

ALM

Advance Locality Management



An Initiative by
Solid Waste Management Department
(MCGM)

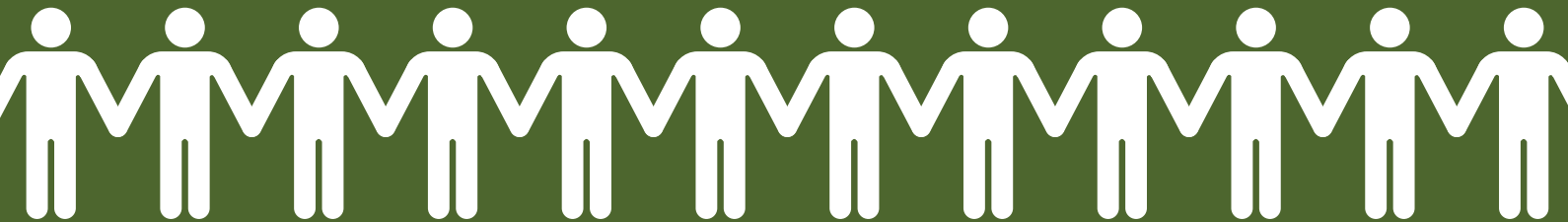
Clean-up

CHAKACHAK
MUMBAI



चकाचक
मुंबई

Treat City as your Home
शहरास आपले घर समजा



The Vision

The city of Mumbai has provided employment to its rapidly growing population but the creation of infrastructure could not keep pace. The existing facilities have been stretched beyond the limits and suffered due to overload affecting the quality of life. People want better drinking water, better sanitation, transport services, roads, parks, pest and rodent control etc.

The Municipal Corporation of Greater Mumbai, learning from the success of working together with the Citizen Bodies in various projects, recognized the need for greater public participation for good governance and better delivery of civic services.

Thus, civic citizen partnership led to the birth of the concept of Advance Locality Management(ALM).

The Movement

The ALM is an identified locality or neighborhood, the residents of which commit themselves to improve the "Quality of Life" in the locality / neighborhood in close co-operation with the MCGM.

Improving the "Quality of Life" is only possible, if there exists an alert and active Citizenry, who have identified pressing problems and possible methods of redressal and thereafter, voluntarily jointly as a body, come forward as a body to assist MCGM in improving infrastructure services in the locality/neighborhood.

Our Mission

ALMs provide the Citizens a means to pool their strengths and resources and help the service providers (MCGM) in maintaining and improving the services in a well-defined locality / neighborhood in sustainable manner & if necessary, simplifying procedures leading to greater transparency where procedures are time consuming and cumbersome. The citizen's can make suggestions to the MCGM to introduce simpler and more transparent procedures. Instead of Confrontation and Complaints, Co-operation, Consultation of Citizens in City Management as a Partner and not as a mere Pressure Group are the core elements of the ALM concept. ALMs provide a convenient "Point of Contact" for the citizens with the MCGM to deal with issues/ programmes, mainly related to Solid Waste Management, Disaster Management and other Local Civic Issues (L.C.I) . The ALM has grown into a movement since its inception as more and more citizens in different neighborhoods of the city have come forward to form ALMs in their localities, driven by the efforts of the ALM officer of the MCGM and existing active ALM groups.

ALM Formation

Step - 1

- Organize meeting of residents from the concerned neighborhood for better management of services in the locality.
- Approach the concerned Ward Office and meet the AHS/ AE (SWM) for information and support regarding the ALM concept and the process for the formation of the ALM.
- Seek advice from the concerned ALM officer about the concept of the ALM through public meeting.

Step - 2

- Select members of ALM COMMITTEE one from every building / chawl, in your lane / street / neighborhood.
- Select the name of your ALM Committee e.g. xxxxxxxx ALM COMMITTEE and get it registered in ward office.
- After ward level registration, you can register the ALM as a Private Trust, Charitable Trust, Society or an Association, but it is not binding by MCGM.

Step - 3

- Apply to your Ward Office in the given Format and get one copy as acknowledged and stamped.
- Take photocopies of the stamped copy and send to the concerned ALM Officer stated below for additional information.

