



## **BRIHANMUMBAI MAHANAGARPALIKA**

Section 4 Manuals as per provision of RTI Act 2005 of  
G/North Ward

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

Address - Office of Pest Control Officer  
Mumbai Municipal Corporation  
G/North Ward, 3<sup>rd</sup> Floor, R.No.324,  
Harishchandra Yelve Marg,  
Dadar (W), Mumbai - 400028.

## **PREAMBLE**

### **Right to Information Act- 2005**

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

### **Objective**

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

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

Sincere efforts are made by Pest Control Officer G/North 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 G/North ward office. These efforts are made under Right to Information Act- 2005.

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## **(1) INTRODUCTION :**

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

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

## **(2) FUNCTIONING :**

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

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

- (A) Malaria vector control.
- (B) Dengue hemorrhagic fever vector control.
- (C) Mosquito nuisance control (Filaria vector)
- (D) Fly control.
- (E) Rodent and flea control.
- (F) Cockroach control.

### **(A) MALARIA VECTOR CONTROL:**

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

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

“There is no natural malaria in Bombay. The chief reason being the absence of natural streams. *Anopheles stephensi* is the only species of mosquito which plays any appreciable part in the transmission of the disease in the island and its breeding places

are exclusively man made, this mosquito is the one malaria carrying anopheline in India which is able to adapt itself to life in a large city in the case of other carriers facilities for breeding suitable to their needs are not produced in urban areas. But *A. stephensi* is the great well and cistern breeder of India, and unless this breeding places and others of a similar nature are rendered permanently mosquito proof it will continue to flourish even in the heart of the city.”

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

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

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

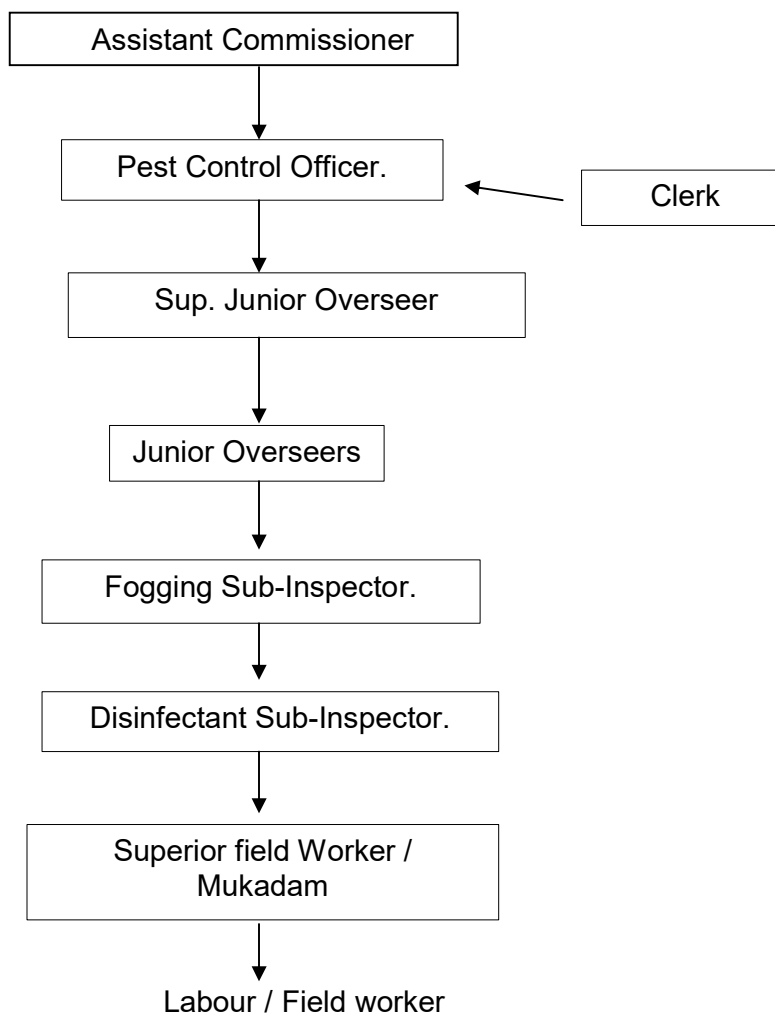
## Section 4(1) (b) (I)

The particulars of Organization, functions & duties:

1.	Name of the Public Information Officer	Pest Control Officer
2.	Address	Office of the Pest Control Officer, MCGM, G/North Ward Office, 3 <sup>rd</sup> floor, R.No.324, Harishchandra Yelve Marg, Dadar West, Mumbai - 400028.
3.	Head of the Office	Insecticide Officer
4.	Parent Government Department	Public Health Department
5.	Reporting to which Office	Assistant Commissioner, G/North Ward
6.	Geographical Jurisdiction	G/North ward is bounded by the <b>East:</b> Between Central and Western Railway, <b>West:</b> Coastal Boundary from Kirti College upto Mahim creek, <b>North:</b> Mahim Causeway and L.B.S. Marg upto Maharashtra Weigh Bridge, <b>South:</b> Kamgar Krida Kendra Kakasaheb Gadgil Marg Siddhivinayak Mandir
7.	Mission / Vision	To keep vector borne disease incidence at its minimum.
8.	Objectives	To control mosquitoes, Rats, House Flies etc.,
9.	Functions	Vector control in G/North ward's area
10.	Details of services provided ( In brief)	Antilarval, Antiadult, Rodent Control, Antifly treatment.
11.	Physical assets (Statement of lands & Building and other Assets)	Nil
12.	Organization's structural chart	As per separate sheet attached
13.	Tel. Nos. & office timings	Telephone No. 24397998 Extn.: 887, 998 Email : pco.gn@mcgm.gov.in Office Timing: 7.00 am to 2.00 pm Visiting Hours: 12:30 m to 2.00 pm (Monday to Saturday)
14.	Weekly Holidays	Sunday and Public Holidays.

**ORGANISATION CHART OF PEST CONTROL DEPARTMENT G/N WARD**

**Ward Level:**



Sr. No.	Particular	Schedule Post	Existing Staff	Vacant Staff
1	Pest Control Officer	1	1	0
2	Clerk	1	1	0
3	Supervisory Junior Overseer	1	1	0
4	Junior Overseers	10	8	2
5	Junior Overseers (Rat)	1	0	1
6	Fogging sub Inspector	2	0	2
7	Disinfectant Sub. Inspector	6	3	3
8	Superior field Worker / Mukadam	7	5	1
9	Labour / Field Worker	76	56	20

**SECTIONWISE BOUNDARY OF P.C.O 'G/N'WARD**

Ward	Section No.	Section wise boundaries
G/N	1	East : Gokhale Road (South) to Gokhale Road (North) North: Ranade Road to Hindu Cemetery West : Arabian sea , Veer Savarkar Marg. South: Kakasaheb Gadgil Marg.
	2	S.K.Bole Road, Gokhale Road, Kakasaheb Gadgil Marg to S.B.Road to R.C.Jawale Road to B.S.Road.
	3	Dr.Jawale Marg to S.K.Bole Road,Gokhale Road to N.C.Kelkar Marg to Shivsena Bhavan, Dadar Railway Staion to Matunga Railway Station.
	4	N.C.Kelkar Road to Lady Jamsheji Road, L.J.Road toTakandas Kataria Marg,T.H.Kataria Marg to Senapati Bapat Marg,Senapati Bapat Marg to N.C.Kelkar Road.
	5	D.L.Vaidya Road Shivsena Bhavan to Dadasaheb Marg ,Shivaji park Road No.3 to Dr.M.B.Raut Road,Keluskar Road, L.J.Road to S.V. Savarkar Road, Dr.M.B.Raut Road to Pandurang Naik Marg, S V Savarkar Marg, Keluskar Road to Dr.M.B.Raut Road, Gopi Tank Road to Lt. Dilip Gupte Road to S V Savarkar Road to Pandurang.Naik Marg.
	6	East : Swatantra Veer Savarkar / Cadel Road North : Mahim Causeway West : L.J.Road. South : T.H.Kataria Marg.
	7	T.H.Katariya Marg to S.B.Road, S.B.Road to M.M.C.Road MMC Road to L.J.Road, L.J.Road to T.H.Katariya Marg.
	8	T.H.Katariya Marg to 60 Feet Road to Western Railway track MMC Road to L.J.Road to Mahim Creek to Western Railway track.
	9	Sion Rly .Station to Dharavi main Road up to Mahim Phatak Narang Compound ,Sion –Bandra Link Road ,Mahim level Crossing Brigade to Prem Nagar up to Weight brigade Kula ,L.B.S. marg.
	10	Sheth wadi slum cross road ,60 feet road ,Madina Nagar slum ,Ambedkar chawl ,Anna Nagar ,Golden CHS, Meshtri Compound, Netrawala Compound, Bharat Janata CHS, Neeta Cons,90 Feet Road ,Police station to Kumbharwada Signal, 60 feet Road, Railway wall to Transist camp ,60 feet Road to Cross road.
	11	Sion –Rly sation ,Laxmi Baugh to Sahil Hotel ,Sion Bandra link Road to Selvi Hotel Sant Kakaya marg,Selvi Hotel,90 feet road to sankalpana Bldg ,Sahil Hotel 90 feet Road to sai baba nagar to municipal school M.G.Road to Laxmi Baugh.



**(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 – ‘G/N’ WARD:

Section No.	Name of Slum
1	Kowliwadi, Raichand wadi 1& 2, Jogeshwari wadi, Gulmoharwadi, Kaytushi wadi, Vajreshwari wadi, Gomeseadi, Mayekarwadi, Chandrakant Dlumuwadi, D.D.Thakurwadi, Calcuttawala Chawl, Hedavkarwadi.
2	Upendra Nagar, Khapradvi Zopadpatti, Kesri chawl, Dudwala Chawl, Dholawala chawl, Wagliwada, Abdulgeni chawl, Padaywadi, Choudniwadi.
3	Dalvi Nagar, Chetan, Haunman, Shivshati, Kamlaraman Nagar, Patil wadi, Vithalwadi, Borkar wadi, Kowadiwadi.
4	Raut wadi, Mirandawal J.K.Sawant Road to B.G.Road. Sonsuker wadi patrached S.B.Road Matunga Road Station, Miranda wadi to Kaserwadi P.T.Road, Cini chawl, Mayankwadi, Taykalwadi, Joshiwadi, Patilwadi Manbhav chawl.
5	Pednekarwadi, Keniwadi, Kawaliwadi, Raowadi, Jaihind Chawl, B.M.C.Transit Camp, Jhangir Bag.
6	Fernandis chawl, Parwatiwadi, Parkerwadi, Rahimabai Baug, Kapad Bazar. Lohar chawl, Gaiwadi, Balmiya Lane, Kill Compound, Durga street, Wanje wadi, Chntanwadi.
7	Girgawkarwadi, Mulewadi, Narialwadi, Jariwalachawl, Rautwadi.
8	S.V.P.Nagar, Ganesh Nagar, Azad Nagar, Milind Nagar, Nityanand Nagar, Matunga Labour Camp, Kamala Nagar, Nathushetwadi, Shahunagar, Sanjay Nagar, Kamgar chawl, Reti bander, Naya Nagar, Janta Sevak Sangh.
9	Naik Nagar, Prem Nagar, Shashtri Nagar, Rajiv Gandhi Nagar, Kalakilla, Sangram Nagar, Parsi chawl, Koliwada, Rajabahi Compound, Kalyanwadi , Teran Nagar, Hayat Compound, Narang Compound, V.K.wadi.
10	Shethwadi, Madina Nagar, Badnam Basti, Kunchi Karave Nagar, Indira Nagar, Nawab Nagar, Anna Nagar, Muslim Nagar, Kumbharwada, Walkar chawl. Lalgangadhar chawl, Jivan Jyoti Rahiwashi Sangh.
11	Sangan Galli, Wagri wala, Muslim Nagar, Laxmi baugh, Kela Wakar, Social Nagar, Saibaba Nagar, Shivneri Rahiwasi Sangh, Ganesh Nagar, Gopinath Colony, Indira Qureshi Nagar, Shastri Nagar, Dhorwada, M.P.Nagar, Balaji Nagar, Shivshati Nagar, Basweshwar 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, Creek land 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 G/N WARD**

