



BRIHANMUMBAI MAHANAGARPALIKA

Section 17 Manuals as per provision of RTI Act 2005 of
N Ward

PUBLIC HEALTH DEPARTMENT **INSECTICIDE BRANCH**

Address - Office of Pest Control Officer 3rd
Floor N Ward Municipal Office
Bldg., Jawahar Road,
Ghatkopar (E) Mumbai - 400079

INDEX

Sr.No.	SectionNo.	Nameofthemanual	PageNo
		Introduction	3
1	4(1)(b)(I)	Particulars of Organization, functions & duties	4–12
2	4(1)(b)(II)	Powers and Duties of Officers of Public Health Department	13–27
3	4(1)(b)(III)	Procedure followed in decision making process including channels of supervision & accountability	28-29
4	4(1)(b)(IV)	Norms set forth the discharge of functions	30
5	4(1)(b)(V)	Rules, Regulations, Instructions Manuals & Records held or under the control for discharging functions	31
6	4(1)(b)(VI)	A Statement of the Categories of the documents that are held by it or under its control	32-35
7	4(1)(b)(VII)	The Particulars of any arrangements that exists for consultation with or representation by members of the public in relation to the formulation of its policy	36
8	4(1)(b) (VIII)	A Statement of Boards, councils, Committees & other Bodies constituted as its part	37
9	4(1)(b)(IX)	Directory of Officers	38
10	4(1)(b)(X)	Pay Grades of Officers	39
11	4(1)(b)(XI)	The Budget allocated to each Agency Particulars of all plans, proposed expenditure & reports on disbursement made	40-41
12	4(1)(b)(XII)	The manner of execution of subsidy programs	42
13	4(1)(b)(XIII)	Particulars of recipients of concessions, permits, authorization granted by it	43-89
14	4(1)(b)(XIV)	Details in respect of information available on Electronic form	90
15	4(1)(b)(XV)	Particulars of the facilities available to citizens for obtaining information	91-92
16	4(1)(b)(XVI)	The names designations & other particulars of the Public Information Officers	93
17	4(1)(b)(XVII)	Other Useful Information	94-95

INTRODUCTION

Right to Information Act, 2005

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

Objective

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

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

Section 4(1) (b) (I)

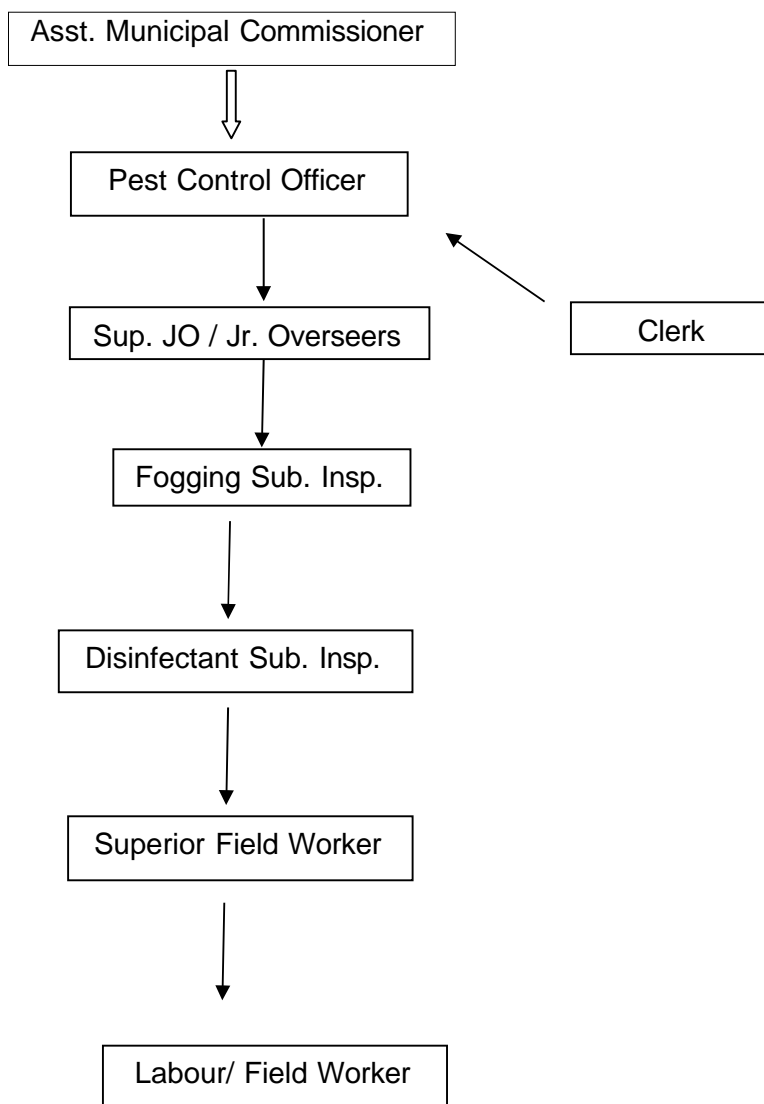
The particular of function & duties of the public authority

1.	Name of the Public Information Officer	Pest Control Officer
2.	Address	Office of Pest Control Officer 3 rd Floor N Ward Municipal Office Bldg., Jawahar Road, Ghatkopar (E) Mumbai - 400079.
3.	Head of the Office	Insecticide Officer
4.	Parent Government Department	Public Health Department
5.	Reporting to which Office	Assistant Commissioner, N Ward
6.	Jurisdiction Geographical	N ward is bounded by the Thane creek on the <u>East</u> Thane Creek <u>West</u> From Netajipalkarmarg Along Ghatkopar and Vikroli Hills up to Varshanagar of Parksite Colony <u>North</u> From the End of Varsanagar Along the Western Boundary of Godrej Company 17th Road (Parksite Colony) Along L.B.S Margi Meeting Vikroli Station (West) up to Vikroli Station and Phirozshah Godrej Margi up to the Nala of Thane Creek South to Kannamwar Nagar South Nethaji palkarmarg Khalai Village Nathani Steel Yard South of Chithranjannagar Hindus Cemontry up to Nala Near Ghatkopar Pumping Station
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 N ward's area
10.	Details of services provided (In brief)	Anti larval, Anti adult, Rodent Control, Anti fly 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	<p>Telephone No. 25010161 Extn.: 314 Email : pco.n@mcgm.gov.in</p> <p>Office Timing: 7.00 A.M. to 2.00 P.M. (Mon. to Sat.)</p> <p>Visiting Hours: 12.00 P.M. to 2.00 P.M. (Mon. to Sat.)</p>
14.	Weekly Holidays	Sunday and Public Holidays.

