register | | | | 1 Year |
| 48. | Stationary Register | | | | 1 Year |
| 49. | Clothing Register | | | | 1 Year |
| 50. | Unpaid Claim Register | | | | 2 Year |
| 51. | L.T.A Register | | | | Permanent |
| 52. | Audit Note Register | | | | Permanent |
| 53. | P.F Advance Register | | | | 2 Year |
| 54. | Pension Claim Register | | | | Permanent |
| 55. | Electricity Telephone Charges Register(Optional) | | | | 1 Year |
| 56. | Income Tax Register | | | | 1 Year |
| 57. | Staff Scholarship Register | | | | 1 Year |
| 58. | O. T Register | | | | 1 Year |

| | | | | | |
|-----|---------------------------------------|--|--|--|-----------|
| 59. | Bill Register | | | | 1 Year |
| 60. | Earned Leave And CI Register. | | | | Permanent |
| 61. | Work Sheet Register | | | | 1 Year |
| 62. | CFC Challan File | | | | 1 Year |
| 63. | Task file | | | | 1 Year |
| 64. | Complaint file | | | | 1 Year |
| 65. | Important complaint file | | | | 1 Year |
| 66. | Important report file | | | | 1 Year |
| 67. | Office copy file | | | | Permanent |
| 68. | Monthly report file | | | | 1 Year |
| 69. | Yearly report file | | | | 1 Year |
| 70. | Action papers file | | | | 1 Year |
| 71. | Well / tube well papers file | | | | Permanent |
| 72. | I.O.D papers file | | | | 1 Year |
| 73. | Well reports file | | | | Permanent |
| 74. | Municipal properties reports file | | | | Permanent |
| 75. | Govt. properties reports file | | | | Permanent |
| 76. | Circular file | | | | Permanent |
| 77. | Imp circular file | | | | Permanent |
| 78. | Minutes file | | | | Permanent |
| 79. | Dengue cases file | | | | 1 Year |
| 80. | Leptospirosis case file | | | | 1 Year |
| 81. | Fogging machine repair file(OPTIONAL) | | | | 1 Year |
| 82. | Fountain paper file | | | | Permanent |
| 83. | Crusade data file | | | | 1Year |

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, M/West ward.**

Formulation of Policy

| Sr. No. | Subject / Topic | Is it mandatory to ensure public participation (Yes/No) | Arrangement for seeking public participation. |
|---------|--|---|---|
| | The policy decisions on various important subjects / Topics are taken by Higher authorities of Corporation | Yes | <ol style="list-style-type: none"> 1. Corporation 2. Standing Committee 3. Public Health Committee 4. Law & revenue Committee 5. Prabhag Committee |

Implementation of Policy

| Sr. No. | Subject / Topic | Is it mandatory to ensure public participation (Yes/No) | Arrangement for seeking public participation. |
|---------|---|---|---|
| | Implementation is carried out after getting sanction of the competent authorities | Yes | <ol style="list-style-type: none"> 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 55years.
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. Nitin Suresh Dhobe | P.C.O. | 06.07.2015 | 9167494033 | PCO M/W |
| 2 | Shri.Vilas Ghume | Clerk | 01.12.2011 | 9702237179 | PCO M/W |
| 3 | Shri. Shreekant Survase | S.O. | 05.01.1993 | 8850427927 | PCO M/W |
| 4 | Shri. Vilas Kadam | J.O. | 06.09.1993 | 9820167520 | PCO M/W |
| 5 | Shri. Devendra Watkar | J.O. | 07/10/2008 | 9769651508 | PCO M/W |
| 6 | Shri. Vinay P.Vaity | J.O. | 06.08.2006 | 9967336133 | PCO M/W |
| 7 | Shri. Ram B.Pingat | J.O. | 04.06.2007 | 8454986067 | PCO M/W |
| 8 | Shri. Bhushan A. Gaonkar | J.O. | 01.10.2008 | 9220762108 | PCO M/W |
| 9 | Shri.Nikhil D. Shinde | J.O. | 22.03.2010 | 9967903111 | PCO M/W |
| 10 | Shri. Rajendra .K Ghodke | J.O. | 05.08.2008 | 9773551424 | PCO M/W |
| 11 | Shri. Raju A. Shinde | J.O. | 01.01.2013 | 7718038225 | PCO M/W |
| 12 | Smt .Rupalta S.Sawant | J.O. (Rat) | 25.03.2010 | 9833645697 | PCO M/W |
| 13 | Shri. Ramakant Mhatre | S.F.W. | 17/03/2005 | 9004934640 | PCO M/W |
| 14 | Shri. Vanktesh Gajal | S.F.W | 24.12.2008 | 8369186083 | PCO M/W |

| | | | | | |
|----|-------------------------|-------|------------|------------|------------|
| 15 | Shri Jitendra B. Jadhav | S.F.W | 25.11.2008 | 7045181323 | PCO M/W |
| | | | | | |
| 16 | Shri. Krushna V. Mundhe | S.F.W | 04.08.2017 | 9423203353 | PCO M/W |
| | | | | | |