Sec No.	MON	TUE	WED	THU	FRIDAY	SAT
1	Krupa Siddhi, Shilpa Kunj to M.B. Kowliwadi, Gopal Mansion to Silver Apt, Ankur co-op to Kantharia trust, Vishwa kutir to Kamna co-op, Siddhi-vinayak temple to Chinach bhatt chawl, Nunas House to D.D.Thakur wadi.	Maher Hall to Ramkrishna, Francis Heaven to Our Lady of Dolar, Aalap to Kamdar Park, Prasthan to Daya Niwas, College wadi to BSNL Qtr, Mayur Bld. to Manali, Shri Sai to Todaukar wadi	Shri maya to Sarwamangal, Usha Bldg to Sulabh sauchalaya, Adit House to Kasamariya, Prabhu pathare to Amar Hind, Mahipat to Mayur Bld, Saivation A/B to Sujata Niwas, Dadar Tejas to Nabard	Mtnl office to Kubal Niwas, Krishna krupa to shanty kunj, Mandar co-op to Samarth Co-op, Adarsh Bldg to Ashirwad Bldg	ludu Bhawan to Mehar primi Patil mension to corner view Laxmi Terrace to Saraswati Niwas, Pandurang Niwas to pitit fluer, Bhatia Bld to Sadhana Bld Kalpak CHS to saroj sadan, Awalsekar Sadan to Antonia D'silva school	Park Apt to sagar shilp, Maikrupa Sagar to f.p.no.1151, Vidhyadhar Hall to data Prasad, Suryavanshi hall to Chaitya bhoomi, Rigrad co-op to Kirti college, Gopal Bhawan to Miranda apt, Dhuru apt to Shanti sadan
2	Upendra nagar to Dadar pumping to municipal garage to Flower Market to kamgar krida mandal, Naman to Ambedkar nagar, Khopradvi zopedpatti	K.G. marg to Hanuman Ngr, Keseri chawl to Dolwada chl, Shivshati CHS to PSK construction Kalash CHS to Masjid, Waghriwad-Shardashra, Madani Estate to Ultra soc, Matre comp.	Natalwal Terrac signal to Royal task, Mayari Bldg to vertue B/C, Desai Hospital to Kalika darshan, Navneet to Shardasram soc. To Police Quarters	Jay Gopal Ind. To Hedavkarwadi Chitalepate Ratan Apt, to Yeshoden hospital, Surovaday bldg. to Ashok wadi, sahakar soc.	Atrrutkubh soc to municipal school, Vartak Hall, Portugez church, S.K.Bole Road.	Radha Niwas to Nazarath House, Priydarshani to Kohinoor Co-op office, Vijay Nagar, Kabutar khana to Jain mandir to Batliwala chawl to Tendulkar bldg, to Devare House.

3	Railway Colony to Dalvi Ngr, Dr. Jawale Marg, N.C. Kelkar marg, Disilva Road to S.B. Marg, Ranade road Nakshra mall, G/N ward	Dadar Rly. Stn. to matunga stn., N.C.Kelkar Road, Plaza, Ashoka path to Chhabildas road, Ranade Road to S.B. marg, David Sasoon.	S.K.Bole marg, Gokhole Road (North) Dhyan mandir road ,Jain Heath center, D'silva school. Kasarwadi, P.T.Road	R.K.Vaidya road, N.C Kelkar marg, Ranade Road to P.L. Kale marg, Gokhale road to P.L. Kale marg	N C Kekar road to Ranade road, Ranade to N.C.Kelkar, Patil wadi ,N C kelkar road, Kamdev bldg., Kohinoor Mill	Ganesh peth lane, Ram Marti Road, N.C. Kelkar D.L.Vaidya Road & Ranade Road
4	Raut wadi, J.K.Sawant Road to B.G.Road, Miranda wadi ,Christian wadi.	Sankar wadi, S.B. Road to Matunga stn., Devki wadi , Ruparel Collage,	Miranda wadi to,Pai Pad madai, Thaker Road, J.K.Sawant marg.	Sakh araun,Keer Marg. To B.G.Road ,Tikal wadi Road ,to Bagat Gully.	Kini chwal, P.T.Road ,Lad y Jamshetji Road to T.H.Katari marg	Mayank wadi,Taykal wadi, Patil wadi ,T.H. Kataria marg, Bhagat lane, L.J.Rd., Manbhan chl.
5	Shiv Sena Bhavan, Shivaji Park to Phadke Lab, Bank of Maharashtra Shivaji park D.L.Vaidya road, D.Rege Marg, Gokhale Road, D.V. Deshpande Road.	Gypsy Hotel, Bal Mohan School, Dnvaneshwar Mandir . Dr.M.B.Raut Road, Keluskar Road D.Rege Marg.	Petrol pump Shivaji Park, Aswad Hotel, Hari Niwas, Nana Nani Park to Bal Mohan Nursery. L.J.ROAD Dr.M.B.Raut Road , Keluskar Road.	Shivaji Park ,Gymkhana to Mayor Bunglow to Ratan Priya Bldg, Keluskar Road , S.V.Savarkar Road. Dr.M.B.Raut Road.	Shivaji Park Ground, Tulaskar Garage, Raja Rani chowk, Sweet Home, Patil wadi. Keluskar Road. DR.M.B.Raut Road. Pandurang Naik Marg, L.J.Road.	Corner Chamber to Patil Apt., Keni wadi Kataria colony Ultra Society. Gopi tank Road, Lt. Dilip Gupte Road S.V.Savarkar Road. Pandurang Naik Marg.
6	L.J.Road shobha Hotel to Victoria school, Sitldavi Temple Road Botawala bldg, Dilip Gupte Rd,Gajanan soc to Mahim Maternity Hosp. T.H.Kataria rd,Mahim Post office cross prkash kotnis marg BENL quarter.	V.S.road,Hinduza Hosp,Dhote Udayan,V.S. Road,Bharat Petrol pump ,Hinduza opp bld, Prakash kotnis marg ,vidaya Laxmi Bld, Dilip Gupte road ,RBI quarter,T.H.Kataria Road,Manokamana	L.J.Road sitaladvei mandir to bharat petrol pump Kapad bazaar road Green land bld,New Green Land soc,unity construction to pakija beakary , Sitladevi mandir road Rose Blossan to wadia, Trust hosp.	L.J Road wanja wadi to Eidu Manzil,Kapad Bazar road Hotel Saudi to Gai wadi ,kapad Bazar to Gopal Bhawan.	L.J.Road Mid Land Hotel to R.C.Mahim school Lane Balmiya lane ,Khandwani Bld office to 5 spice Hotel,L.J.Road	Mahim Polic Station to polic office Quarter Al-Husain soc.to Mota Durga v.s.road ,Afzal Mitawala to traffic chowky.

7	<p>Nivedan soc to Bhika Niwas ,Damji Petrol pump To Guta ghar Zaveri hosp Shri Krishna niwas,to laxmi ratan ,jariwada compound to B.S.N.L' c' wing ,Rout wadichwal to om Glaxy ,kakad indu to omslivm apt to keer house Bombay House,Bhasad war sadan</p>	<p>Karnatak santh to karnatak soc Shanti soc 'D' wing ,shanti soc 'E'wing ,vash ant soc,meena house to Anita vihar,Bombay telephone colony to B.T.C 'F' bldg to V.T.C.'A' Bldg madhavi soc to Batang soc to palani house ,New Eura mill to Manining sant Ghadge Gardan to amardeep soc</p>	<p>Bharath Petorl Pump to main mansion .trav asso soc to shareya bldg,Kesari Trarels Kamal Niwas pawan soc to Rose bldg,Dalatra m mill to mutul colony .bede kar bhavan to anand bldg.balmont soc to jeevan soc.</p>	<p>Himalay tiles to petrol pump veeta zatana to Traval mansion ,Gir gaovkar wadi ,mehath park to Indian house,moriya villa to Mahim service staion owner ind to victry vikas</p>	<p>Utpal parkUdyogran g rangudyog to yus Prabhat annex larato to shubham bungalow shihla mansion to neelam society param mansion to lily rase bldg dignity soc to new udyog mandir kas lane soc to mulewadiHero Honda to Fatima house Devdarshan soc to parira annex anny jhonson to Amd soc</p>	<p>Megh malhar soc to Khan Estate, Garden view to Saikrupa soc Garden apt to Mistri niwas Vishram bldg to Mahim Mansion to Victory House, St Anthony Bldg to Joseph Fatima Bldg Rukress mahal to Rajendra Resto. Ganesh Bhavan soc to samartha Sadan Unique House to Sweet Home Harsha Mahesh Bhavan to Nirvan Soc Betani Soc shreer sai shraddha society</p>
8	<p>Western railwas colony to svp nagar , central railway colony to Ganesh nagar, Hanuman nagar to new Ganesh nagar, Sanjay Gandhi nagar to Azadnagar A, B, C, D Ward</p>	<p>Milind Nagar to Nityanand Nagar, Prathamesh society to 1958 bldgs, 1960 Bldgs to 1963 Bldgs, Anand co-op hsg society to Ambedkar nagar, Ratnamahal Tower to Geetanjali Nagar, Anand Nagar to Walmiki Nagar</p>	<p>Panchashil society to F ward chawl, R P Nagar to Jasmine mill Road, Evershine tower to kamala Nagar, Azadnagar to Diamond apt, Mahim scrap Depo</p>	<p>MMC Road to MMC Cross road, Mahim kabrastan to Ram punjavani road, L.J.Cross road to Khilani High School, soonawala agiyari Road to L.J. Road</p>	<p>Navjeevan society S.B. Road to mori Road, Mahim church to Mahim Bus Depo, L.J. Road to Mahim Sagar Darshan slum, Indira nagar to Makdumiya Nagar,Janata sevak Rahivasi sangh to Shivram Masterwadi</p>	<p>Nayanagar to Raheja Hospital Marg to Prakash nagar, Mahim Police quarters to Mahim Fisherman colony, Ramgad Slum to Vivekanand Garden,Sagar sanidhya slum to Mahim Retibunder slum L.J. Road</p>