ORGANISATION CHART OF PEST CONTROL DEPARTMENT 'N' WARD

Ward Level:



Sr. No.	Particular	Schedule Staff	Existing Staff	Vacant Staff
1	Pest Control Officer	01	01	00
2	Clerk	01	01	00
3	Sup. Junior Overseer	01	01	00
4	Junior Overseers	07	07	00
5	Fogging Sub Inspector	01	01	00
6	Disinfectant Sub Inspector	01	00	01
7	Superior Field Worker	04	04	00
8	Labour / Field Worker	60	37	23

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

(1) INTRODUCTION :

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

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

(2) FUNCTIONING :

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

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.

Ward :- 'N'

Area :- 39.Sq.Km

Population :- 623874

Boundary :-

East - Thane Creek

West - From Netajipalkarmarg Along Ghatkopar and Vikroli Hills up to Varshanagar of Parksite Colony

North - From the End of Varsanagar Along the Western Boundary of Godrej Company 17th

Road (Parksite Colony) Along L.B.S Margi Meeting Vikroli Station (West) up to Vikroli Station and Phirozshah Godrej Margi up to the Nala of Thane Creek South to Konnamwar Nagar **South** - Nethajipalkarmarg Kalai Village Nathani Steel Yard South of Chithranjannagar Hindus Cemetry up to Nala Near Ghatkopar Pumping Station.

(A) MALARIA VECTOR CONTROL :

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

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

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

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

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

Community participation is an indispensable factor in any public health program. In metropolis like Mumbai no administration can depend on community participation based only on public education especially when it comes to malaria. Considering the scientific facts involved in vector mosquito biology, mandatory participation of community is achieved

by adopting legislative measures the then state of Bombay was the first government to adopt and implement Legislative measures for the control of the vector mosquito.

SECTIONWISE BOUNDARY OF P.C.O ' N 'WARD

WARD	SECTION NO.	SECTIONWISE BOUNDARIES
N	1	Aambedkarnagar Nala, Terminual Vidyavihar Road ,Meghrajhotel, R.B.Mehta Road ,L.B.S.Road, Ghatkopar West ,Jawhar Road ,Chitranjannagar ,M.G.Road ,Jolly Jim Club, Fathimahigh School
	2	Fathimahighschool, Jollyclub ,Khandelwalnala ,Vidyavihar West ,Railwaystation ,Naval Store, L.B.S. Road ;Nari Seva ,Sadanroad ,Ajadnagar Kajutekdi ,Jivdyalane
	3	M.G.Road West Ghatkopar Stationroad,Hirachand desai marg, Jivdaya lane, Kajutekdi, Ramji nagar, Khandoba tekdi ,Golibar road ,Shreyas cinema
	4	Hirachand des,ai road Ghatkopar station road L.B.S.Road BOC Company ,Amrut nagar road ,Garden lane ,Shreyascinema ,Sainath Nagar, BEST Depot ,Ramnagar
	5	Jawhar Road, Hingwalaroad ,90feet Road ,Linkroad ,Presidencytower ,L.B.Sroad ,Vikhroli Parksite ,Amrutnagar Road ,Highway Vikhroli Station East and West Godrej kadi Pantnagar.
	6	R.B. Mehtaroad, Naturainagar ,Kamrajnagar ,Jalprabhatnagar, Ramabaicolony Highway BEST Vashat ,Linkroad ,90feet Road Pantnagar.
	7	R.B. Mehta Marg, 90 Feet Road, Ambedkar Circle, Ghatkopar Mankhurd Link Road, Ghatkopar Andheri Link Road, Vikrant Circle, Dumping Ground Nala, Ramabai Kamraj Nagar, Vidya Bhavan Road

(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 – ‘N’ WARD

SECTION NO	NAME OF SLUM
1	1, Ambedkar Nagar No.1,2,3 2, Shastri Nagar, Jawahar Nagar 3, Shivaji Nagar 4, Barutwadi, Hansoti Lane
2	1, Parsi Wadi 2, Chirag Nagar 3, Azad Nagar 4, Narayan Nagar 5, Khalai Village 6, Chota Bhim Nagar
3	1, Ramji Nagar 2, Siddharth Nagar 3, Bhim Nagar 4, Kattodi Padda 5, Khondoba Tekdi 6, Kaju Tekdi 7, Gangawadi Altaf Nagar
4	1, Nityanand Nagar 2, Ramnagar Tekdi 3, Sainath Nagar 4, Pankajshah Darga 5, Hari Pada Gouttam Nagar 6, Adhunic Compound
5	1, Varsha Nagar 2, Hanuman Nagar 3, Sanjay Gandhi Nagar 4, Vikroli Park Site 5, Sagar Nagar 6, Upper Depo Pada 7, Vikroli Village 8, Laxminagar Janta Society
6	1, Ramabhai Coloni 2, Kamraj Nagar 3, Savithribai Phule Nagar 4, Guru Nanak Nagar 5, Shastri Nagar 6, Babli Pada 7, Azad Nagar 8, Samta Coloni 9, Saibaba Nagar 10, Nath Pai Nagar
7	Ramabai Nagar, Kamraj Nagar, Jay Maharashtra Nagar, 10 No. Chakki Zopadpatti, Savitribai Phule Nagar, Shastri Nagar, Tranzist Camp Samta Colony, Ambedkar Circle Zopadpatti.

C) MOSQUITO NUISANCE CONTROL (FILARIA VECTOR)