Section 4(1) (b) (x)

Officers Pay Grades

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

Section 4(1) (b) (xi)

Details of allocation of budget and disbursement made in the office of
Pest Control Officer, M/West ward for the year 2024-2025

| M/W WARD - HEALTH | | | |
|--------------------------|--|-----------------|-----------------|
| 140107000 | Renewal Charges | 2,94,05,000.00 | 2,94,05,000.00 |
| 140107005 | Penalties recovered frm Contractors | -50,000.00 | -50,000.00 |
| 140107100 | New building insecticide treatment | -25,000.00 | -25,000.00 |
| 140107801 | Legal and Stationery Charges - Taxable | -2,40,00,000.00 | -2,40,00,000.00 |
| 140107900 | Recovery frm Emplsy | -1,20,000.00 | -1,20,000.00 |
| 140107900 | Fine | -25,000.00 | -25,000.00 |
| 140107901 | Basic Pay | -10,000.00 | -10,000.00 |
| 140107902 | Incentive Bonus | 37,68,000.00 | 37,68,000.00 |
| 140107901 | Basic Pay | 2,08,000.00 | 2,08,000.00 |
| 140107902 | Incentive Bonus | 1,46,88,000.00 | 1,46,88,000.00 |
| 140107902 | Dearness Allowance | 12,74,000.00 | 12,74,000.00 |
| 140107901 | House Rent Allowance | 21,10,000.00 | 21,10,000.00 |
| 140107903 | Conveyance Allowance | 11,31,000.00 | 11,31,000.00 |
| 140107905 | Leave Travel Assistance | 30,000.00 | 30,000.00 |
| 140107913 | Trv All for Sup&Sub | 50,000.00 | 50,000.00 |
| 140107919 | Children Education Allowance-sup | 2,27,000.00 | 2,27,000.00 |
| 140107999 | Other Allowances | 1,06,000.00 | 1,06,000.00 |
| 140107901 | Dearness Allowance | 3,000.00 | 3,000.00 |
| 140107902 | House Rent Allowance | 82,25,000.00 | 82,25,000.00 |
| 140107905 | Leave Travel Assistance | 44,07,000.00 | 44,07,000.00 |
| 140107913 | Transport Allowances For Labour | 1,93,000.00 | 1,93,000.00 |
| 140107918 | Family Planning Allowance-Labour | 14,23,000.00 | 14,23,000.00 |
| 140107919 | Children Education Allowance-lab | 35,000.00 | 35,000.00 |
| 140107999 | Other Allowances | 3,74,000.00 | 3,74,000.00 |
| 1401079913 | Uniforms | 3,72,000.00 | 3,72,000.00 |
| 1401079915 | Contrbn-meeting Int subsidy at 4% toward | 60,000.00 | 60,000.00 |
| 1401079915 | Remi Prem of Health Insur Policy BMC Emp | 37,000.00 | 37,000.00 |
| 1401079900 | Other Office Contingent Expenses | 5,39,000.00 | 5,39,000.00 |
| 1401079102 | Mobile Phone Expenses | 5,000.00 | 5,000.00 |
| 1401079500 | Postage Expenses | 8,000.00 | 8,000.00 |
| 14010795400 | Stationery | 10,000.00 | 10,000.00 |
| 1401079600 | Photocopying expenses | 11,000.00 | 11,000.00 |
| 1401079700 | Conveyance | 10,000.00 | 10,000.00 |
| 1401079400 | Outside Services Employment Expenses | 5,000.00 | 5,000.00 |
| 14010795010 | Material | 1,43,01,000.00 | 1,43,01,000.00 |
| 14010795012 | Other store | 5,000.00 | 5,000.00 |
| 14010795014 | Spares & Tools | 10,000.00 | 10,000.00 |
| | | 10,000.00 | 10,000.00 |

Calce
01/04/2024

INSECTICIDE OFFICER

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of **Pest Control Officer,**