9	Sion Railway stn to naik nagar to premnagar to pmgp colony to BEST Depot to R G Nagar	BEST Quarters to T Junction to Mahim Leval crossing signal to tevar nagar	Abu bakar chawl dharavi main road to agarwadi dharavi cross road to nagari apt to rameshwadi	Sakrabai chawl to sant Gadage baba marg, Ganesh mandir to Agaswadi Dharavi X Rd., Satyam Shivam Sundram blg	Swimming pool, koliwada Rajabali compound Navrang Compound Dharavi Main road	BMC Labour quarters Pumping to Kamraj Nagar Sion Bandra link Road
10	Shettywadi Murugan chl, 60ft Rd, Bad nam Basti, Abhudaya Bank, LBS Construction SK.Rd & Nala.	Netrawala compound to muslim nagar slum neeta construction new bharat janata society indira ngr to muslim ngr	Kamraj school 90ft Rd., to Kunchi kurve ngr., Gausiya masjid, Neel kamal society	Mun. Disp. 90 feet Rd, Rajiv Gandhi ngr to Kumbharwad a 1-5, Baliga chl. Lokmany a slum, 60ft Rd, Tata Power Co. to Shalimar Co.	Raibag consruction to musjid Rly wall slum to Transit Camp welkarwadi chawl kabrastan ganesh chawl	Police stn 90ft road to transit camp block no 1 to 10 to Dhobi jivanjyot rahivasi sangha vijay nagar transit camp area
11	From sahil hotel sangam galli to salman hotel 90ft road laxmi bag kala killa	Sankalpana bldg sion bandra link rd gabiya nagar to shashtri nagar to kalpataru construction	Kalptaru B/c to Shivsena shakha Dharavi main rd to Mukund ngr., Dambar comp, Sion Bandra Rd	Gopinath colony 90ft Rd to Shastri Nagar to dhorewada to mahatma Gandhi nagar to 90ft Rd	Salman hotel 90ft Rd to saibaba nagar social nagar M G Rd shivneri Rahivasi sangha	Vallabh chsl 90ft Rd Selvi Hotel Subhash Nagar St Gadage marg to Dagadi chawl

#### (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 vary 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, Diarrhea, 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 'G/N' WARD

Day	Locality		
	DSI Team- 1	DSI Team- 2	DSI Team- 3
<b>Monday</b>	Nana patil Mandai, Veer Savarkar Mandai, S B road, D'silva Galli, Kohinoor Mill	C. Rly. & W. Rly. Colonies, Megh wadi, T H Kataria Marg, Anand Ngr, M L Camp, Samata Ngr, Ekta Ngr.	Naik Nagar, Prem Ngr, Satabdi nagar, PMGP colony
<b>Tuesday</b>	Gopi Tank Market, Nariyal Bag, Girgaonkarwadi, Gokhale road, BEST Depot, T.H.Kataria Marg area	Rajashri shahu Maharaj Mandai, M.L.Camp, Walmiki Rd., Ambedkar Nagar	Khamdev Nagar, Gopinath colony No.1, Shastri Nagar Health Post.
<b>Wednesday</b>	Agar bazar Mandai, Siddhivinayak temple, Thakurwadi, Gokhale Road, BEST Depot	Shahu nagar, 60 ft Road, Jasmine mill Road, Majid galli	Pila bungalow H.P. & Disp., Dharavi-Koliwada fish mkt. & Sant Kakaiyya Rd., Main Rd. Disp.
<b>Thursday</b>	Mahim darga, Mahim Police Stn, Kapad Bazar, Jain Mandir Mahim	Mahim Stn., S.B. marg, Mahim Rly. Stn., Jasmine Mill Road, Walmiki Nagar	90 ft. Road to Kumbharwada, Chhota Sion Disp, UHC, 60 ft., AKG Ngr., Anna Ngr.
<b>Friday</b>	Meenatai Thakare Market, S B Road, Ambedkar Nagar, Kamagar Stadium, Majid Galli, Dadar pumping	Pachpir wadi Market, Ram Punjavani Road, Mori Road, Mahim Bus Depot, Sonawala Agiyari Lane	Laxmi baug Fish Market, M.G. Road, Dhobi ghat Fish Market, Shed Disp.
<b>Saturday</b>	Mayor Bungalow, Shivaji Park Maidan, Gymkhana, Chaitya bhoomi, G3 chowky, Kirti College, Maharashtra Bhavan swimming pool	Mahim Fish Market, St Xavier College, Mahim Fisherman Colony, Police Quarters, Mahim causeway, Sagar Sanidhya, Naya nagar	Dharavi pumping stn., Kala killa, ONGC, Sangam gully

### (E) RODENT 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, Leptospirosis, Rat-bite fever, Salmonellosis (Food poisoning), etc. Mumbai has remained an active port since Historical times and hence is in constant danger of Plague epidemics. During the Plague threat of 1994 in Mumbai, this branch has played a very important role in preventing the probable entry of Plague incidence in Mumbai. The invention of anti-plague vaccine was done at the Municipal Rat Destruction Unit at Haffkine Institute, Parel. Regular sampling of various Rat species for ascertaining the Index of the vector flea and dissection to assess the susceptibility to plague bacilli is carried out.

The common species of rats in Mumbai are:-

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

The common methods of rat destruction are Physical and Chemical.

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

#### **RAT LABOUR BOUNDARY G/N WARD**

LABOUR 1:- Sena Bhavan to L J Road, Mahim Causeway, Mayor Bungalow, Veer Savarkar Road, VIP Road

LABOUR 2 :- Sena Bhavan to Siddhivinayak Temple, Gokhale Road, Swimming pool, Veer Savarkar Road

LABOUR 3 :- Plaza Talkies to Mahim Police Colony, L.J.Rd., Dadar Post office, S.B. marg.

LABOUR 4:- Sena Bhavan to Kotwal Garden, Dadar Stn, S.B. marg, Ambedkar Nagar, Bhavani Shankar Road, Kabutarkhana, Portuguese Church.

LABOUR 5:- Sion Rly Stn, to Dharavi Main Road, 90 ft Road, 60 ft Road, Dharavi Cross Road, Kala Killa, R.G. Nagar, Anna nagar, Shetwadi, Kuttivadi, Muslim Nagar, Kumbhar wada

#### **(F) Cockroach Control:**

De-cockroaching activity is carried out only in City wards i.e. A to G/N 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 PCO G/North Department.

## Section 4(1) (b) (II)

### Powers and Duties of Officers and Employees

#### Delegation of power to the Pest control Officer

##### A

Sr. No.	Designation	Power – Financial	Under which legislation / rules / order / GRs.	Remarks
1.	Pest Control Officer	Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of Rs. 500/-	MSR's	

##### B

Sr. No.	Designation	Power – Administrative	Under which legislation / rules / order / GRs.	Remarks
1.	Pest Control Officer	<ol style="list-style-type: none"> <li>1. Power to grant casual leaves to subordinate staff and Labour staff accordance with the MSR on application from staff.</li> <li>2. Powers to grant leaves including maternity and injury leave to the Labour staff in accordance to the MSR's on the subject.</li> <li>3. Power to sign unclaimed wages refund certificates of the staff working under him.</li> <li>4. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) &amp; (3) to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.</li> </ol>	MMC Act 1888, u/s 253, 274(1) (1A), 375A, 381, 381A, 381B, 483, 488, 517(1) (a)	

##### C

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



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

### D

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

### E

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

**Note I** - Financial powers are likely to be revised.

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

### A

Sr. No.	Designation	Duties – Financial	Under which legislation / rules / order / GRs.	Remarks
1.	Pest Control Officer	Nil		
2.	Clerk	Nil		
3.	Supervisory Junior Overseer	Nil		
4.	Junior Overseer	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. 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.	MMC Act 1888, u/s 253, 274(1) &(1A), 375A, 381, 381A, 381B, 483, 488, 517(1)(a)	

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

		22. To check and maintain account, books treatment memo of payment treatments and other registers.		
		23. To initiate process of appointment of NGO (Volunteers for insecticide treatment at Bldg. construction sites & monsoon activities)		
		24. To supervise the working of staff under him and to take disciplinary action in consultation with zonal A.I.O., Dy. I.O. and I.O. for effecting proper working.		
2.	Clerk	1.To maintain seniority list of Labour / Sup. Staff		
		2. Issue of office orders, pertaining to Promotion / Reversion / Appointment		
		3. Maintaining leave records of Lab. Staff where SR is at Insecticide Office		
		4. Preparing monthly pay rolls of employee working in I.O.'s office		
		5. Submission of Education allowance 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 Junior Overseer	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. 2. <u>Labour arrangement</u> : To arrange daily labour distribution from available staff for the day, after taking into consideration the absenteeism. 3. <u>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 transport contractors. 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-date manner.	u/s 68, 483, 253, 274(1) (1A), 375A, 381,381A, 381B, 488	
		4. <u>Transport arrangement</u> : To contract with garage, to arrange substitute vehicle whenever needed, ensuring regular vehicular attendance.		
		5. <u>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><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.	Junior Overseer	<p>1. The J.O. has got an area which is divided into six blocks and a block is inspected daily so that he complete his round of the whole area in one week for ground work</p> <p>2. The section is divided in such a way that the storage tanks on the terraces and lofts of buildings are inspected once in a six weeks. The J.O. puts chalk mark on his date of inspection on the cisterns which should tally with the dates shown in the visit book, field book and crusade book.</p> <p>3. The J.O. treats all collections of water in such places as storm water entrances, choked gully traps, pits depressions, foreshore pools, wells and open channel drains which are likely to breed mosquitoes, once every week.</p> <p>4.He samples all Anopheles and Aedes breeding detected and forwards the same to the Laboratory for identification along with all relevant date such as nature of breeding places, etc.</p> <p>5. Whenever to finds a drain line choked and causing accumulation of sewage or sullage, he makes a reference to the drainage dept. Under intimation to I.O. on the usual printed Proforma.</p>	u/s 253, 274(1)(1A), 375A, 381, 381A, 381B, 483, 488.	

		<p>6. He makes out a reference to the Water Inspector of the division concerned whenever he finds any leaking hydrants on the usual printed proforma under intimation to I.O. He also reports the cases of unauthorized water connections to the cisterns whenever detected in this inspection.</p> <p>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.</p> <p>8. He takes instructions from P.C.O. on the technique and usage of the various formulations of insecticides as and when required.</p> <p>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.</p> <p>10. He reports to the P.C.O., Head Office regarding compliance/non-compliance of notices. He attends court cases and prosecutions and proceed with after conviction actions whenever the requisition are not complied with during the first prosecution.</p> <p>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.</p> <p>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 &amp; 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.</p> <p>13. He maintains proper record of the monsoon treatments (special provisions) rendered amount of deposit used and puts up refund memo at the end of monsoon.</p>		
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		<p>14. He maintains an account of quantity of insecticides used daily.</p> <p>15. He serves notices, summonses and memos received for service from other wards, and reports compliance within a reasonable period.</p> <p>16. He Executes warrant with the help of police.</p> <p>17. He maintains a field book of the work done in the field.</p> <p>18. He carries out any other work that he may be called upon to perform by his superiors in connection with his duties.</p>		
5.	Junior Overseer (Rat)	<p>1. To get himself apprised of rodent infestation of various localities</p> <p>2. To prepare program of rodent control work in accordance with the policies and guidelines set by the Asstt. Insecticide Officer.</p> <p>3. To supervise the working of labourers, Superior Field Workers and Field Workers.</p> <p>4. To keep record of the work done and to submit periodical reports.</p> <p>5. To attend to complaints of rat nuisance and to take suitable action for redressing of grievances.</p> <p>6. To maintain dead stock and rodenticide registers up-to-date.</p> <p>7. To keep control over the consumption of rodenticide.</p> <p>8. To maintain equipment in perfect working order.</p>	u/s 253, 274(1)(1A), 375A, 381, 381A, 381B, 483, 488.	
6.	Fogging sub-Inspectors	<p>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.</p> <p>2. To attend to complaints asking for fogging operations as directed.</p> <p>3. To communicate intimation of fogging, by P.C.O., program to various Councilors concerned.</p> <p>4. To maintain accounts of Insecticides received by him and consumed in fogging operations.</p> <p>5. To supervise the fogging operations and watch for results.</p> <p>6. To undertake fogging inside the premises on payment of schedule fees.</p> <p>7. Whenever any odd services are necessary, F.S.I. is required to arrange for fogging even at night time.</p> <p>8. To prepare varied formulations for fogging.</p> <p>9. To keep a check over his staff and report any irregularities if and when noticed to P.C.O.</p>	488	