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

SECTION WISE WEEKLY ANTILARVAL PROGRAMME OF PCO N WARD

SECTION NO.	MON	TUE	WED	THUR	FRIDAY	SAT
1	R.B mehta rd,tilak rd,vaideya rd,banu shali link,vaibha baug lane hingwala lane	Tilak rd,mg rd,dirasar lane,dashi lane,vikrant bldn to hingwala lane jawahar rd	Chitranjan nagar, A to D colony,jawahar nagar,shastri nagar,vidya vihar east	Megraj hotel, MG rd,raja wadi,7th rd,ambedkar nagar,somaya college,terminals road,	Rajawadi hospital,rajawadi rd no.1 to 7, Lasun wadi,MG rd,	Kama lane,hansoti lane,navroji lane,gopal lane,LBS rd,MG rd
2	Nari seva sadan rd,narayan nagar,desai compound, mhenaka park	Navy,parshi wadi,sawant h wadi,gawali wadi	Kali village,kizol village natani,kandalwar,fathima school,zolly club	New maniklal,old maniklal estate,kajuthedki,sivsen office	Telephone exchange,jivdaya link,panjapole,LBS rd	Chirag nagar,police station,modi compound, water department
3	Ramji nagar,"D'block,siddharth nagar,mukthabai hospital	Sona hospital,saravathi high school,ganesh wadi,bmc market	Water department, daya sagar road,r.B kadam road,bhim nagar,gandhinagar,kajolkar society,kandoba thekdi	sarvodaya hospital,golibar rd,csd colony,raifal range government colony,shilpa apartment	Gangawadi ,LBS rd, shryas cinema,sanganiestat e,	MG rd,station rd,hirachand market,ghat kopar west
4	Ramjenagar ,amruth nagar,nathashanikitha ONGC	Tuesday sagar park,bestquarters depo,sainath nagar	Damodar park,shanthi nikethan pankaj shah,darga swami leela garden	B.O.C, rahya,gandhi park,ashok mill lane shikoba	Vadani, siddivinaya k,patanwala compound, BMC garage , ronak ind,estate	Nityanand nagar,G.G. S colony,holding dept.colloeg e rd,waman master chowl

5	Hanuman nagar,vikroli park site garodiya construction	Koka company,siddharth nagar,versanagar	Patha chowk,farsan gali,jantha society	Godrej co.,vikroli village,vikroli station east,panthar nagar,	Laxmi nagar,laxmi baug,amruth nagar,link rd,	Gauri sankar wadi,panth nagar,ghatkopar east
6	Kukraja, sudha park,garodia nagar,vallab	B.Nath pai nagar,julelal chowk,90fit road	R.B mehetha rd,bubli pada,vallabai baug lane	Railway police vashahat naidu coloni,samt	Ramabhai coloni,kamraj nagar,E.E highway,	BEST depot,vasahat,savithribai phule nagar,gurun
	a park lane(ext)		odien area	a coloni,10th chakki	RTO	anak nagar,shasthri nagar
7	Savitribai Phule Nagar, Ambedkar Circle Zopadpatti	Shastri Nagar, Tranzist Camp Samta Colony, Naidu Colony	Maharashtra Nagar, 10 No. Chakki, 90 Feet Road	90 Feet Road, Garodiya nagar, Vallabh Baug Lane	Ramabai Colony, D.B. Pawar Chowk, Shanti Sagar Soc.	RTO Kamraj, Kamraj Nagar, KT Building, Kokan Vaibhav 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 varies from fresh horse manure, garbage to decaying foods and vegetables. They are prevalent near dwelling houses, restaurants, hospitals, cattle shades, slaughter houses, dumping grounds, markets etc. The span of metamorphosis of fly is variable as per the environmental conditions and nature of breeding grounds.

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

WEEKLY PROGRAMME OF ANTIFLY OF PCO 'N' WARD OCTOBER TO MAY

DAY	LOCALITY
MONDAY	VARSHA NAGAR, VIKROLI PARK SITE, AMRUT NAGAR , GOLIBAR ROAD, GANAGAWADI, NITYANAD NAGAR,
TUESDAY	BHIM NAGAR, BHUTT WADI, BARVE NAGAR, PARSIWADI, AZAD NAGAR,CHIRAG NAGAR,LBS MARG
WED	KIROL GAON, KALAI GAON,VIDHYAVIHAR STATION WEST,KAMA LANE,HANSOTI LANE NAVROJI LANE, GOPAL LANE,MG RAOD WEST,
THURSDAY	RAJAWADI ROAD NO 1 TO 7,CHITRANJAN NAGAR, VIDYA VIHAR STATION ROAD EAST , AMBEDKAR NAGAR,MG ROAD EAST
FRIDAY	PANT NAGAR MARKET,'N'WARD MARKET,HINGWALA LANE PANT NAGAR TILAK ROAD,MEHTA ROAD
SATURDAY	RAMABAI COLONY,KAMRAJ NAGAR,NETAJI NAGAR,NATHPAI NAGAR, GARODIA NAGAR,RAILWAY POLICE COLONI.

WEEKLY ANTIFLY PROGRAMME OF PCO 'N' WARD FROM JUNE TO SEPTEMBER

LOCALITY (Squad No. 1)	DAY	LOCALITY (Squad No. 2)
N ward market,pant nagar market,gauri sankar wadi,pant nagar,sarkar market	Monday	Vikroli statiopn west,versha nagar park site,amrut nagar, bam kana, vikroli depo parisar
Laxmibaug,laxminagar,panthnagar BEST depo colony,savithribai phule nagar,ambedkar chowk	Tuesday	Indira nagar anand nagar, gau devi,golibar road,jagdishnagar,gopal bawan ganga wadi.
N ward market,panth nagar market,tilak road,odeon,wallaba baug lane,garodia nagar,naturaj nagar	Wednesday	kirol gaon,kalai gaon,vidya vihar station west,kamalai hansoti lane navarogi lane-MG road.
Vikroli gaon godrej coloni,vikroli station parisat, LBS marg,laxmi baug laxmi nagar	Thursday	Bhim nagar,bhatwadi,barve nagar,kaju tekdi,jagruthi nagar,maniklal state jiva daya lane
Raja wadi road 1 to 7,chitaranjan nagar,samaya parisat,ambedkar nagar	Friday	Parsiwadi,azad nagar,chirag nagar,narayan nagar,LBS marg
Rama bai nagar,kamraj nagar,netaji nagar,santa coloni,naidu coloni	Saturday	Khot gully,hirachand vasai road,holding depo,nityanand nagar ghotkopar west

(E) Rodent and Flea Control:

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

The common species of rats in Mumbai are:-

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

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

RAT LABOUR BOUNDARY 'N' WARD

LABOUR 1:- Varsha nagar,vikroli park site,amrut nagar,golibar rel,sainath nagar,gangawadi,nithyanand nagar,vikroli station west.

LABOUR 2 :- Vikroli gaon, Ramabai coloni,kamraj nagar, nethaji nagar,garodya nagar,panth nagar,raja wadi hospital road, vidhyavihar east,chitranjan nagar,laxmi bhaug

LABOUR 3 :- Bhim nagar,buttwadi,barve nagar,parshiwadi,naryan nagar,anand nagar,kirol gaon,kali gaon,kamalai,gopal lane.