M/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, M/West ward ----- **Not applicable**

Section 4(1) (b) (xiv)

MANUAL 14

**DETAILS IN RESPECT OF INFORMATION AVAILABLE ON ELECTRONIC
FORM**

NOT APPLICABLE

Section 4 (1) (b) (xiv)

**Details of information available in electronic form in the
office of**

| Sr. No. | Type of Documents File/ Register | Sub Topic | In which Electronic Format it is kept | Person In Charge |
|---------|-------------------------------------|-----------|--|------------------|
| | NIL | NIL | NIL | |

Section 4(1) (b) (xv)
MANUAL – 15

**PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR
OBTAINING INFORMATION**

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

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 | Address Ph. No. | E-mail id for purpose of RTI | Appellate authority |
|---------|--------------------------|----------------------|---------------------|---|------------------------------|--|
| 1. | Shri. Nitin Suresh Dhobe | Pest Control Officer | M/West Ward | Office of the Pest, Officer Control M/West Ward, Ground Floor, Behind Ward Bldg., Sharadbhau Acharya Marg, Chembur, Mumbai 400071 | pco.mw@mcgm.gov.in | Shri. Vishwas P. Mote Asst. Comm. M/West Ward, 1 st floor, Sharad b Acharya marg, Nr. Natraj Cinema Chembur, Mumbai-400071 |
| | | | | | | |

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 P. Mote | Asst. Comm. | M/West Ward | PCO M/W | ac.mw@mcgm.gov.in |

Section 4(1) (b) (xvii)

OTHER USEFUL INFORMATION

**BRIHANMUMBAI MUNICIPAL CORPORATION
PUBLIC HEALTH DEPARTMENT
INSECTICIDE BRANCH**

Primary School Ward Office Bldg., 2nd 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

2) HE/16/Cir. dt.19.01.2016

3) IO/3436/SR dt. 01.03.2016

4) IO/3499/SR dt.11.03.2016

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

These modified conditions & circular will be effective immediately.

Insecticide Officer

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

Insecticide Officer

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

WELLS

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

Sub: Permission for Bore / Tube well at _____

I / We hereby solemnly Undertake as below :-

A) Conditions of Insecticide Office:-

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

B) Conditions of Rainwater Harvesting Department :-

1. The bore well will be recharged with appropriate quantity of clean roof top rain water through a system of collection pipes laid above ground, with first flush and filter arrangement.
2. The rain water shall not be exposed to ground prior to recharge structure.
3. Recharge unit and typical first flush arrangement will be maintained as per the schematic drawing of (typical) recharge structure provided by BRIHANMUMBAI MUNICIPAL CORPORATION (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 shall not be used for any other purpose than permitted and shall not be exploited commercially.

IDEMNITY BOND

To,

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

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

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

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

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

NOW THIS INDENTURE WITNESSES that in pursuance of the facts mentioned by the Obligors and
in consideration on the terms, the Obligors do hereby bind himself and their executors,

administrators and assigns covenant with the Corporation and with the Commissioner hereinafter save harmless and indemnify the Corporation and the Municipal Commissioner or either of them and against all actions, claims, damages, demand of any nature of kind whatsoever which may be instituted, prepared , claimed or made against the Corporation and the Commissioner or either of them.

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

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

SIGNED, SEALED AND DELIVERED.

OBLIGOR

IN PRESENCE OF.....

1) Mr./ Mrs.
Address -

2. Mr./Mrs.
Address

The above items (A, B, C, D) 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)

List of Documents Required for bore well permission

**BRIHANMUMBAI MUNICIPAL CORPORATION
PUBLIC HELTH DEPARTMENT
INSECTICIDE BRANCH**

PEST CONTROL OFFICE M/W Ward Ground Floor, Barracks behind Ward Office Building Sharadbhau
Acharya Marg, Chembur, Mumbai400 071.

PCO/MW/ /SR

To,

DATE:- / /

Sub: - Permission for New /Existing Bore well at

.....
.....

Ref :- Your application dated / /

Sir,

Received your above referred application onThis regard you are requested to submit following documents to enable us to process your application for further approval.