		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. 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.	488	
8.	Superior Field Worker	1. To supervise the removal of aquatic vegetable from water ponds, low-lying lands, etc. 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.	488	
9.	Superior Field Worker (Antify)	1. To supervise treatment of fly infested sites such as Markets, Dumping grounds, Dustbins, Refuse vehicles, Refuse wages, Motor loading spots, etc. 2. To maintain records of work done and insecticide consumed. 3. To attend to any other work connected with anti-fly measures.	488	
10.	Superior Field Worker (Rodent Control)	1. To supervise & setting of 30 nos. of Rat traps /Labour.	488	



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

		<p>2. As per senior officers J.O.'s or DSI's instructions to make the arrangement of separate ladder (which is kept some where there) where permanent iron ladder is not available for the inspection of cisterns, cesspool manhole etc.</p> <p>3. To carry the bucket &amp; the kit bag containing pump, essential materials &amp; Insecticide solutions all the time while accompanying the senior officers, J.O.'s or DSI's.</p> <p>4. To properly spray the Insecticide solutions on permanent or suspected mosquito &amp; fly breeding places as instructed by the superiors.</p> <p>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.</p> <p>6. Keeping clean the drains &amp; 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.</p> <p>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.</p> <p>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 &amp; flies. This can be done either alone or someone's assistance if possible.</p> <p>9. To spray the MLO on the stagnant water surfaces, if required, with the help of the bucket, mop, cotton ball etc.</p> <p>10. To prepare any Insecticide solution in the office or in the section &amp; to bring the water for the preparation of the same &amp; to do the insecticide spraying as per the orders of the superiors.</p> <p>11. To load &amp; unload materials &amp; other things required in the day to day work provided from one ward to other ward and vice versa as per the orders.</p>		
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		12. To carry out any preventive measure or work assigned in the MCGM limits for the destruction or control of mosquitoes or other insects.		
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**C**

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

**D**

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

**E**

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

### Section 4(1) (b) (III)

#### PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

Q. 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 )

A. **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.**

Q. 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?

A. **As per BMC (Service) Regulations 1989 & BMC Act 1888.**

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

A. **If related to public, communicated by Postal Agency.**

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

A. **Head of the department.**

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

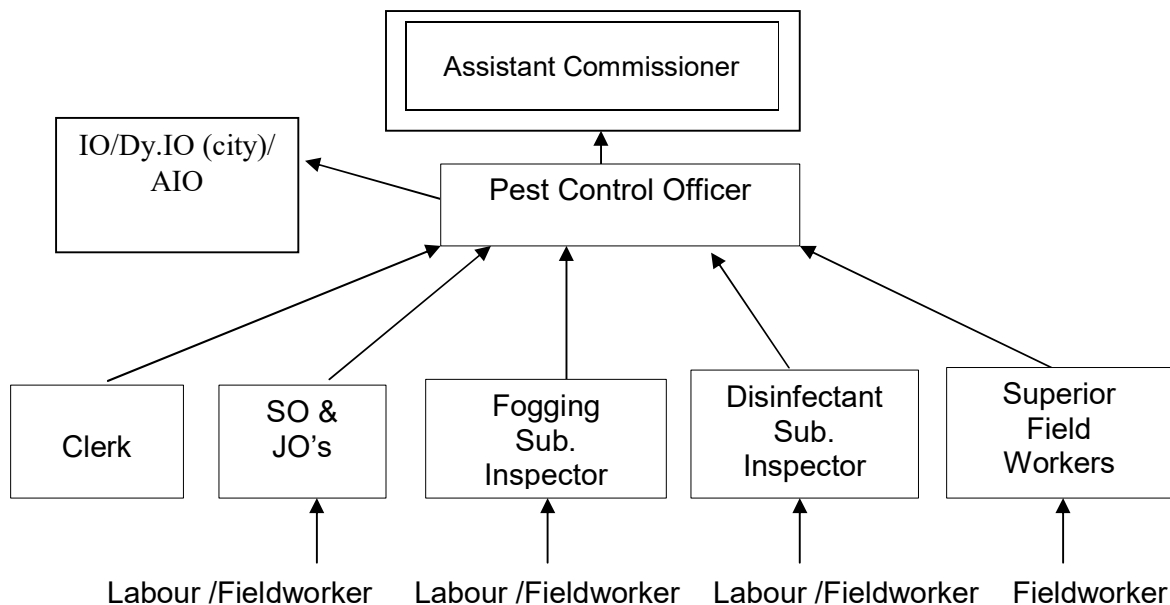
A. **Municipal Commissioner / Standing Committee / Corporation depending Upon the matter.**

Sr. no.	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
1	Vector Control & Granting NOC's and Permission for all water bodies	Scrutiny of Application, Site Report, Proposal, Approval.	Fifteen days for all applications from the date of submission of valid application along with required documents.		

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

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

Process for proposal and channel of supervision:



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

#### NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

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

### Section 4(1) (b) (v)

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

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

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

### Section 4(1) (b) (vi)

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

Statement of Categories of documents held in the office of Pest Control Officer, G/North ward.

<b>Sr. No.</b>	<b>Subject</b>	<b>Type of Document file or register</b>	<b>File No. or Register No.</b>	<b>Particulars</b>	<b>Periodicity of preservation</b>
1.	Insecticide Register	Register	1	Details of Insecticide received by department	30 Years
2.	Dead Stock Register	Register	2	Details of Dead Stock received by department	Permanent
3	Notice 'A' Register	Register	3	Details of A form Notices issued by department	10 Years
4	Notice 'B' Register	Register	4	Details of B form Notices issued by department	10 Years
5	Complaint Register	Register	5	Details of Complaint received by department	5 Years

6	Mosquito Breeding Register Anopheles Breeding Register Aedes Breeding Register	Register	6	Details of Mosquito Breeding detected by Staff	15 Years
7	Well Register	Register	7	Details of all types of Wells in the ward	Permanent
8	Tube Well Register	Register	8	Details of all Tube Wells in the ward	Permanent
9	Court Register Summons Register(Optional) Warrant Register (Optional) Conviction Register (Optional)	Register	9	Details of all types of Court Cases in the Ward	Permanent
10	Malaria Positive Case Register Space Spray Register Residual Spray Register Crusade Register	Register	10	Details of IRS	5 Years
11	Cistern Certification Register A & B Cistern NOC Register	Register	11	Details of numbers of cisterns in the ward	Permanent
12	Vehicle Attendance Register	Register	12		5 Years
13	Antifly Work Register	Register	13		5 Years
14	FSI's Fuel Register	Register	14		30 Years
15	Space Spray (Fogging activity) Register	Register	15		5 Years
16	Daily Rat Collection Register	Register	16		10 Years
17	Rat Complaint Register	Register	17		5 Years
18	Rodent Control Activity Register	Register	18		5 Year
19	Treatment Register	Register	19		5 Years
20	Visit Book Cum Issue Register	Register	20		5 Years
21	Watch Case Register	Register	21		5 Years
22	Swimming Pool Register(Optional)	Register	22		Permanent

23	Cooling Tower Register(Optional)	Register	23		Permanent
24	Bill Book Register	Register	24		10 Years
25	I.O.D Register	Register	25		10 Years
26	Aedes Survey Register	Register	26		5 Years
27	Dengue Cases Register	Register	27		5 Year
28	Leptospirosis Case Register	Register	28		5 Year
29	Fountain Register	Register	29		Permanent
30	Muster	Register	30		10 Years
31.	Inward Register/ Outward Register	Register	31		5 years
32	Order Book Register	Register	32		Permanent
33	Staff Address Register	Register	33		15 Years
34.	Imprest Account Book	Register	34		10 Years
35	Postage Register	Register	35		5 Years
36	Stationary Register	Register	36		15Years
37	Clothing Register	Register	37		10 Years
38	Unpaid Claim Register	Register	38		10 Years
39	L.T.A Register	Register	39		10 years
40	Audit Note Register	Register	40		10 years
41	P.F Advance Register	Register	41		10 Years
42	Pension Claim Register	Register	42		Permanent
43	Electricity Telephone Charges Register (Optional)	Register	43		Permanent
44	Income Tax Register	Register	44		10 Years
45	O. T. Register	Register	45		5 Years
46	Bill Register	Register	46		10 Years
47	Earned Leave And CL Register.	Register	47		15 years
48	CFC Challan File	File	1		1 Year
49	Task file	File	2		1 Year
50	Complaint file	File	3		1 Year
51	MCL complaint file	File	4		1 Year
52	Office copy file	File	5		Permanent
53	Monthly report file	File	6		1 Year
54	Yearly report file	File	7		1 Year



55	Municipal properties reports file	File	8		Permanent
56	Govt. properties reports file	File	9		Permanent
57	Circular file	File	10		Permanent
58	Imp. circular file	File	11		Permanent
59	Minutes file	File	12		Permanent
60	Dengue cases file	File	13		1 Year
61	Leptospirosis case file	File	14		1 Year
62	Fogging machine repair file (OPTIONAL)	File	15		1 Year
63	Fountain paper file	File	16		Permanent

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

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

Formulation of Policy:

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

Implementation of Policy

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

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

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

#### **Types of Committees/Boards**

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

#### **Composition of Committee**

##### **Grievance Committees (for Staff)**

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

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

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

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

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

##### **Continuation beyond age of 55 Years (For the posts - Insecticide Officer to JO's)**

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****PAYSHEET NO:- 3347 PCO GN**

<b>SR NO</b>	<b>EMPLOYEE NAME</b>	<b>Designation</b>	<b>DATE OF APPOINTMENT in MCGM</b>	<b>CONTACT NUMBER</b>	<b>Place of Working</b>
1	PRIYESH B.SHINDE	Pest Control officer	17.09.2019	022-24397998	PCO G/N
2	GIRISH GUNJIKAR	SUP.JO	04.11.1991	24397800Ext.887	PCO G/N
3	MAGDUM ARCHANA PRALHAD	Executive Assistant	01.06.2015	24397800Ext.887	PCO G/N
4	PATIL SUNIL RAMCHANDRA	Health Co-ordinator	04.11.1993	24397800Ext.887	PCO G/N
5	BALAMURUGAN KONDAN NAIDU	Health Co-ordinator	06.10.2006	24397800Ext.887	PCO G/N
6	KAMLESH CHOTU SOLANKI	Health Co-ordinator	03.07.2008	24397800Ext.887	PCO G/N
7	MANOJ VAMAN BAGUL	Health Co-ordinator	26.03.2010	24397800Ext.887	PCO G/N
8	AVIASH DAYARAM RATNE	Health Co-ordinator	07.10.2008	24397800Ext.887	PCO G/N
9	VIKAS AAKARAM KOLEKAR	Health Co-ordinator	08.10.2008	24397800Ext.887	PCO G/N
10	SONAIL RATAN VHATKAR	Health Co-ordinator	03.07.2008	24397800Ext.887	PCO G/N
11	ARVIND DATTU SAWANT	Health Co-ordinator	01.06.2006	24397800Ext.887	PCO G/N
12	KIRAN ANANTA DAMSE	Health Co-ordinator	01.06.2009	24397800Ext.887	PCO G/N
13	VACANT	Health Co-ordinator	-	24397800Ext.887	PCO G/N
14	VACANT	Health Co-ordinator	-	24397800Ext.887	PCO G/N
15	VACANT	Fogging Sub Inspector	-	24397800Ext.887	PCO G/N
16	NISRAD DHONDU RAJARAM	Disinfecting Sub Inspector	30.04.2005	24397800Ext.887	PCO G/N
17	KALE RAJU SHANKAR	Disinfecting Sub Inspector	01.09.1995	24397800Ext.887	PCO G/N
18	JADHAV GURUNATH BALIRAM	Disinfecting Sub Inspector	17.03.2006	24397800Ext.887	PCO G/N