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. 1000/-	MMCA Act 1888, u/s 253, 274(1)(1A), 375A, 381, 381A, 381B, 483, 488,	

B

Sr. No.	Designation	Power–Administrative	Under which legislation / rules/order / GRs.	Remarks

1.	Pest Control Officer	<ol style="list-style-type: none"> 1. Power to grant casual leaves to subordinate staff and Labour staff in accordance with the MSR on application from staff. 2. Powers to grant leaves including maternity and injury leave to the Labour staff in accordance to the MSRs on the subject. 3. Power to sign unclaimed wages refund certificates of the staff working under him. 4. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3) to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims. 	MMCA Act 1888, u/s 253, 274(1)(1A), 375A, 381, 381A, 381B, 483, 488,	
----	----------------------	--	--	--

C

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

D

Sr. No.	Designation	Power–QuasiJudicial	Underwhich legislation / rules/order /GRs.	Remarks
		N.A.		

E

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

Notel-Financialpowersarelikelytoberevised.

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.	MMC Act 1888, u/s 253, 274(1) (1A), 375A, 381, 381A, 381B, 483, 488, 517(1) (a)	
		2. To direct and guide the staff under him in day to day work.		
		3. To keep the ward area under constant surveillance to know the sites of mosquito breeding and rat infestation to enable to take control measures.		
		4. To organize and execute rat control work in the ward according to seasonal variations in the pattern of work.		
		5. To organize and supervise antfly work; intensifying antfly campaign during monsoon months.		
		6. To organize and supervise insecticidal fogging work on the		

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

		23. To inspect and certify the mosquito proof condition of the newly installed cisterns as per 'P- Form' requirement and maintain proper record.		
		24. To supervise the working of staff under him and to take disciplinary action in consultation with zonal A.I.O., Dy. I.O. and I.O. for effecting proper working.		
2.	Clerk	1. To maintain seniority list of Labour / Sup. Staff		
		2. Issue of office orders, pertaining to Promotion / Reversion / Appointment		
		3. Maintaining leave records of Lab. Staff where SR in Insecticide Office		
		4. Preparing monthly payroll of employees working in I.O.'s office		
		5. Submission of Scholarship record of the employees children every year.		
		6. Preparing P.F./ Pension claims of the superannuated? Death cases of employees.		
		7. Put up the P.T. case of the Ex. Employee whose death occurred while in service.		
		8. Preparing Impress bill		
		9. Insecticide bill.		
		10. Preparing allocation and bills of the work pertaining 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.	u/s 68, 483, 253, 274(1) (1A), 375A, 381, 381A, 381B, 488	
		2. <u>Labour arrangement</u> : To arrange daily labour distribution from available staff for the day, after taking into consideration the absenteeism.		
		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		

		<p>duechecking.</p> <p>g).To arrange for repairs to equipments and to maintain them in good working condition.</p> <p>h).TomaintainDeadStockLedger inup-to-datemanner.</p>		
		<p>4.<u>Transport</u> arrangement: To contract with garage, to arrange substitute vehicle wheneverneeded, ensuring regular vehicular attendance.</p>		
		<p>5.<u>Officework</u>:</p> <p>a).To supervise and ensure up-to-date maintenance of all registers by J.O.'s. of the ward.</p> <p>b).To arrange attendance of Court cases of the ward.</p>		
		<p>6.<u>Reports</u>:</p> <p>1).To get the daily summary reports filled in from the respective J.O. ofall 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).Tosupervisetheofficeworking 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.TheJ.O.hasgotanareawhich isdividedintosixblocksanda block is inspected daily so that he complete his round of the wholearea in one week for ground work</p>	u/s 253, 274(1)(1A), 375A,381, 381A,381B, 483,488.	
		<p>2. The section is divided in such a way that the storage tanks on the terraces and lofts of buildings are inspectedonceinasixweeks.The</p>		

		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.		
		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.		
		4. He samples all Anopheles and Aedes breeding detected and forwards the same to the Laboratory for identification along with all relevant data such as nature of breeding places, etc.		
		5. Whenever he finds a drain line choked and causing accumulation of sewage or sullage, he makes a reference to the drainage dept. Under intimation to I.O. on the usual printed Proforma.		
		6. He makes out a reference to the Water Inspector of the division concerned whenever he finds any leaking hydrants on the usual printed proforma under intimation to I.O. He also reports the cases of unauthorized water connections to the cisterns whenever detected in this inspection.		
		7. On his inspection he records his findings on (i) N.M.P. cisterns (ii) N.M.P. wells (iii) O.C. drains (iv) Construction plots and Open Masonry tanks, and launches action under section 381. He also starts action under section 274, whenever a cistern or premises is found inaccessible.		
		8. He takes instructions from P.C.O. on the technique and usage of the various formulations of insecticides, generally at an appointed time once every week and also as and when required.		

		9. Under instructions from P.C.O. he attends to complaints and sees what suitable action is always taken to redress the grievances. After		
		having done, so he obtains a certificate signed by the complainant; to that effect in the fieldbook.		
		10. He reports to the P.C.O., Head Office regarding compliance/non-compliance of notices. He attends court cases and prosecutions and proceeds with after conviction actions whenever the requisition are not complied with during the first prosecution.		
		11. He inspects ornamental tanks, fountains and retained open wells, tries as many dips as necessary to detect breeding and stock these situations with larvivorous fishes Gambusia and Guppy whenever found necessary.		
		12. During and prior to the monsoons, he notes down all private premises where depressions, pits, queries, and odd containers are observed and starts action under Section 381. He induces the parties concerned to deposit the required amount of money for rendering insecticide treatment on payment, so as to arrest & destroy mosquito breeding. In such cases where the deposits are received in the Head Office, he renders treatment to the water collections and keeps a record in the monsoon action treatment register.		
		13. He maintains proper record of the treatment rendered amount of deposit used and puts up refund memo at the end of monsoon.		
		14. He maintains an account of quantity of insecticides used daily.		
		15. He serves notices, summonses and memos received for service from other wards, and reports compliance within a reasonable period.		