The ALM Officials:

Smt. Seema Redkar OSD (ALM) No.9820165156

Shri. Subhash Patil ALM Officer No.9322835712



Step - 4

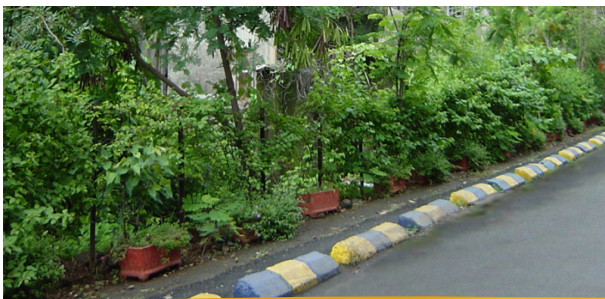
- The concerned Beat officer/JO(SWM) to visit the entire ALM area and make entries regarding problems, action taken and suggestions in the 'ALM Register'.
- Attend monthly ALM meeting at AHS/AE (SWM) level and bi-monthly meetings at Asst. Commissioner level conducted at the Ward Office, to discuss your local civic issues / action taken.
- If civic issues have not been resolved, present them to the concerned Zonal Deputy Municipal Commissioner and Additional Municipal Commissioner, through OSD & ALM Officer/ ALM Ward Co-coordinator.

Responsibility of ALM Committee

- Create awareness for segregation of waste at source and prevent littering and spitting.
- Create awareness of waste collection system in the ALM Locality.
- Storage of waste in separate bins (for wet & dry). As far as possible, treat the biodegradable waste by composting /vermi-culture in your own locality.
- Dry waste may be disposed through the MCGM vehicle once or twice a week, on fixed days, with prior information to ALM.
- Rag-pickers of the locality to collect dry waste and keep non-recyclable waste for MCGM vehicle.
- Debris to be kept by the generator in the premises and disposed in the designated specified area by MCGM through private contractor.
- Take up the beautification of the entire ALM area with prior permission in co-ordination with MCGM.
- Local Civic Issues (L.C.I) pertaining to storm water drain, sewage line, water, Pest Control, illegal encroachments, hawkers, posters, utility services, and road.
- Attend monthly ALM meeting at AHS/AE (SWM) level and bi-monthly meetings at Asst. Commissioner level conducted at the Ward Office, to discuss your L.C.I/ action taken.
- ALM Committee should maintain ALM register to record the L.C.I / action taken along with suggestions.

Responsibility of MCGM

- Initiate public awareness campaigns through IEC Information Education & Communication Strategy.
- Collection and transportation of segregated waste from Housing Societies by gate to gate collection system / community bins as per MSW Rule 2000. Wet waste daily, dry waste twice a week.
- Developing a full-fledged cell for ALM in every Municipal Ward, under Ch. Eng. SWM & AMC .
- Encourage and support ALMs to resolve L.C.I
- To enforce MSW rule 2000, segregation of waste and set in motion a system of reward for compliance and penalty charges for noncompliance. Provide guidance / expert advice on subjects like vermiculture /composting, wherever required.



Responsibility of OSD ALM

- Create awareness of segregation, waste management and ALM activities through workshops, seminars and training programmes for MCGM staff and ALMs.
- Strengthen & improve the functions of existing ALMs through BO/AHS/AE (M)/AE(SWM) etc.
- Provide knowledge and guidance for vermiculture, composting and bio-gas projects and other eco-friendly concepts, such as rain water harvesting, solar energy etc. through resource persons with specific expertise.
- Co-ordinate with depts. like SWM, Garden, AE(M), water, Pest Control, Education at Ward level.
- Liaise with AMC, DMC, Asst. Comm. AHS and NGOs for modification of ALM programme from the lessons learned.
- Work with the Hotel Associations, Hawker Association & Shopkeeper's Association for segregation and recycling of Waste and encourage ALM formation.
- Encourage best practices in different zones for better services with the help of NGOs, Donors and Eminent Personality.
- Assist. in preparing publicity material on ALM.
- Identify & encourage new projects of waste reduction through de-centralized of waste at Ward or Zone level.