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

**Pay Grades of Officers**

<b>DESIGNATION</b>	<b>DESIGNATION CODE</b>	<b>GRADE CODE</b>	<b>GRADE</b>
<b>P.C.O.</b>	B 271	B 28	9300-34800 GRP 4300
<b>Clerk</b>	C 034	C 27	5200-20200 GRP 2000
<b>Sup. J.O.</b>	C 444	C 19	5200-20000 GRP 2100
<b>H.C.</b>	C 436	C 31	5200-20200 GRP 2000
<b>H.C. (Rat)</b>	C 438	C 31	5200-20200 GRP 2000
<b>F.S.I.</b>	C 547	C 37	5200-20200 GRP 1950
<b>D.S.I.</b>	C 612	C 49	5200-20200 GRP 1950
<b>SFW</b>	D 410	D 23	5200-20200 GRP 1850
<b>Labour</b>	D 114	D 25	5200-20200 GRP 1800

## Section 4(1) (b) (xi)

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

Budget Usage		Date: 30.07.2024		Page: 1 / 1	
Financial Management Area MCGM BMC		FM Payment Budget			
Fiscal Year 2024		Version		0	
Fund/Group 12		Functional Area/Group 33202000000			
Funded Program/Group *		Year of Cash Effectivity			

Plan/Center/Commitment Item	Consumable Bddg	Consumed Budget	Available Amount	Current Budget	Commitment
** FdsCtr/ComtItem	35,392,000.00	13,605,907.85-	48,997,907.85	35,392,000.00	12,013,830.93-
- 4090470000 G/N WARD - HEALTH	35,392,000.00	13,605,907.85-	48,997,907.85	35,392,000.00	12,013,830.93-
140110700 Renewal Charges	200,000.00-		200,000.00-	200,000.00-	
140200105 Penalties recovered frm Contractors	100,000.00-	5,150.00-	94,850.00-	100,000.00-	5,150.00-
140804100 New building insecticide treatment	21,500,000.00-	15,803,848.00-	5,696,152.00-	21,500,000.00-	15,803,848.00-
140805301 Legal & Stnry chge-T	150,000.00-	9,100.00-	140,900.00-	150,000.00-	9,100.00-
180400200 Fine	20,000.00-		20,000.00-	20,000.00-	
210100101 Basic Pay	5,709,000.00		5,709,000.00	5,709,000.00	
210100102 Incentive Bonus	338,000.00		338,000.00	338,000.00	
210100201 Basic Pay	13,238,000.00		13,238,000.00	13,238,000.00	
210100202 Incentive Bonus	1,118,000.00		1,118,000.00	1,118,000.00	
210200101 Dearness Allowance	3,197,000.00		3,197,000.00	3,197,000.00	
210200102 House Rent Allowance	1,713,000.00		1,713,000.00	1,713,000.00	
210200103 Conveyance Allowance	59,000.00		59,000.00	59,000.00	
210200105 Leave Travel Assistance	55,000.00		55,000.00	55,000.00	
210200113 Trv All for SuptSub	422,000.00		422,000.00	422,000.00	
210200118 Family Planning Allowance-sup	7,000.00		7,000.00	7,000.00	
210200119 Children Education Allowance-sup	90,000.00		90,000.00	90,000.00	
210200199 Other Allowances	3,000.00		3,000.00	3,000.00	
210200201 Dearness Allowance	7,414,000.00		7,414,000.00	7,414,000.00	
210200202 House Rent Allowance	3,972,000.00		3,972,000.00	3,972,000.00	
210200205 Leave Travel Assistance	59,000.00		59,000.00	59,000.00	
210200213 Transport Allowances For Labour	1,466,000.00		1,466,000.00	1,466,000.00	
210200218 Family Planning Allowance-Labour	25,000.00		25,000.00	25,000.00	
210200219 Children Education Allowance-lab	239,000.00		239,000.00	239,000.00	
210200299 Other Allowances	269,000.00		269,000.00	269,000.00	
210209913 Uniforms	80,000.00		80,000.00	80,000.00	
210209915 Contrbn-Int 4% towrd	70,000.00		70,000.00	70,000.00	
210501224 Reimof Healthinsurce	870,000.00		870,000.00	870,000.00	
220119900 Other Office Contingent Expenses	10,000.00		10,000.00	10,000.00	
220120102 Mobile Phone Expenses	5,000.00		5,000.00	5,000.00	
220120500 Postage Expenses	2,000.00		2,000.00	2,000.00	
220210400 Stationery	20,000.00	2,325.00	17,675.00	20,000.00	2,325.00
220210600 Photocopying expenses	10,000.00	2,430.00	7,570.00	10,000.00	2,430.00
220300200 Conveyance	3,000.00		3,000.00	3,000.00	
220800400 Outside Services Employment Expenses	14,933,000.00	2,205,759.15	12,727,240.85	14,933,000.00	2,205,759.15
230350001 Accessories	10,000.00	1,676.00	8,324.00	10,000.00	1,676.00
230350006 Clothing & Linen	30,000.00		30,000.00	30,000.00	
230350009 Fuel (Liquid / Gas )					1,592,076.92
230350010 Material	5,000.00		5,000.00	5,000.00	
230350012 Other store	15,000.00		15,000.00	15,000.00	
230350014 Spares & Tools	10,000.00		10,000.00	10,000.00	
504700446 Rp roof dr@DCP chvky	1,896,000.00		1,896,000.00	1,896,000.00	

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

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

**NOT APPLICABLE**

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

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

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

BRIHANMUMBAI MAHANAGARPALIKA  
PUBLIC HEALTH DEPARTMENT  
INSECTICIDE BRANCH

### **CONDITIONS /SPECIFICATIONS GOVERNING PERMISSION TO WATER STORAGE TANKS (CISTERNS)**

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

#### **The body of the tank :**

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

#### **The Manhole and the cover assembly.**

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

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

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

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

#### **The access.**

17. All cisterns with height more than 1.2 should be provided with a fixed sturdy iron ladder.
18. The upper end of the ladder should be firmly fixed to the top sheet. They should be provided with side supports.
19. The iron ladder exceeding 2.5m in height should be provided with side supports.
20. The ladder exceeding 8m in height should be provided with hand rails on both sides.
21. If access to the terrace is by means of a wooden staircase, it should not remain open and exposed to the sun and rain.
22. If the cistern is under some cover or shelter, there should be sufficient space between the cistern and the roof to enable easy inspection and sampling.
23. In the case of overhead water storage tank, sturdy and safe iron or R.C.C. platforms should be provided at suitable intervals, instead of straight ladder from bottom to the top.

#### **The Suction Tank :**

24. The top of the tank should be raised above the surrounding ground level by a minimum of 45 cm. If the depth of the suction tank is more than 8 feet then there should be provision of safe, easy and permanent means of access (without obstructing the proper closure of the lid cover) from top slab of the tank to the bottom of the tank.
25. The pump room should invariably be connected to the house drains by means of a gully trap. The pump foundation hollows should be filled in to the top circumference.

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

##### **SPECIAL REQUIREMENT:-**

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

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

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

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

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



## Tanks

MUNICIPAL CORPORATION OF GREATER MUMBAI  
PUBLIC HEALTH DEPARTMENT  
**INSECTICIDE BRANCH**  
2<sup>nd</sup> Floor, Primary Education Office Bldg., Chider Tank Mardan, Dr. Bhabhankar Marg, Grant Road(E), Mumbai - 400 007.  
No. : IO/3436/SR Date : 01.03.2016

### CIRCULAR

Pest Control Officer  
A to T ward

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

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

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

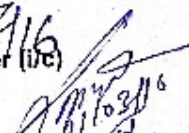
You are hereby directed to follow the guidelines as mentioned in the said circular. On receiving an application for permission to a borewell, a letter which is attached herewith, should be issued to the applicant. This letter has all the points require to be complied with for issuing the necessary permission.

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

  
11/3/16  
Insecticide Officer (I/C)

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

  
11/3/16  
Insecticide Officer (I/C)

  
01/03/16  
A.I.O.

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

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

No. : IO /3649/SR Date :06.04.2016

**CIRCULAR**

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

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

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

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

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

**Pest Control Officer A to T wards**

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

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

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

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

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

These modified conditions & circular will be effective immediately.

**Insecticide Officer**

**BRIHANMUMBAI MUNICIPAL CORPORATION**

**Public Health Department  
Insecticide Branch**

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

To,  
The Pest Control Officer  
\_\_\_\_\_ Ward  
(Address) \_\_\_\_\_  
\_\_\_\_\_

Sub: Permission for Bore / Tube well at \_\_\_\_\_

I / We hereby solemnly Undertake as below :-

**A) Conditions of Insecticide Office:-**

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

...3

**B) Conditions of Rainwater Harvesting Department :-**

1. The bore well will be recharged with appropriate quantity of clean roof top rain water through a system of collection pipes laid above ground, with first flush and filter arrangement.
2. The rain water shall not be exposed to ground prior to recharge structure.
3. Recharge unit and typical first flush arrangement will be maintained as per the schematic drawing of (typical) recharge structure provided by Municipal Corporation of Greater Mumbai (M.C.G.M.)
4. The filter media shall be cleaned regularly to avoid clogging and mosquito breeding.
5. The structure shall be mosquito proof as per guidelines issued by Pest Control Officer / Health Department.
6. The responsibility of Maintenance of tube well should also be transferred to new owner society with the intimation to this office in case of transfer of the property.
7. The BMC, their officers and servants will be held harmless and indemnified from and against all losses, suits, damages, costs, charges, claims and demands whatsoever including claim under the Workmen's Compensation Act 1923, which the BMC, their officers and servants sustain or incur or become liable to pay be reason or in consequence of any injury to any person or to a third party whether resulting directly or indirectly from existence and /or use of the said tube well water and tube well or occasioned through any accident or adverse effect.
8. The permission to use water of the tube well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, there by giving three days notice.

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

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

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

**(Name & Signature)**

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

### HCC WELL:-

**The Insecticide officer,  
Municipal Corporation of Greater Mumbai.  
Mumbai.**

Sir,

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

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

(This item is applicable only where the well water is to be used for construction purpose)  
This will be binding on me/us, our heirs, administrators and assignees. I/We also comply with any other conditions of the other departments of Municipal Corporation of Greater Mumbai.