		16. He Executes warrant with the help of police.		
		17. He maintains a field book of the work done in the field.		
		18. He carries out any other work that he may be called upon to perform by his superiors in connection with his duties.		
5.	Junior Overseer (Rat)	1. To get himself apprised of rodent infestation of various localities	u/s 253, 274(1)(1A), 375A, 381, 381A, 381B, 483, 488.	
		2. To prepare program of rodent control work in accordance with the policies and guidelines set by the Asstt. Insecticide Officer.		
		3. To supervise the working of labourers, Superior Field Workers and Field Workers.		
		4. To keep record of the work done and to submit periodical reports.		
		5. To attend to complaints of rat nuisance and to take suitable action for redressing of grievances.		
		6. To maintain dead stock and rodenticide registers up-to-date.		
		7. To keep control over the consumption of rodenticide.		
		8. To maintain equipment in perfect working order.		
6.	Fogging sub-Inspectors	1. To draw advance program of fogging operations so as to cover all the wards during the month, special attention being paid to areas infested.	488	
		2. To attend to complaints asking for fogging operations as directed.		
		3. To communicate intimation of fogging, by P.C.O., program to various Councilors concerned.		
		4. To maintain accounts of Insecticides received by him and consumed in fogging operations.		
		5. To supervise the fogging operations and watch for results.		
		6. To undertake fogging inside the premises on payment of schedule fees.		

		7. Whenever any odd services are necessary, F.S.I. is required to arrange for fogging even at night time.		
		8. To prepare varied formulations for fogging.		
		9. To keep a check over his staff and report any irregularities if and when noticed to P.C.O.		

		10. To arrange to maintain the fogging equipment and see that they are kept ready in order for the operation any time.		
7.	Dis-infestation sub-inspectors	1. To keep the record of potential fly breeding places such as dustbins, refuse dumps, municipal/private markets slums, and to arrange anti fly spraying according to program and instructions received from the Pest Control Officer.	488	
		2. To keep daily record of the Insecticide consumed.		
		3. To arrange disinfection of premises from where cases of fly borne diseases are reported.		
		4. To attend to complaints of insect nuisance received from citizens in his best.		
		5. To render Pest Control treatment to private premises under Pest Control Officer's instructions and to prepare and forward bills for signature to Insecticide Officer.		
		6. To render Insecticide treatments to places in respect of which deposits have been received and to keep proper record of such treatments.		
		7. To carry out cockroaching work by opening inspection chambers and manholes of sewer systems.		
8.	Superior Field Worker	1. To supervise the removal of aquatic vegetable from water ponds, low-lying lands, etc.	488	
		2. To supervise channelization of Nallahs & water courses to avoid breeding of mosquitoes.		
		3. To supervise treatment of mosquito genic places.		
		4. To participate in Filaria Blood Surveyas and when arranged (Applicable to Superior Field Workers only).		
		5. To keep records of the insecticide consumed, work done, etc.		
		6. To attend to any other work connected with mosquito/Filaria control program.		
9.	Superior Field Worker	1. To supervise treatment of fly infested sites such as Markets,	488	

	(Antify)	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.		
10.	Superior Field Worker (Rodent Control)	1. To supervise & setting of 30 nos. of Rat traps / Labour.	488	
		2. To supervise checking of set rat traps		
		3. To supervise collection of Rats from set rat traps and their disposal.		
		4. To supervise poison baiting according to direction given by the supervisors.		
		5. To maintain records of equipments, pesticides, rodenticides and field operations.		
		6. To attend to any other work connection with the Rodent Control Program.		
11.	Rat Labourers	1. Setting of 30 number of Rat traps daily.	488	
		2. To guide the aggrieved citizens about domestic setting of rat traps.		
		3. Checking of set Rat Traps.		
		4. Collection of Rats from set Rat Traps.		
		5. Poison baiting of 200 rat burrows, according to direction given by superiors.		
		6. Any other work connected with the rodent control program.		
		7. To carry out mass trapping and complain trapping as per need of situation.		
		8. To collect trapped live rats and kill those by immersing in water at ward store.		
		9. To carry dead/live rats at Haffkin Institute at M.R.D.E. Parel.		
12.	Night Rat Killers (NRK)	1. Clubbing and killing of rats during night hours with the help of club and torch by moving in areas of high outdoor rat infestation.	488	

		2. Club and kill 30 numbers of specified outdoorspeciesofrodents daily.		
		3.Toproduce30numberoffreshly		

		clubbed and killed rats at the mustering chowky of Pest Control Officer in the appointed ward.		
		4.To compensatetheshortfallifany within3workingdays.		
		5.To carryout night rat killing operation as per the operations of Superiors in the appointed area.		
		6.To demonstrate night rat killing methods to new recruits or trainees asrequiredandPressMediaif officialpermissionisobtained.		
13.	Malaria Labourers	1.Toassisttheseniorofficers 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 theworkasperthereorderfrom timetotime.	488	
		2. As per senior officers J.O.'s or DSI's instructions to make the arrangement of separate ladder (which is kept some where there) where permanent iron ladder is not availablefortheinspectionof cisterns,cesspoolmanholeetc.		
		3. To carry the bucket & the kit bag containing pump, essentialmaterials & Insecticide solutions all thetimewhileaccompanyingthe seniorofficers,J.O.'sorDSI's.		
		4. To properly spray the Insecticide solutions on permanent orsuspected mosquito & fly breeding places as instructed by thesuperiors.		
		5.To apply necessary Insecticide treatment (if required) by openingthe lids of manhole, cesspool or septic tank for the detection of the breedingplacesofmosquitoesand fliesandthereprevention.		
		6. Keeping clean the drains &nearby areas by uprooting the bushesinthevicinitybecause these drains and nearby dirty areas maybethesuspectedbreeding placesformosquitoes,fliesetc.		
		7.TorenderInsecticidetreatment in drains with the help of material availablefordestroyingthe breedingplacesofmosquitoesetc.		

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

C

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

D

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

E

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

Section 4(1) (b) (III)

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

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

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

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

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

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

- If related to public, communicated by Postal Agency.

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

– Head of the department.