Household kit and Composting kit on the wheel

Responsibilities of BEAT Officer

- Attend to the complaints received in L.R from the ALM of the respective ward on priority.
- Have weekly follow-up of the complaints regarding ALMs, with the various depts.
- Co-ordination between the concerned ALM representative, ALM Co-coordinator and concerned BO/AHS/AE(M)/AE(SWM)of various departments.

Responsibility of Assist. Head Supervisor (AHS)

- Create awareness of segregation in societies institutes where ALMs are to be formed with help of BO/JO/OSD.
- Arrange community meetings/focus group discussions at ward level with the OSD/ALM officer.
- Take up the issues reported by OSD/ ALM/Beat officers and report accordingly.
- Prepare monthly reports and compile data of each ALM in prescribed form by the authority.
- Take advice / guidance in case of difficulty regarding vermiculture/ composting from the OSD/ ALM officer or a expert.
- Report BEST practices and problems to the higher authorities with the help of OSD ALM.
- A.H.S to conduct monthly meetings with ALMs after screening the L.C register.
- Involve B.O/ N.D/ Clean-up Marshals to fine the defaulters for non-segregation of waste in societies, institutions as per MSW Rule 2000, Greater Mumbai Cleanliness & Sanitation bye-laws 2006.



Dry waste collection center

Responsibility of Assistant Commissioner (AC)

- Conduct bi-monthly review meetings with the ALM representatives (not more than two per ALM).
- Resolved L.C.I like storm water drain, sewage line, water, Pest control, illegal encroachments, hawkers, posters, utility services, and road of the ALM locality .
- Redress the unsolved L.C.I of ALM's.
- To give permissions for vermi /composting /pits, open plots to the ALMs for recycling wet waste through Bio-gas or other method if possible.
- To reduce cumbersome and time consuming procedure by directly interacting with ALM representatives and various dept. of MCGM at different level.
- AC to appoint ward coordinator from ALM to support ward staff - i.e agenda, minutes of ALM meetings.
- Giving priority to the upkeep of the areas under the ALM scheme. Giving permission for tree trimming.



Dry waste collection vehicle

Responsibility of Deputy Mun. Commissioner

- DMC shall try to attend as many ALM meetings at ward level and to guide ward level officials in solving the ALM civic issues.
- Redress grievances received directly from ALMs.



- AMC** – Additional Municipal Commissioner
- DMC** – Deputy Municipal Commissioner
- AC** – Assistant Commissioner
- OSD** – Officer on Special Duty
- AE** – Assistant Engineer
- AHS** – Assistant Head Supervisor
- BO** – Beat Officer/ Designated JO
- JO** – Junior Overseer
- N.D** – Nuisance Detactor
- L.R** – Local Register
- L.C.I.** – Local Civic Issues
- SWM** – Solid Waste Management
- *** – Optional

Responsibility of **the partners**

There are two partners in the ALM

- The Residents Householders and Shopkeepers
- The Administration of the Municipal Corporation of Greater Mumbai MCGM