Yours faithfully,

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

**Ring WELL**

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

To,  
The Pest Control Officer  
\_\_\_\_\_ Ward  
(Address) \_\_\_\_\_  
\_\_\_\_\_

Sub: Permission for Ring Well at \_\_\_\_\_

I / We hereby solemnly Undertake as below :-

**A) Conditions of RING WELLS:**

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

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

2. That the water from the Ring well shall not be used for any other purpose than permitted and **shall not be exploited commercially**.
3. "That Before **cleaning, Deepening or Repairing** of Ring Well necessary NOC will be obtained from water department of MCGM .

{2}

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

9. The bore well will be recharged with appropriate quantity of clean roof top rain water through a system of collection pipes laid above ground, with first flush and filter arrangement.
10. The rain water shall not be exposed to ground prior to recharge structure.
11. Recharge unit and typical first flush arrangement will be maintained as per the schematic drawing of (typical) recharge structure provided by Municipal Corporation of Greater Mumbai (M.C.G.M.)
12. The filter media shall be cleaned regularly to avoid clogging and mosquito breeding.
13. The structure shall be mosquito proof as per guidelines issued by Pest Control Officer / Health Department.
14. The responsibility of Maintenance of tube well should also be transferred to new owner society with the intimation to this office in case of transfer of the property.
15. The BMC, their officers and servants will be held harmless and indemnified from and against all losses, suits, damages, costs, charges, claims and demands whatsoever including claim under the Workmen's Compensation Act 1923, which the BMC, their officers and servants sustain or incur or become liable to pay be reason or in consequence of any injury to any person or to a third party whether resulting directly or indirectly from existence and /or use of the said tube well water and tube well or occasioned through any accident or adverse effect.
16. The permission to use water of the tube well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days notice.

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

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

Sub : Permission for Ring wells at \_\_\_\_\_

1) This deed of Indemnity is made on this \_\_\_\_day of \_\_\_\_month \_\_\_\_\_ year between  
Shri \_\_\_\_\_residing at \_\_\_\_\_

\_\_\_\_\_, hereinafter referred to as the 'Obligors' (in which expression are included unless such inclusion is inconsistent with the context, their heirs executors, administrators and assigns) of the First Part and **The Municipal Corporation of Greater Mumbai**, a Corporation constituted by the Mumbai Municipal Corporation Act, 1888, hereinafter referred to as '**The Corporation**' (in which expression are

{3}

included unless such inclusion is inconsistent with the context, its successor or successors and assigns) of the Second Part and \_\_\_\_\_, Municipal Commissioner for Greater Mumbai hereinafter referred to as '**The Municipal Commissioner**' (in which expression are included unless such inclusion is inconsistent with the context, his successor or successors for the time being holding the office of the Municipal Commissioner) of the Third Part.

2) AND WHEREAS The Municipal Corporation will be granting permission to Ring well situated at \_\_\_\_\_

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

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

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

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



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

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

**{4}**

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

SIGNED, SEALED AND DELIVERED.

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**OBLIGOR**

IN PRESENCE OF.....

Mr./ Mrs.

Address -

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

**(Name & Signature)**

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

MUNICIPAL CORPORATION OF GREATER MUMBAI

**Public Health Department**  
**Insecticide Branch**

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

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

**Sub :** Permission for Bore/Tube wells / Ring wells / Existing Surface wells at \_  
\_\_\_\_\_

1) This deed of Indemnity is made on this \_\_\_day of \_\_\_month \_\_\_\_\_ year between  
Shri \_\_\_\_\_residing at \_\_\_\_\_

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

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

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

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

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

...7

**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

...8

**FORMAT OF SELF DECLARATION FOR SWIMMING POOLS**

To,  
 The Pest Control Officer  
 \_\_\_\_\_ Ward  
 (Address) \_\_\_\_\_  
 \_\_\_\_\_

Sub: Deemed NOC's for Swimming Pool at \_\_\_\_\_

I / We hereby solemnly Declare as below :-

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

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

**(Name & Signature)**

...9

**FORMAT OF SELF DECLARATION FOR WATER STORAGE TANKS**

To,  
 The Pest Control Officer  
 \_\_\_\_\_ Ward  
 (Address) \_\_\_\_\_  
 \_\_\_\_\_

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

I / We hereby solemnly declare as below :-

1. That the above mentioned cistern/s is/are maintained in mosquito proof condition :-

- a) by providing MCGM approved standard pattern round cast iron manhole covers which are fitted on the manhole leaving no gap between the top sheet / rim / top slab & the collar ring of the manhole cover assembly.
- b) by providing check nuts to the feeding pipes & overflow pipes.
- c) by providing a ' Jali ' to the end of the overflow pipes & ventilation pipes.

2. That the above mentioned cistern/s is/are maintained in accessible condition by providing a safe & easy ladder, the distal ends of which are embedded in a cement concrete block & the top ends of which are curved & bent at a height of 18 inches & are fixed to the top of the tank.

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

**(Name & Signature)**

...10

**FORMAT OF SELF DECLARATION FOR COOLING TOWERS**

To,  
 The Pest Control Officer  
 \_\_\_\_\_ Ward  
 (Address) \_\_\_\_\_  
 \_\_\_\_\_

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

I / We hereby solemnly Declare as below :-

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

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

**(Name & Signature)**

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

11

**FORMAT OF SELF DECLARATION FOR JACUZZI**

To,

The Pest Control Officer

\_\_\_\_\_ Ward

(Address) \_\_\_\_\_

Sub: Deemed NOC for Jacuzzi/s at \_\_\_\_\_

I / We hereby solemnly Declare as below :-

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

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

**(Name & Signature)**

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

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

**(I) EFFECT :**

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

**(II) NEED FOR REGULATION :**

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

**(III) GENERAL NORMS :**

The permission for fountains / cascades U/s.381A(1) of M.M.C. Act. will be issued from the office of the Insecticide Officer, 5<sup>th</sup> Floor, Hawkers Plaza Bldg., Janta Cloth Market, Senapati Bapat marg, Dadar (W), Mumbai-400 028.

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

**(a) Application**

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

**(b) Scrutiny Charges**

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

**(C) Document to be enclosed**

- 1) (i) Ownership document in the form of certified / attested copy of latest assessment tax bill & receipt / P.R. Card / copy of Index-II or any other authentic proof of ownership.
- (ii) Certified true copy of the set of blue prints of the plan approved by D.P.



- (iii) Sketch prepared by licensed Architect / Surveyor Showing
  - a. Vertical Section
  - b. Horizontal Section
  - c. Front elevation
  - d. Dimension & Capacity in liters of the sump.
  - e. Size & Position of the Manhole / Manholes of the balancing tank
  - f. Point of inflow to the sump should be through water seal, preferably one or more nahni traps.
  - g. Point of outlet to the drainage connection / soakpit.

(V) **PROCEDURE FOR PERMISSION**

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

(VI) **REFUSAL TO PERMISSION**

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

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

### (VII) **PROCEDURE FOR RENEWAL**

#### (a) **TIME OF RENEWAL**

Any time before expiry of permission.

#### (b) **RENEWAL FEES**

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

#### (c) **PENALTY FOR DELAY IN RENEWAL**

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

Sr. No.	Delay in Renewal Period	% of Penalty	Penalty Fees (Rs.)
01.	First Quarter	25%	1500/-
02.	Second Quarter	50%	3,000/-
03.	Third Quarter	75%	4,500/-
04.	Fourth Quarter	100%	6,000/-

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

#### (d) **NORMS FOR RENEWAL**

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

#### (e) **POLICY FOR NON-RENEWAL OF PERMISSION**

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

### (VIII) **PROCEDURE FOR PERMISSION AFTER REVOCATION**

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

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

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

Transfer of permission arises in following cases

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

### **(X) CONCLUSION**

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

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

**APPENDIX – A**

Form No.

**APPLICATION FORM - FORMAT FOR FOUNTAIN**

To,  
The Insecticide Officer  
Office of the Insecticide Officer,  
5<sup>th</sup> Floor, Hawkers Plaza Bldg.,  
Janta Cloth Market, Senapati Bapat marg,  
Dadar (W), Mumbai-400 028

01) Application for Fountain:      New      ☐      Existing      ☐  
(Tick mark as which is Applicable)

02) Name of the Owner: 


3) Complete address of the owner : 

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04) T 

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05) C 

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06) Status of the a 

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2) Partnership : 

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3) Private Ltd.: 

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4) Public Ltd. : 

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5) Residential Society: 

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6) Commercial Society: 

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07) Exact Location Address : 

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of premises of fountain

I/We, hereby request to issue /renew permission for the Fountain for the Fountain / Cascade etc. as  
refe 

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Signature of the Applicant

## **AUTHORITY**

I, the owner of the above referred Plot/Fountain /Cascade etc. hereby authorize

Shri \_\_\_\_\_

of M/s. \_\_\_\_\_ Architects to carry out

necessary Civil Construction / Fabrication work and other fitting required by the M.M.C.

Signature of the Owner.

## **AUTHORITY**

I, the owner of the above referred Plot/Fountain /Cascade etc. hereby authorize

Shri \_\_\_\_\_

of M/s. \_\_\_\_\_ Licensed Plumbers to carry

out necessary Plumbing work and other fitting required by the M.M.C

Signature of the Owner.

### **CERTIFICATE**

I, Licensed Architect \_\_\_\_\_ having

License No. \_\_\_\_\_ renewed up to \_\_\_\_\_

of M./s. \_\_\_\_\_ hereby

certify that the construction of the Fountain / Cascades \_\_\_\_\_

\_\_\_\_\_ have been carried out under my

supervision as per rules & regulation of the M.M.C.

Signature of the Architect

### **CERTIFICATE**

I, Licenced Plumber . \_\_\_\_\_

Licenced No. \_\_\_\_\_ renewed up to \_\_\_\_\_

of M./s. \_\_\_\_\_ hereby

certify that the necessary plumbing work of the of the Fountain / Cascades

\_\_\_\_\_

have been carried out under my supervision as per rules & regulation of the M.M.C.

Signature of the License Plumber

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

**DECLARATION**

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

Date : ..... 20

Signature or Thumb  
Impression of the  
**Owners / Partner/s**  
**/ Secretary**

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

**APPENDIX - B**

**INDEMNITY BOND ON Rs. 500/-**

**Stamp Paper**

To,

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

Sub :

Ref :

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



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

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

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

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

SIGNED, SEALED AND DELIVERED )

1)\_\_\_\_\_ )

2)\_\_\_\_\_ )

in the presence of ..... )

1)\_\_\_\_\_ )

2)\_\_\_\_\_ )

**OBLIGOR**

)

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

### **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

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

**APPENDIX – C**

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

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

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

OR

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

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

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

16. I/We am/are aware that the permission holder shall not exceed or violate or in any way infringe the conditions of this permission. In such cases, the permission holder will be liable for prosecution and/or revocation of permission.
17. I/We am/are aware that the permission holder shall produce the permission for inspection purpose whenever demanded by duly 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 Municipal Corporation of Greater Mumbai towards construction cost.
22. I/We am/are aware that the permission holder shall pay security deposit as may be prescribed from time to time (by the Corporation) for faithful observance of the conditions of permission and the same will be forfeited to the Municipal Treasury at the discretion of the Municipal Commissioner or any other competent authority of the Corporation in case of any of the conditions of this permission is infringed any time by the permission holder, or his agent or servant. The permission shall be treated as suspended till fresh security deposit is paid to Municipal Corporation. The permission holder shall also be liable for prosecution and/or the permission will be liable for suspension or revocation for such infringement of condition of permission.
- 22A. I/We am/are aware that on expiry of permission or in case of its revocation the permission holder shall remove the structure within 15 days thereof, failing which the Municipal Corporation of Greater Mumbai, or officers empowered will be entitled to take necessary action to demolish and remove the same without any notice and to recover the demolition charges from permission holder.
23. I/We am/are aware that the permission is not transferable either as regards the persons to

whom or the premises for which it is granted, without the written permission of the Competent Officer of the Corporation.