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

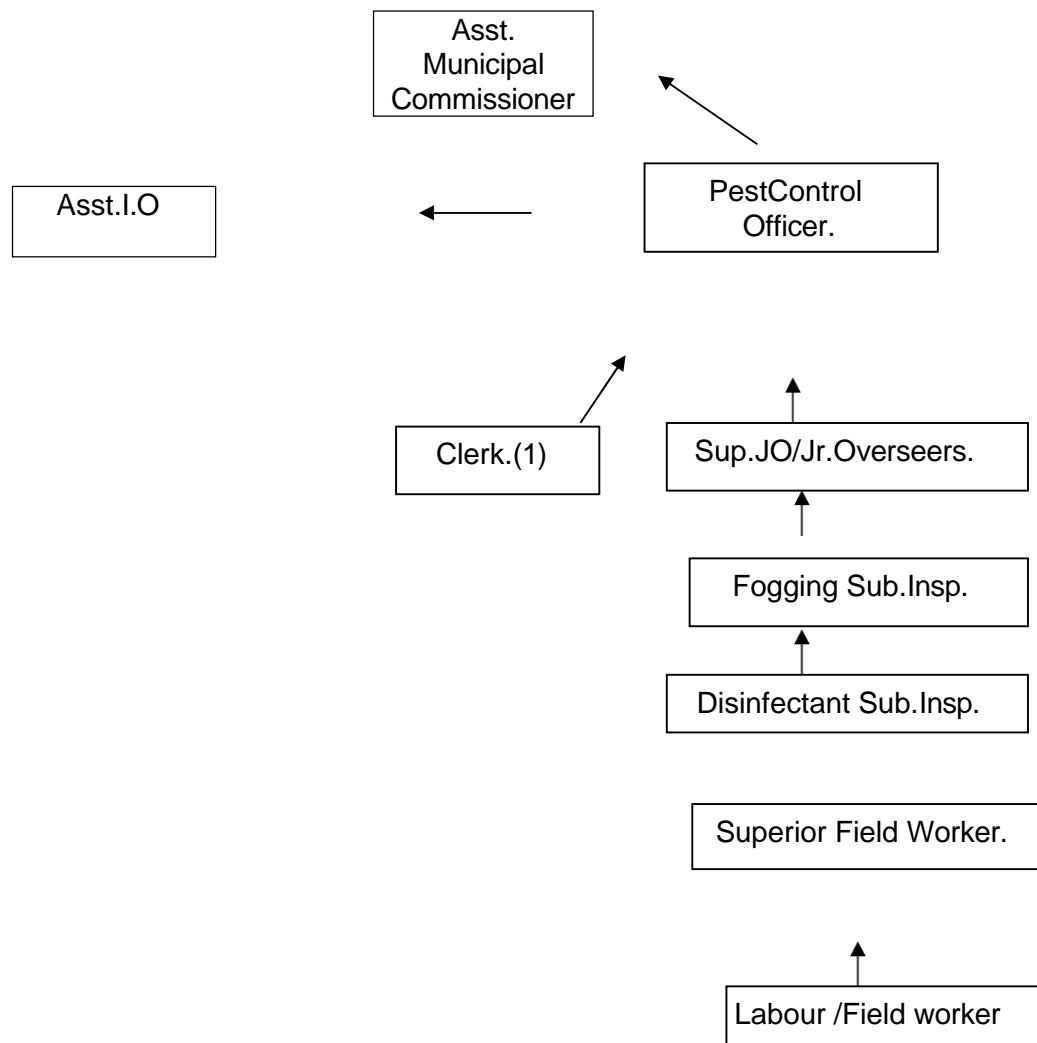
- Municipal Commissioner / Standing Committee / Corporation depending Upon the matter.

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

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

Process for proposal and channel of supervision

Ward Level:



Section 4(1) (b) (iv)

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

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

Section 4(1) (b) (v)

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

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

BMC Act
Indian Insecticide Act
1968 Indian Epidemic Act
WHOPES
NVBDGP 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,
F/South ward.

Sr. No.	Subject	Particulars	Proposed Periodicity of preservation
1.	Insecticide Register	Details of Insecticide received by department	1 Year
2.	Dead Stock Register	Details of Dead Stock received by department	Permanent
3.	Packing Material Register	Details of Material received by department	Permanent
4.	Machinery Register	Details of Machinery received by department	Permanent
5.	Notice 'A' Register	Details of A form Notices issued by department	1 Year
6.	Notice 'B' Register	Details of B form Notices issued by department	1 Year
7.	Complaint Register	Details of Complaint received by department	1 Year
8.	Mosquito Breeding Register: Anopheles Breeding Register Aedes Breeding Register Culex Breeding Register	Details of Mosquito Breeding detected by Staff	1 Year
9.	Well Register	Details of all types of Wells in the ward	Permanent
10.	Tube Well Register	Details of all Tube Wells in the ward	Permanent
11.	Court Register Summons Register (Optional) Warrant Register (Optional) Conviction Register (Optional)	Details of all types of Court Cases in the Ward	Permanent
12.	Malaria Positive Case Register Space Sray Register Residual Spray Register Crusade Register	Details of IRS	1 Year
13.	Vehicle Attendance Register		1 Year
14.	Reference To Asst. Com./C.O.		1 Year
15.	Bill Cum Receipt Book		Permanent

16.	AntiflyWorkRegister		1Year
17.	FSI'sFuelRegister		Permanent
18.	SpaceSprayRegister		1Year
19.	Daily Rat Collection Register		1Year
20.	RatComplaintRegister		1Year
21.	Rodent Control Activity Register		1Year
22.	TreatmentRegister		1Year
23.	Visit Book Cum Issue Register		1Year
24.	Bldg.Construction Register		1Year
25.	WatchCaseRegister		1Year
26.	Swimming Pool Register (Optional)		Permanent
27.	CoolingTower Register(Optional)		Permanent
29.	BillBookRegister		1Year
30.	I.O.DRegister		1Year
31.	Workshop Register (Optional)		1Year
32.	AedesSurveyRegister		1Year
33.	DengueCasesRegister		1Year
34.	Leptospirosis Case Register		1Year
35.	FoggingActivityRegister		1Year
36.	FountainRegister		Permanent
37.	Muster		Permanent
38.	InwardRegister		Permanent
39.	OutwardRegister		Permanent
40.	OrderFile		Permanent
41.	StaffAddressRegister		Permanent
42.	ImpressAccountBook		1Year
43.	PostageRegister		1Year
44.	StationaryRegister		1Year
45.	ClothingRegister		1Year
46.	UnpaidClaimRegister		2Year
47.	L.T.ARegister		Permanent
48.	AuditNoteRegister		Permanent
49.	P.F.AdvanceRegister		2Year
50.	PensionClaimRegister		Permanent
51.	Electricity Telephone Charges Register (Optional)		1Year
52.	IncomeTaxRegister		1Year
53.	BillRegister		1Year
54.	Earned Leave And Cl Register.		Permanent
55.	CFCChallanFile		1Year
56.	Taskfile		1Year
57.	Complaintfile		1Year
58.	Importantcomplaintfile		1Year
59.	Importantreportfile		1Year
60.	Officecopyfile		Permanent
61.	Monthlyreportfile		1Year
62.	Yearlyreportfile		1Year