- 1) Application stating purpose of use of well water.
- 2) Property card Extract.
- 3) Power of Attorney if CA is appointed.
- 4) Development/Agreement /sale deed.
- 5) Property tax Bill (latest).
- 6) NOC From owner or society (if required.)
- 7) Location plan showing proposed / existing location of Bore well (2 sets).
- 8) Google map (2 sets) Showing Proposed/existing bore well location.
- 9) Copy of Geological report (ERT Report).
- 10) Copy of Water Bill.
- 11) NOC from AEWV.
- 12) Undertaking in Prescribed format (Rs.500/- stamp papers).
- 13) NOC From Central Ground Water Authority (CGWA)

Please submit the documents within 7 days from date of receipt of this letters. If your fail to submit the same within given time period, this office will not be responsible for delay in the permission process. If document are not submitted, your application can be filed without further process.

For your information & necessary action please.

Pest Control Officer
'M' West Ward

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

A)Conditions of RING WELLS

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

Sub: Permission for Ring Well at _____

I / We hereby solemnly Undertake as below :-

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

B) Conditions of H.E. Department:-

- 1) That the water from the Ring well shall not be used for any other purpose than permitted and **shall not be exploited commercially**.
- 2) "That Before **cleaning, Deepening or Repairing** of Ring Well necessary NOC will be obtained from water department of MCGM .
- 3) That the depth of the ring well not exceed more than 10 meters.
- 4) That no blasting will be carried out during digging of the ring well.
- 5) That no bore/tube well will be bored in the ring well.

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

IDEMNITY BOND

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

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

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

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

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

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

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

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

SIGNED, SEALED AND DELIVERED.

OBLIGOR

IN PRESENCE OF.....

Mr./ Mrs.
Address -

Mr./Mrs.
Address

The above items (A,B,C,D) 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 of Applicant

List of Documents Required for New / Existing Ring well permission

**BRIHANMUMBAI MUNICIPAL CORPORATION
PUBLIC HELTH DEPARTMENT
INSECTICIDE BRANCH**

PEST CONTROL OFFICE M/W Ward Ground Floor, Barracks behind Ward Office Building Sharadbhau
Acharya Marg, Chembur, Mumbai400 071.

PCO/MW/_____ /SR

To,

DATE:- / /

Sub: - Permission for New /Existing Ring well at

.....
.....

Ref :- Your application dated / /

Sir,

Received your above referred application onThis regard you are requested to submit following documents to enable us to process your application for further approval.

- 1) Application stating purpose of use of ring well water.
- 2) Property card Extract.
- 3) Power of Attorney if CA is appointed.
- 4) Development/Agreement /sale deed.
- 5) Property tax Bill (latest).
- 6) NOC From owner or society (if required.)
- 7) Location plan showing proposed / existing location of ring well (2 sets).
- 8) Google map (2 sets) Showing Proposed/existing bore well location.
- 9) Copy of Water Bill.
- 10) NOC from AEWV.
- 11) Undertaking in Prescribed format (A, B, C, D,) (Rs.500/- stamp papers).

Please submit the documents within 7 days from date of receipt of this letters. If your fail to submit the same within given time period, this office will not be responsible for delay in the permission process. If document are not submitted, your application can be filed without further process.

For your information & necessary action please.

Pest Control Officer
'M' West Ward

FORMAT FOR UNDERTAKING ON RS.500/- STAMP PAPER FOR USE OF WATER FROM EXISTING SURFACE WELLS (OPEN & HCC)

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

Sub: Permission for Existing Surface Well at _____

I / We hereby solemnly Undertake as below :-

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

IDEMNITY BOND

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

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

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

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

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

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

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

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

SIGNED, SEALED AND DELIVERED.

OBLIGOR

IN PRESENCE OF.....

Mr./ Mrs.
Address -

Mr./Mrs.
Address
5.

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)

List of Documents Required for Existing Open / HCC well permission

**BRIHANMUMBAI MUNICIPAL CORPORATION
PUBLIC HELTH DEPARTMENT
INSECTICIDE BRANCH**

PEST CONTROL OFFICE M/W Ward Ground Floor, Barracks behind Ward Office Building Sharadbhau
Acharya Marg, Chembur, Mumbai400 071.

PCO/MW/ /SR

To,

DATE:- / /

Sub: - Permission for Existing Open / HCC well at

.....
.....

Ref :- Your application dated / /

Sir,

Received your above referred application onThis regard you are requested to submit following documents to enable us to process your application for further approval.

- 1) Application stating purpose of use of Open / HCC well water.
- 2) Property card Extract.
- 3) Power of Attorney if CA is appointed.
- 4) Development/Agreement /sale deed.
- 5) Property tax Bill (latest).
- 6) NOC From owner or society (if required.)
- 7) Location plan showing existing Open / HCC well (2 sets).
- 8) Copy of Plan from City Survey Department showing location of existing well in the said plot.
- 9) Google map Showing location of plot. (2 sets)
- 10) Copy of Water Bill.
- 11) 1Undertaking in Prescribed format (Rs.500/- stamp papers).