24. I/We am/are aware that if the permission holder decides to discontinue the activities for which the permission is granted, he shall forthwith inform the Insecticide Officer that he is about to do so or has done so.
25. I/We am/are aware that the Municipal Corporation of Greater Mumbai is entitled to add, alter or amend the conditions at any time at the discretion of the Municipal Commissioner or any other competent authority of the Municipal Corporation of Greater Mumbai. In such event the permission holder shall abide the modified and/or additional conditions.

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

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

#### **NOTIFICATION**

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

The Policy regarding permitting the Fountains/cascades is redefined by standing committee as per resolution No.396 dt. 31<sup>st</sup> August 2005, Accordingly the permission for Fountains / Ornamental tanks/Rock Garden/Fountains artificial waterfalls/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 Pest Control Officer GN ward.

Insecticide Officer

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

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

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

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

Authorized Signatory for Owner

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

MUNICIPAL CORPORATION OF GREATER MUMBAI

Memo. No. .... of .....

Re : Premises No. .... Street .....

Owned by :-

Shri .....

Address .....

I.O.

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

Pest Control Officer ..... ward

Details –

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

[P.T.O.]

Sketch Plan

Vertical projection

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



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

ORIGINAL

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

No. \_\_\_\_\_ of 20 - 20

To,

Shri / Smt. \_\_\_\_\_

His / Her Address \_\_\_\_\_

Owner of premises No. \_\_\_\_\_

at \_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20

*Insecticide Officer*

*Municipal Commissioner*

*For Greater Mumbai* \_\_\_\_\_

No. \_\_\_\_\_ of 20

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

Malaria Inspector \_\_/\_\_ Ward

Party's Signature

No. \_\_\_\_\_ of 20

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

Pest Control Officer \_\_\_\_\_ Ward.

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

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

INSECTICIDE OFFICER,  
Municipal Corporation of Greater Mumbai  
Office of the Insecticide Officer, 5<sup>th</sup> Floor,  
Hawkers Plaza Bldg., Janta Cloth Market,  
Senapati Bapat marg, Dadar (W), Mumbai- 28.

No. .... of 20 - 20

To,

.....  
.....

Re. : Provision of access for cisterns Nos. ....  
at .....

Sir,

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

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

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

Yours faithfully,

Insecticide Officer

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

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

No. .... of 20 - 20

Mumbai ..... 20

To,

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

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

Sir,

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

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

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

Yours faithfully,

Insecticide Officer

## Section 4(1) (b) (XIV)

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

NOT APPLICABLE

## Section 4(1) (b) (XV)

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

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

### NOTICE REQUISITIONS

<u>OPEN WELL WITH PARAPET WALL</u>	To demolish the parapet wall of the said well and to fill in with earth completely upto the level of the Surrounding ground and to consolidate the site so as to leave no depression Likely to hold or collect water or to cover the well hermetically with cement concrete leaving no opening of any kind and to render the whole arrangement hermetical and perfectly mosquito proof.
<u>WELL WITH A CONCRETE COVER &amp; A TRAP DOOR</u>	To remove the trap door in the cover over the said and to close the opening with cement so as to render the well hermetical and perfectly mosquito proof.
<u>COVERED WELL IF OPENED UP HERMETICALLY</u>	To close the opening made in the cover or gaps in the cover trap door provided in the cover or the gaps, chinks and crevices in the cover over the well with cement concrete, so render the whole arrangement hermetical as to and perfectly mosquito proof as before.
<u>CLEANING OF WELL</u>	To clean the well by removing kutchra etc. therefrom and to maintain it in a clean condition at all times as an anti-mosquito measure.

ENTRANCES WITH STORM GRATINGS. WATER	To close the said open storm water entrances by adjusting with road dust so as to render the whole Arrangement perfectly mosquito proof.
<u>OPEN DRAIN. CHANNEL</u>	To clean the said open channel drain by removing silt, kootchar etc. there from once a week regularly so as to prevent stagnation of water and consequent breeding of mosquitoes therein.
<u>REQUISITION FOR CELLER OR BASEMENT WORK</u>	The floor and wall to be made perfectly water tight with a suitable impermeable material so as to prevent collection of water any where through Percolation.
<u>UNAUTHORISED WELL</u>	To fill in the well with earth completely upto the level of the surrounding ground and to consolidate the site so as to leave water and breed mosquito therein.
<u>REQUISITION FOR STORM WATER ENTRANCES</u>	To provide new properly fitting thick wrought iron plates beneath the iron grating of the said of the said storm water entrances so as to render the whole arrangement perfectly mosquito proof.
<u>TRENCHES</u>	To pump out the water from the abovementioned trenches daily and to treat the left over unpumped stagnations with a suitable emulsifiable insecticide concentrate at least twice a week on Monday & Thursday so as to prevent breeding of mosquitoes therein . To provide a trap door with wire mesh with perforations not exceeding 1 / 16" in diameter so as to render the whole arrangement perfectly mosquito proof.
<u>SUMP HOLDING WATER ACCUMULATED BY THE RELEASE OF STEAM</u>	To connect the said sump to the Municipal Drain so as to disallow the stagnation of water and consequent breeding of mosquito therein.
<u>OFFENCE COLLAR RING IS EMBEDDED IN THE TOP SLAB AS SUCH GROOVE IS FORMED AROUND M.H.C</u>	Requisition:- To raise the collar ring and fix it on the surface of the top slab so as to avoid the groove around the M.H.E. which is Likely to hold water breed mosquitoes.
<u>UNAUTHORISED MASONRY TANK</u>	To demolish the said masonry tank and to Level and consolidate the site so as to leave no depression likely to hold or collect water and breed mosquitoes therein.
<u>DRUMS KEPT FOR DOMESTIC PURPOSES LIKELY TO BREED MOSQUITOES</u> <u>Unauthorized cistern</u> <u>Galvanized tanks barrels</u> <u>etc. Kept for building ,</u> <u>construction purposes or</u> <u>hotel purposes.</u>	To empty and clean the said drum twice a week positively on _____ and _____ by overturning and to keep it free from mosquito breeding. To remove the said _____ entirely off the premises as an antimosquito measure.
Disused Non mosquito proof Tank/s	To require the said NMP water storage tank entirely off the premises as antimosquito measure.
<u>Tube well being bored</u>	To discontinue unauthorized of tube well & fill in the bored hole with good earth leaving no depressing likely to hold or collect water therein no depression
Unauthorized Tube Well	a) Remove all the fitting of the said unauthorized tube well entirely the premises and to fill the hole with good earth upto the level of the surrounding ground so as to leave no depressing likely to holder collect water and likely to bread mosquitoes therein.

Unauthorized Fountain	To demolish the said unauthorized fountain completely up to the level of surrounding ground and to level and consolidate the site so as demolish the said cooling tank.
<u>R.C.C COOLING TANK &amp; COOLING TOWER</u>	To get it regularized by compliance by the conditions laid down in the respect for prevention of mosquitoes breeding therein.
<u>Low Level</u>	To fill in the said low level with earth completely up to the level of the surround ground and to level and consolidate the site so as to level no depressions likely to collect or hold water and breed mosquitoes therein.

### Section 4(1) (b) (XVI)

#### THE NAMES, DESIGNATIONS & OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

#### PIO

#### A

Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	E-mail id for purpose of RTI	Appellate authority
1.	Priyesh Bhargav Shinde	Pest Control Officer	G/North Ward	Office of the Pest Control Officer, MCGM, G/North Ward Office, 3 <sup>rd</sup> floor, R.No.324, Harishchandra Yelve Marg Dadar, Mumbai - 400028.	pco.gn@mcgm.gov.in	Shri.Kiran Dighavkar Asst.comm. G/N. MCGM, Ward Offices G/North Harishchandra Yelve Marg, Dadar, Mumbai - 400028.

#### 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. Ajitkumar Ambi	Asst. Comm.	G/North Ward	PCO G/N	

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

### **OTHER USEFUL INFORMATION**

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

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

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

## **List of approved Private Pest Control Operators**

**BRIHANMUMBAI MUNICIPAL CORPORATION**  
**Public Health Department**  
**Insecticide Branch**

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

**LIST OF BMC APPROVED PRIVATE PEST CONTROL OPERATORS AS ON 07.06.2024**

Sr. No.	Name of Company & Proprietor	Address of Company	Validity upto
1	M/s. GD Pest Control Private Limited Director- Mr. Sanjay Parui Mo.- 9702444466/ 7738444466	Shop No.2, Navyug Co-op, Hsg. Soc. Ltd. Aarey Checknaka, Goregaon(E), Mumbai-63 Tel- 022- 29277333	18.08.2024
2	M/s. Pest Guard Mr. Prakash M. Kerkar Mob. 9757281592 7021495418	S-66, Zoom Plaza Mall, L.T. Road, Opp. Gorai Bus Depot, Borivali (West), Mumbai- 400 092. Email – <a href="mailto:info@pestguard.net.in">info@pestguard.net.in</a> Web - <a href="http://www.pestguard.net.in">www.pestguard.net.in</a>	20.06.2024
3	M/s. Pest and Hygiene Solution Pvt. Ltd. Pro. Ramesh Suryabhan Khurud	S.No.- 49/1 b, Shop no.9, Plot no.8, Deepali Apartment, Mula Road, Khadki, Pune-411003. Email – <a href="mailto:pandhsolutions365gmail.com">pandhsolutions365gmail.com</a>	14.06.2026
4	M/s. J.D. Pest Control Mr. Prathmesh Adsul	26, Manthan Plaza , Nehru Road, Santacruz (E) Mumbai- 400055. Tel- 022 26665007 M. 9820509949	14.07.2024
5	M/s. Core Pest Control Services Mr. Mithun Vishnu Yadav Mob.- 9773715865	57, Gafur Khan Estate Chawl, Sambhaji Chowak, New Mill Road, Kurla (West), Mumbai- 400 070. Tel- 022-26505571 website- <a href="http://www.corepestcontrolservice.com">www.corepestcontrolservice.com</a>	26.07.2024
6	M/s. Life Care Pest Control Services Pro. Mr. Suraj Kashinath Mohite Mob. 8291501321 8108952021	Shop No.30, Adarsh Market, Plot No. 18A, Sector 48A, Seawood (West) Navi Mumbai- 400 706 Email- <a href="mailto:lifecarepestcontrol.services@gmail.com">lifecarepestcontrol.services@gmail.com</a>	05.10.2024
7	M/s. S P INDUSTRIES Pro: Atul P. Bhat. Mob No. - 9869781781	7- Akashdip, Govind Nagar, Sodawala Lane, Borivali (W) Mumbai 400 092. Email : <a href="mailto:info@spindustries.com">info@spindustries.com</a> , <a href="mailto:prvinjosh22@gmail.com">prvinjosh22@gmail.com</a> Web : <a href="http://www.spindustries.co">www.spindustries.co</a>	30.12.2024