63.	Actionpapersfile		1Year
64.	Well/tubewellpapersfile		Permanent
65.	I.O.Dpapersfile		1Year
66.	Wellreportsfile		Permanent
67.	Mun.propertiesreportsfile		Permanent
68.	Govt. properties reports file		Permanent
69.	Circularfile		Permanent
70.	Impcircularfile		Permanent
71.	Minutesfile		Permanent
72.	Denguecasesfile		1Year
73.	Leptospirosisiscasefile		1Year
74.	Fogging machine repair file(OPTIONAL)		1Year
75.	Fountainpaperfile		Permanent

Section 4(1)(b)(vii)

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

Formulation of Policy

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

Implementation of Policy

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

Section 4(1)(b)(viii)

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

Types of Committees/Boards

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

Composition of Committee

Grievance Committees (for Staff)

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

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

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

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

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

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

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

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

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

Municipal Medical Staff Selection Board

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

Section4(1)(b)(ix)
Directory of Officers & their Pay Grades

DIRECTORY OF OFFICERS

Sr. No.	NameoftheEmployee	Designation	Date of Appointment	TelephoneNo.	Placeof Working
1	Shri. Prashant G. Kamble	P.C.O.	01.04.2011	25010161 / 314	'N'ward
2	Shri. Vilas Gonke	Executive Assistant	08.05.2007	25010161 / 314	'N'ward
3	Shri. Amarbahadur Yadav	Sup.J.O.	14.03.1992	Sameasabove	'N'ward
4	Shri. Subhash Adhe	J.O.	08.10.2008	Sameasabove	'N'ward
5	Shri. Sudhakar Kakade	J.O.	23.03.2010	Sameasabove	'N'ward
6	Shri. Arun Dhangar	J.O.	01.09.1995	Sameasabove	'N'ward
7	Shri. Gautam Khandagale	J.O.	08.10.2008	Sameasabove	'N'ward
8	Shri. Narhari Manjrekar	J.O.	20.03.1991	Sameasabove	'N'ward
9	Shri. Prabhakar Boke	J.O.	26.03.2010	Sameasabove	'N'ward
10	Shri. Gautam Khandagale	J.O.(Rat)	08.10.2008	Sameasabove	'N'ward
11	Shri. Vikram Mote	F.S.I.	20.07.1990	Sameasabove	'N'ward
12	Vacant	D.S.I	-	Sameasabove	'N'ward
13	Shri. Sunil Patade	S.F.W.	06.10.2006	Sameasabove	'N'ward
14	Shri. Santosh Jadhav	S.F.W.	06.10.2006	Sameasabove	'N'ward
15	Shri. Uttam Selesan	S.F.W.	06.10.2006	Sameasabove	'N'ward
16	Shri. Dinesh Thakrey	S.F.W.	30.07.2008	Sameasabove	'N'ward

Section 4(1) (b) (x)**Officers Pay Grades**

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

Section 4(1) (b) (xi)

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

Budget for Year 2024 – 2025

* 4220470000 N WARD - HEALTH		
140110700	Renewal Charges	1,65,59,000.00 1,65,59,000.00
140200105	Penalties recovered frm Contractors	-3,50,000.00 -3,50,000.00
140804000	Fountain Permission charges	-25,000.00 -25,000.00
140804100	New building insecticide treatment	-3,80,000.00 -3,80,000.00
140805301	Legal and Stationery Charges - Taxable	-2,80,00,000.00 -2,80,00,000.00
140805302	Legal and Stationery Charges - Reg. Person	-1,00,000.00 -1,00,000.00
180400000	Recovery frm Empls	-1,00,000.00 -1,00,000.00
180400200	Fire	-10,000.00 -10,000.00
210100101	Basic Pay	-40,000.00 -40,000.00
210100102	Incentive Bonus	51,33,000.00 51,33,000.00
210100201	Basic Pay	2,86,000.00 2,86,000.00
210100202	Incentive Bonus	95,44,000.00 95,44,000.00
210200101	Dearness Allowance	9,10,000.00 9,10,000.00
210200102	House Rent Allowance	28,75,000.00 28,75,000.00
210200103	Conveyance Allowance	15,40,000.00 15,40,000.00
210200105	Leave Travel Assistance	50,000.00 50,000.00
210200113	Trv All for Sup&Sub	32,000.00 32,000.00
210200118	Family Planning Allowance-sup	3,57,000.00 3,57,000.00
210200119	Children Education Allowance-sup	14,000.00 14,000.00
210200201	Dearness Allowance	96,000.00 96,000.00
210200202	House Rent Allowance	53,45,000.00 53,45,000.00
210200205	Leave Travel Assistance	27,61,000.00 27,61,000.00
210200213	Transport Allowances For Labour	71,000.00 71,000.00
210200218	Family Planning Allowance-Labour	11,89,000.00 11,89,000.00
210200219	Children Education Allowance-lab	84,000.00 84,000.00
210200299	Other Allowances	2,45,000.00 2,45,000.00
210209913	Uniforms	1,45,000.00 1,45,000.00
210209915	Contrbn-meeting Int subsidy at 4% toward	80,000.00 80,000.00
210501224	Rem Prem of Healthinsur Policy BMC Emp	98,000.00 98,000.00
220110101	Office Electricity Expenses	7,50,000.00 7,50,000.00
220119900	Other Office Contingent Expenses	40,000.00 40,000.00
220120102	Mobile Phone Expenses	2,000.00 2,000.00
220120500	Postage Expenses	9,000.00 9,000.00
220210400	Stationery	1,000.00 1,000.00
220210500	Photocopying expenses	8,000.00 8,000.00
220300200	Conveyance	12,000.00 12,000.00
220300400	Outside Services Employment Expenses	4,000.00 4,000.00
230350001	Accessories	1,38,28,000.00 1,38,28,000.00
230350004	Clothing & Linen	10,000.00 10,000.00
230350010	Material	20,000.00 20,000.00
230350012	Other store	5,000.00 5,000.00
230350014	Spares & Tools	10,000.00 10,000.00

Chibee
01/04/2024
INSECTICIDE OFFICER

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 its collar rim grouted in the elevation with vertical bolts.

1. There should be a circular manholes on the top sheet and cast iron rim with collar should be firmly fixed on it.
2. The rim with collar should be cast in one place.
3. 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.
4. The manhole should have a properly fitting cap cover of the cast iron cast in one place.
5. The vertical edge of the cap cover should rest on the collar around the manhole with the rim of the latter toughing the inside of the cap cover to afford a double resting arrangement.
6. In case of masonry cisterns, the manhole collar ring should be visibly above the top laval of the cisterns.
7. 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.
8. The lid of the cisterns should always be reverted.
9. 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.
10. 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.
11. The overflow pipe should be protected at its free an by a perforated copper or brass plate, and the perforated plate should be within the hand reach to facilitate inspection.