Please submit the documents within 7 days from date of receipt of this letters. If your fail to submit the same within given time period, this office will not be responsible for delay in the permission process. If document are not submitted, your application can be filed without further process.

For your information & necessary action please.

Pest Control Officer
'M' West Ward

DEEMED NOC TO WATER STORAGE TANKS

GUIDELINES :-

The deemed permission for retaining water storage tanks will be governed by the following conditions / guidelines which should be observed strictly to prevent vector mosquito breeding.

The body of the tank :

7. The cisterns should be made of wrought iron, mild steel, R.C.C. or any other material sufficiently thick and strong to withstand the weight of an average person when he stands on the top of the tank.
8. In case of wrought iron and mild steel tank, 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.
9. The R.C.C. cylindrical tank more than 2.25 mtrs. in height should be installed horizontally or proper foundation.

The Manhole and the cover assembly :

In case of an R.C.C. tank, 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.

10. There should be circular manholes on the top sheet / slab and cast iron rim with collar should be firmly fixed on it.
11. The rim with collar should be cast in one piece.
12. 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.
13. The manhole should have a properly fitting cap cover of cast iron cast in one piece.
14. 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.
15. In case of R.C.C. and masonry tanks the manhole collar ring should be visibly above the top level of the cisterns.
16. 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.
17. The lid of the cisterns should always be revetted.
18. If the cistern is more than 3 mtrs. long, an additional manhole cover should be provided to facilitate sampling at all corners with a sampling device of 1.5 mtrs. length.

The Pipe Fittings :

19. The feeding, overflow (warning) and down take pipes should be provided with check nuts from inside and outside to prevent formation of gaps and to avoid leakage.
20. The overflow pipe should be protected at its free end by a perforated copper or brass plate and the perforated plate should be within the hand reach to facilitate inspection.

The access :

21. All cisterns with height more than 1.2 mtrs. should be provided with a fixed sturdy iron ladder.
22. The upper end of the ladder should be firmly fixed to the top sheet / slab. They should be provide with side supports.
23. The iron ladder exceeding 2.5 mtrs. in height should be provided with side supports.
24. The ladder exceeding 8 feet in height should be provided with hand rails on both sides.
25. If access to the terrace is by means of a wooden staircase, it should not remain open and exposed to the sun and rain.
26. 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.
27. 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 :

28. 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.
29. The pump room should invariably be connected to the house drains by means of a gully trap. The pump foundation hollows should be filled in to the top circumference.

Special Requirements :

30. 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.
31. Vertically installed cylindrical tanks with convex top should have an appropriate railing along the top circumference.
32. The manhole size and the cover assembly components should be of standard dimensions and easily available in the local market.
33. 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.
34. The distance between the adjacent manhole covers and between any manhole cover and the side wall of the R.C.C. tank should not exceed 5 feet.

(NOTE : These conditions/specifications are subject to review and modifications if deemed necessary)

DEEMED NOC TO COOLING TOWERS

GUIDELINES :-

The deemed permission for retaining a cooling towers will be governed by the following conditions / guidelines which should be observed strictly to prevent vector mosquito breeding.

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

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 BRIHANMUMBAI MUNICIPAL CORPORATION , 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)

FORMAT OF SELF DECLARATION FOR COOLING TOWERS

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

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

I / We hereby solemnly Declare as below :-

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

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

(Name & Signature)

FORMAT OF SELF DECLARATION FOR JACUZZI

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

Sub: Deemed NOC for Jacuzzi/s at _____

I / We hereby solemnly Declare as below :-

4. 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.
5. The balancing tank of the Jacuzzi is maintained in mosquito proof condition having BMC approved standard pattern cast iron / fiber glass round manhole cover.
6. 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.
7. It will be binding on me/us to allow immediate and uninterrupted access to the bonafide staff members of BRIHANMUMBAI MUNICIPAL CORPORATION , 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)

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. BRIHANMUMBAI MUNICIPAL CORPORATION 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, Fifth Floor, Janta Market Building, Senapati Bapat Marg, Dadar (W), Mumbai- 400014

(IV) **PROCEDURE FOR ISSUE OF PERMISSION TO NEW / EXISTING PERMITTED WATERFOUNTAINS**

(a) **Application**

An application form will only be issued to the Owner on payment of Rs.105/-(+ Applicable GST) in cash at Pest Control Officer's Office- (Appendix, A")

(b) **Scrutiny Charges**

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

(C) **Document to be closed**

- 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. 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 nahn traps.
 - g. Point of outlet to the drainage connection /soak pit.