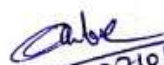
Sr. No.	Name of Company & Proprietor	Address of Company	Validity upto
8	M/s. Pest O Crush Mr. Pritam Kaiya Tel- 93222 43534	Shop No.2, Stand View Building, Plot no. 394, Lokmanya Nagar, Behind Bus Stand, Panvel, Pin – 410206 email- <a href="mailto:pritam.kaiya@gmail.com">pritam.kaiya@gmail.com</a> <a href="mailto:pesto_crush@yahoo.co.in">pesto_crush@yahoo.co.in</a>	23.06.2026
9	M/s. Kolson Pest Control Tel- 26776924 Mob. 9930997295 9869055480	B/13, Dhake Estate, Ground Floor, Ceaser Road, Opp. Shivsena Shakha, Andheri (W), Mumbai – 400 058. Email – <a href="mailto:kolsonpestcontrol@yahoo.com">kolsonpestcontrol@yahoo.com</a>	17.12.2024
10	M/s. S & R Pest Control Services Pro. Mr. Narendra S. Ruikar, Mob.-9821057746 9324838396	Shop No.7, Ground Floor, A-Wing, Parasnath Darshan, Indira Nagar, Near State bank of India, Vidhya Vihar (W), Mumbai- 400 086. Email- <a href="mailto:srpest@gmail.com">srpest@gmail.com</a> , <a href="mailto:srpest123@gmail.com">srpest123@gmail.com</a>	15.05.2027
11	M/s. Pestermynate Enterprises Pro.- Mr. Rajendra Jadhav Tel. - 022 24712345	15, Vimawala House, Jijibhai Lane, Opp. Center point , Lalbaug , Mumbai - 400012. Email: <a href="mailto:pestermynate@gmail.com">pestermynate@gmail.com</a> Mob. No. 9869228350	14.10.2024
12	M/s. X Throw Facility Management LLP Pro. Mr. Avinash Savantraj More	Gautam Arcade, Office No 7a/b, Tilak Road, Kopari, Thane (East) Thane (M corp.), Pin- 400603. Mob- 9987285555	18.01.2025
13	M/s. Smart Kills Pest Zone System Pro. Smt. Deepali Yashwant Kamble	Room No.21, Bldg. No. 20, Deonar Municipal colony, Market Road, Govandi (West), Mumbai – 400 043. Mob.- 9029046133	24.11.2024
14	M/s. Aquarius Pro. Jayprakash V. Singh Mob. 9821516634	Shop No.1-B, Mahadeo Darshan, J.V.K. Marg, Koldongri, Andheri (E), Mumbai- 400 069 Tel- 26825867	13.02.2025
15	M/s. A – One Star Pest Control Services Pro. Mrs. Chetana Chintaman Shirkar	Gala No. A-103, 1st Floor, Bldg. No. A, Amar Gian Co-op. Premises Society Ltd., L.B.S. Marg, Opp. S.T. Workshop, Khopat, Thane (West) Pin-400 601. Mob. 9820754098 / 9323318918	27.01.2025

Sr. No.	Name of Company & Proprietor	Address of Company	Validity upto
16	M/s. Vishal Samajik Seva Sahakari Sanstha Maryadit Pro. Kaneez Fatima Haider Raja Zaidi Mo. 770038869	Shop No. C/9 A, Pardi Samaj Laxmi Chawl, Ambojwadi, Azad Nagar, Opp Masjid Gate No.8, Malwani, Dr. Ambedkar Road, Malad (West) Mumbai- 400 095.	21.08.2024
17	M/s. IPM and Fumigation India, Mr. Somsundaram Shivakumar,	Unit No.126, Bldg. No.6, Jogani Ind. Complex, Chunabhatti, Mumbai - 400 022, Phone No.022 24055888	20.08.2024
18	M/s. Best Solutions Pro. Priti Salvi Mob. 8291177967 9821550535	406, Kairali Chs, Goddev Naka, Bhayander (East), Thane- 401 105. Email- bestsolutions27@gmail.com	21.08.2024
19	M/s. Kavita Enterprises Smt. Kaviata Chandrakant Jorkar	B/T, Raval Nagar Chs. Ltd., Cabin Road, Bhayander (East), Thane 401 105. Mob. -8828345736 email- enterpriseskavita21@gmail.com	07.05.2025
20	M/s. Ankita Pest Management Pvt. Ltd. Mr. Hemant Bhupendrabhi Desai	B-46, Ground Floor, Kiran Industrial Estate, M.G. Road, Goregaon (West), Mumbai - 400 062. Email- <a href="mailto:info@ankitapestcontrol.com">info@ankitapestcontrol.com</a> Tel – 9137667655, 9137667818	29.09.2024
21	M/s. Hindustan Insecticide Pro.- Mrs. Madhuri S. Zode Mob No. – 9821137624 / 9867743679	39/2011, Shivam Hsg. Society, Gandhi Nagar Bandra (E), Mumbai 400 051. Email – <a href="mailto:hidustaninsecticide@hotmail.com">hidustaninsecticide@hotmail.com</a> Web - <a href="http://www.hindustaninsecticide.com">www.hindustaninsecticide.com</a> Tel – 022 26555492/26420566	04.03.2028
22	M/s. Shree Samarth Enterprises Pest Control Services Mr. Santosh Govalkar Mob. 9820483551 9870614990	G-5, Behind Om Sai General Stores, Hind Nagar Colony, Natwar Natwar Nagar, Road No. 5, Behind Bhandari Co-Op Bank, Jogeshwari (East), Mumbai – 400 060. Email- ssepestcontrols@gmail.com	19.03.2025
23	M/s. J. B. Pesticide Chemicals & Minerals Company Mr. Jitendra Bhavindas Shah	Shop No. 6, J. J. Building, Ground Floor, Taty Gharpure Path (Mughbhat Lane), Girgaum, Mumbai – 400 004 Tel. : 2387 6961, 2385 3647, 2388 8374	17.05.2025
24	M/s. Dot Pest Control India Pvt. Ltd. Pro. Mr. Mahindra Kattke Tel No.- 0251- 6514444	F-2 Rajhans CHS, Behind Govindashram Hotel, Char Rasta, Dombivli (E), Dist. Thane Pin- 421 201, Web:- <a href="http://dotpestcontrol.com">dotpestcontrol.com</a> Mob. No. - 8652211111, 9819811113	10.02.2025



Sr. No.	Name of Company & Proprietor	Address of Company	Validity upto
25	M/s. NAM Pest Control Services Mrs. Neha Jadhav Mob. 83798 82277 83798 82266	Shop No. - 39, 1st Floor, Adarsh Market, Sector - 48 A, Plot No. - 28, Seawood, Navi Mumbai, Thane - 400 067. Email - <a href="mailto:nampestcontrolservices@gmail.com">nampestcontrolservices@gmail.com</a> Website - <a href="http://www.nampestcontrol.com">www.nampestcontrol.com</a>	10.10.2024
26	M/s. Quality Pest Control And Allied Services Pro. Nilesh Manikrao Gaikwad Mob. 7774033104 7020800771	Shop No. 6 & 7, ABC Junction, Sec. No. 26, Village - Nigadi, Taluka- Pune City, District - Pune, Pin code - 411044. website - <a href="http://qualitypestcontrols.com">qualitypestcontrols.com</a>	25.03.2026
27	M/s. Elite Corporation Pro. - Mr. Jaldhi Rajanikant Trivedi	Vireshwar Chamber, 4 <sup>th</sup> Floor, Office No.405, Next to Shaan Cinema,M.G.Road, Vile Parle (E), Mumbai - 400 057. Tel.-25965192 Email-support@elitecorporation.in/ certificate @elitecorporation.in	13.10.2028
28	M/s. PCI Pest Control Pvt. Ltd, Mr. Shankar Ghuge, Mob. No.9082572831	Unit No. A-3 (B), A- 4 (A) & A- 4 (C), 1st Floor, Acme Industrial Estate, Minerva Premises Co-op. Soc. Ltd., Minerva Estate, C.S. No. 145, Bunder Road, Sewri (East), Mumbai- 400 015.	09.08.2025
29	M/s. Paragon Pesticides, Mrs. Pallavi Dicken Thomas	164, 4 <sup>th</sup> Floor, Modi Street, Zaveri Chamber, Fort, Mumbai.400 001 Tel.- 022-22611399 Mob. 9820076116 , 9820663604	30.09.2025
30	M/s. Pepcopp Pest Control Services Pvt. Ltd.	317, Hari Om Plaza, M.G. Road, Near Omkareshwar Temple, Borivali (East), Mumbai - 400 066. email - <a href="mailto:parel@pepcopp.co.in">parel@pepcopp.co.in</a> , <a href="mailto:info@pepcopp.co.in">info@pepcopp.co.in</a> Website : <a href="http://www.pepcopp.co.in">www.pepcopp.co.in</a>	30.11.2025
31	M/s. V-CARE Pro. Mr. Hemang P. Goradia	706/707, Shree Siddhivinayak Apt. Shraddhanand Road, Behind Kurle Aurto Garage, Vile Parle (E) Mumbai- 400 057. Tel- 26122273, 65707777, 65078888, 26122274 Email- <a href="mailto:info@vcarepcs.com">info@vcarepcs.com</a> Web- <a href="http://www.vcarepcs.com">www.vcarepcs.com</a>	30.09.2025

Sr. No.	Name of Company & Proprietor	Address of Company	Validity upto
32	M/s. Pepcopp Pest Control Services Pvt. Ltd. Mo. 9920356803 Tel. 022-28905550	317, Hari Om Plaza, M.G. Road, Near Omkareshwar Temple, Borivali (East), Mumbai – 400 066. email – <a href="mailto:parel@pepcopp.co.in">parel@pepcopp.co.in</a> , <a href="mailto:info@pepcopp.co.in">info@pepcopp.co.in</a> Website : <a href="http://www.pepcopp.co.in">www.pepcopp.co.in</a>	30.11.2025
33	M/s. Express Pesticides Private Limited Mr. Felix Jerome Quadros	S-5, Khira Industrial Estate, B.M. Bhargav Road, Santacruz (W), Mumbai -400 054. Email – <a href="mailto:epcorn@yahoo.in">epcorn@yahoo.in</a> Website- <a href="http://www.epcorn.com">www.epcorn.com</a> Tel -61386600 Fax-61386601	06.10.2025
34	M/s. Tahaan Pest Solutions & Fumigation LLP Mr. Joheb Zahid Shaikh	Plot No. 903, Swaraj Planet, Opp. Jimmy Tower, Koparkharne, Thane – 400709. Mo. 7045671515 / 7738551515 Tel. 912225215500 Email- <a href="mailto:joheb@tahaanpestsolutions.com">joheb@tahaanpestsolutions.com</a> Web: <a href="http://www.tahaanpestsolutions.com">www.tahaanpestsolutions.com</a>	28.04.2025
35	M/s. On Point Pest Control Services Pro. Pradeep Prabhakar More Mob. No. 9867029926 8850498201	Durga Dham Rahivashi Seva Sangh, Shivaji Nagar, Shimpoli Road, Kastur Park, Near Shimpoli Telephone Exchange, Borivali (west), Mumbai-400092 Email: <a href="mailto:onpointpest09@gmail.com">onpointpest09@gmail.com</a>	21.02.2025

  
07/10/2024  
Insecticide Officer