The Residents Householders and Shopkeepers	The Administration of the MCGM
The locality shall impose self discipline	Initiate public awareness campaigns through IEC (Information Education and Communication) Strategy.
Shall form a Local Committee (L.C.)	The MCGM shall appoint one Beat Officer to co-ordinate with ALMs at the Ward /Beat level.
Select one representative from each bldg. /chawl/slum etc.	BEAT OFFICER shall visit the locality on a regular basis to liaison with the L.C.(Preferably weekly)
Shall select 2 office bearers for interacting with MCGM.	BEAT OFFICER shall see to it, that the problems recorded in the L.R of ALM are solved.
ALM Committee will meet regularly	AHS to conduct monthly meetings with ALM after screening the L.C register.
ALM Committee shall maintain a register (Local Register LR) to note the problems of the locality.	Asst. Comm. shall screen the L.R. once a month with AHS & conduct bi-monthly meetings with the ALM.
	Boards will be displayed to inform that the locality is under ALM and state the duties and rights of the ALM representatives.
Residents shall maintain two bins separately for: 1. Biodegradable Waste i.e. wet waste 2. Recyclable Waste i.e. dry waste	MCGM will see to it that the ALM issues related to civic amenities are attended promptly, on priority.
Dry waste shall be disposed off directly through Jamadars / rag pickers / cleaning staff or will be collected once or twice a week on fixed days with prior information & consent of the local residents.	Resolved civic issues like storm water drain, sewage line, water, Pest Control, illegal encroachments, hawkers, posters, poor utility services, and road of the ALM locality .
Utility services could be monitored by ALMs of their locality.	MCGM to inform the ALM the schedule of any proposed utility work in the area.
Wet waste should be converted to manure with appropriate method of vermi/ composting, at individual, societies, Community level, wherever possible.	MCGM shall set up information cell for spreading the message about ALMs and render appropriate guidance through OSD ALM .
Generator shall retained debris in their own premises & disposed off at designated areas by MCGM .	AC to appoint ward coordinator from ALM to support ward staff - i.e agenda, minutes of ALM meetings.
Wood shavings shall be bagged by the generator and disposed off through local rag pickers.	MCGM to encourage groups / companies/ NGOs to set up their own treatment units for recycling or conversion of waste.
ALM is based on the concept of mutuality so every participant shall contribute 50 Paisa to 1 Rupee per day per house to create working funds for composting and beautification . *	To felicitate ALMs doing outstanding work.
Local Civic Issues: means problems related to SWM, storm water drain, sewage line, water , Pest Control, illegal encroachments, hawkers, posters, work related to utility services & roads of the ALM locality.	

Application format for ALM

Area
Name of the ALM
Address
Tel.No.

To,
The Asst. Municipal Commissioner
_____ Ward
(Full Address)

Dear Sir/Madam,

Sub: Formation of Advance Locality Management in our area.

We the residents of the above-mentioned area have adopted 'Advance Locality Management' concept in our area. The name of our ALM Committee is _____
_____ Our area
comprises _____ number of buildings / dwellings/ flats in _____
_____ (give the exact location of your area).

We are pleased to inform you that we have initiated steps for segregation of garbage at source.

Please inform us the name & telephone number of the Beat Officer who will be appointed for our area and also the date and time of his visit.

Our representatives' name, telephone numbers & email are mentioned below

Chairperson _____

Secretary _____

Address _____

Address _____

Telephone _____

Telephone _____

Also enclosed a map of our ALM showing the location of various buildings, names of roads etc. We await your early response.

Yours sincerely,

Chairperson/Secretary



Segregate at source

In your recycle bin



Plastic bottles, shampoo bottles & detergent bottles



Glass bottles & jars



Plastic ice-cream, yogurt & margarine containers



Flattened cardboard



Steel, aluminum & aerosol cans



Milk & juice cartons



Newspapers, magazines, brochures, envelopes, office paper and phone books

In your rubbish bin



Food waste



Fruit peels



Fish & Bones



House sweeping



Disposable diapers, pads & sanitary towels



Coconuts shells



Woods shavings

Office of Chief Engineer (SWM)

Shri. Chhatrapati Shivaji Market Building, 4th floor, M.R.A. Road, Mumbai- 400 001

Office Tel No. : 022-22617993, Office Fax No. : 022-22611137



Segregation



Composting



Gardening
& Beautification



Street Adoption
& Tree Plantation

Format of Assistant Commissioner's Letter to ALM approving Registration by

Address of the Ward Office

ALM Reg. No. :

Date :

To,

ALM of _____

Address _____

Dear Sir/ Madam,

Sub: Formation of Advance Locality Management in your area.

Ref: Your letter dated _____ Address _____

I acknowledge your letter dated _____ in regard to the above, under registration number with sincere thanks.

I am glad to inform you the MCGM has recognized your ALM w.e.f. _____

Kindly go through the guidelines & procedures mentioned in the ALM manual, which is enclosed herewith for ready reference.

Assuring you of our co-operation in all your ALM activities.

Note: The monthly ALM meeting in the Ward is held on every (mention day ___ viz. every 1st Saturday of the month at _____)

Yours sincerely,

Assistant Commissioner _____ ward.