(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 BMC
 - iv) Payment of fees of Rs. 7800/- (Rs. Seven Thousand Eight Hundred Only) by D.D. in the name of BMC.

(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 MMCAct.

(VII) **PROCEDURE FORRENEWAL**

(a) **TIME OFRENEWAL**

Any time before expiry of permission.

RENEWALFEES

The renewal fees shall be Rs.7800 /- (Rs. Seven Thousand Eight Hundred Only).

(b) **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% | 1950/- |
| 02. | Second Quarter | 50% | 3900/- |
| 03. | Third Quarter | 75% | 5850/- |
| 04. | Fourth Quarter | 100% | 7800/- |

Above fees are to be paid in addition to permission fee of Rs.7800/- p.a.

(c) **NORMS FORRENEWAL**

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.

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 AFTERREVOCAION**

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

(IX) **PROCEDURE FOR TRANSFER OF PERMISSION**

Transfer of permission arises in following cases

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

(X) **CONCLUSION**

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

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 BRIHANMUMBAI MUNICIPAL CORPORATION 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,
BRIHANMUMBAI MUNICIPAL
CORPORATION , Mumbai – 400001.**

Sub :

Ref :

- 1) This Deed of indemnity is made this _____ day of _____ Month
_____ year between Shri. / Smt./M/s. _____

Proprietor / Partner / Secretary

of M/s. _____ residing at
_____ hereinafter referred to as

“**the Obligor**” (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 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 herein after 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^r 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.....) **OBLIGOR**
1) _____
2) _____

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.200/- 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.

5. 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 dis honoured 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 authorized 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 BRIHANMUMBAI MUNICIPAL CORPORATION towards construction cost.

5. 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 BRIHANMUMBAI MUNICIPAL CORPORATION, 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 BRIHANMUMBAI MUNICIPAL CORPORATION 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 BRIHANMUMBAI MUNICIPAL CORPORATION . 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 BRIHANMUMBAI MUNICIPAL CORPORATION if any.

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

NOTIFICATION

The BRIHANMUMBAI MUNICIPAL CORPORATION hereby notify this for Public Information.

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

Application Forms included in a booklet of information are available at the office of Insecticide Officer having its office at Fifth Floor, Janta Market Building, Senapati Bapat Marg, Dadar (W), Mumbai- 400014

Insecticide Officer

Steps to be followed by Architect for applying Online application to obtain permission of bore well/ ring well, Surface well, fountain issued by Insecticide Branch.

- 1) Login in Architects Console.
- 2) Select File No. (IOD No.)
- 3) Select type of Permission required i.e. Bore well, Ring Well, surface well & Fountain.
- 4) Enter File No. (IOD No.)
- 5) Select New / Amended as per the IOD proposal.
- 6) In Document check list' attach the relevant document (Scanned, pdf formats of the document
- 7) Save
- 8) Submit.
- 9) In 'User Note write the note for e.g. 'Submitted for the permission of
- 10) Submit (on final (on final 'submit' Application will reflect in PCO console).

BRIHANMUMBAI MUNICIPAL CORPORATION

Memo. No. of
 Re : Premises No.
 Street

Owned Shri
 by :-
 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.

ORIGINAL

No. _____

No.of20 -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
(2) 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 your self liable to the
penalty prescribed in that behalf under section 471 of the said Act.

Dated this _____ day of _____ 20

Insecticide Officer
Brihanmumbai Municipal Corporation

No. _____ of 20

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

Malaria Inspector ___/___Ward

Party's Signature No. _____ of 20

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

Pest Control Officer _____Ward.

BRIHANMUMBAI MUNICIPAL CORPORATION
INSECTICIDE OFFICER,
BRIHANMUMBAI MUNICIPAL CORPORATION Insecticide Branch,
Fifth Floor, Janta Market
Building, Senapati Bapat Marg,
Dadar (W), Mumbai- 400014
Tel. No. 2618801 Extn. 125,

No.of20

-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

BRIHANMUMBAI MUNICIPAL CORPORATION

No.of 20 -20

Mumbai..... 20

n of the cisterns Nos.

To, 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.

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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.

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Yours faithfully,

Insecticide Officer

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

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

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

List of approved Private Pest Control Operators

PEST CONTROL OFFICE MW WARD