The access.

1. All cisterns with height more than 1.2 should be provided with a fixed sturdy iron ladder.

2. The upper end of the ladder should be firmly fixed to the top sheet. They should be provided with side supports.
3. The iron ladder exceeding 2.5m in height should be provided with side supports.
4. The ladder exceeding 8m in height should be provided with hand rails on both sides.
5. If access to the terrace is by means of a wooden staircase, it should not remain open and exposed to the sun and rain.
6. 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.
7. 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 :

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

SPECIAL REQUIREMENT:-

1. 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.
2. Vertically installed cylindrical tanks with convex top should have an appropriate railing along the top of circumference.
3. The manhole size and the cover assembly components should be of standard dimensions and easily available in the local market.
4. 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.
5. The distance between the adjacent manhole cover and between any manhole cover and the side wall of the suction tank should not exceed 5 feet.

Tanks

Sub: Issue and Renewal of 'NOC'/Approval for _____

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

Capacity upto _____ & Height up to _____

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

Dy. H.E. (Maint.)

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

As far as this department is concerned, Renewal of 'NOC'/Approval is hereby given for the period of _____ Months from the date of expiry i.e. upto _____ for _____ brand water storage tanks, subject to fulfillment of following conditions of this department by the party.

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

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

Yours faithfully,

Insecticide Officer

Encl: Condition/Specification Memo

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

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

BRIHANMUMBAI MUNICIPAL CORPORATION
PUBLIC HEALTH DEPARTMENT
INSECTICIDE BRANCH

Primary School Ward Office Bldg., 2nd Floor, Gilder Tank Maidan, Dr. Dadasaheb Bhadkamkar Marg, Grant Road (East), Mumbai-400007

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 Twards

In continuation of the above referred circular at Sr.No.4), the formats for the undertakings on Rs.500/- stamp paper for granting permission 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

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

Insecticide Officer

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

5th Floor, Hawkers Plaza, Janta Market Building, Senapati Bapat Marg, Dadar(W), Mumbai - 400 028.

No.: HO / 363 / IO / SR Date: 03 / 07 / 2023


CIRCULAR

Sub: Scrutiny of the contents of Undertaking & Indemnity Bond for the proposals received for permissions to Bore wells, Ring wells and use of well water from Existing Surface Wells.

Proposals for granting permissions to dig Bore wells & Ring wells and use the water from them as well as to use the water from the existing surface wells for non-potable purposes are submitted at Insecticide Office from all Pest Control Officers. It is expected that the Pest Control Officers shall scrutinize all relevant documents including content of Undertaking & Indemnity Bond correctly before submitting the said proposals to concerned Asstt. Insecticide Officers.

It is observed that, many a times the contents of Undertaking & Indemnity Bond are not being properly scrutinized by Pest Control Officers which causes delay in issuing permission for digging Bore-wells / Ring-wells & use of water from existing surface Wells. Pest Control Officers are hereby directed to go through the contents of the Undertaking & Indemnity Bond thoroughly so as to avoid delay in issuing permissions. It is instructed to accept the Undertaking & Indemnity Bond only if it is in correct format or to inform the applicant to submit the proper Undertaking & Indemnity Bond if it is not submitted in the correct format. It is also informed that Pest Control Officers follow the instructions as per directions issued vide circular No. HO/248/IO/SR dt.09/05/2023 while accepting Undertaking & Indemnity Bond.

ACC :- Formats of Undertaking & Indemnity Bond.


03/07/2023
Insecticide Officer

Pest Control Officers A To T Wards.

Copy to : Dy.IO's (City, WS and ES) and AIO's (Z-I to VII).

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

To,

Insecticide Officer

5th Floor, Hawkers Plaza, Janta Market Building,
Senapati Bapat Marg, Dadar(W),
Mumbai - 400 028.

Sub: Permission for Bore well at _____

I / We hereby solemnly Undertake as below :-

A) Conditions of Insecticide Office:-

1. The bore well and the water storage tank/s in which the bore well water is stored shall be maintained in mosquito-proof condition.
2. The independent pipe line which supplies bore 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 well and shall be painted on the water storage tank holding the bore well water.
3. The bore 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 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 use of the said bore well water and bore well or occasioned through any accident or adverse effect.
6. The permission given for digging the bore well and use of the water from the same shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days notice.

B) Conditions of Rainwater Harvesting Department :-

1. The bore well will be recharged with appropriate quantity of clean roof top rain water through a system of collection pipes laid above ground, with first flush and filter arrangement.
2. The rain water shall not be exposed to ground prior to recharge structure.
3. Recharge unit and typical first flush arrangement will be maintained as per the schematic drawing of (typical) recharge structure provided by Brihanmumbai Municipal Corporation (B.M.C.).

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 bore well should also be transferred to new owner, society with the intimation to this office in case of transfer of the property.
7. 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 use of the said bore well water and bore well or occasioned through any accident or adverse effect.
8. The permission to use water of the bore 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 well shall not be used for any other purpose than permitted and shall not be exploited commercially.

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

(Name & Signature)

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

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

Sub : Permission for Bore wells / Ring wells / use of water
from 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 **Brihanmumbai Municipal Corporation**, a Corporation constituted by the B.M.C. 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 * (Name of Municipal Commissioner to be mentioned), Municipal Commissioner for Brihanmumbai 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 wells/ Ring wells / use of water from 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 B.M.C. 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 themselves 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 against all actions, claims, damages, demand of any nature and 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 B.M.C. Act, 1888 and if there is any complaint, dispute in respect of the same, the obligors save and keep harmless and indemnify the Corporation and the Commissioner or either of them from and against all actions, acts, causes, claims, damages, demand of any nature and kind whatsoever which may be instituted, prepared, claimed or be made against the Corporation and the Commissioner or either of them.

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

SIGNED, SEALED AND DELIVERED.

OBLIGOR

IN PRESENCE OF.....

Mr./ Mrs.

Address -

Mr./Mrs.

Address

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

To,

Insecticide Officer

5th Floor, Hawkers Plaza, Janta Market Building,
Senapati Bapat Marg, Dadar(W),
Mumbai - 400 028.

Sub: Permission for Ring Well at _____

I / We hereby solemnly Undertake as below :-

A) Conditions of Insecticide Office:-

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

B) Conditions of H.E. Department:-

1. That the water from the Ring well shall not be used for any other purpose than permitted and shall not be exploited commercially.
2. "That before cleaning, deepening or repairing of ring well necessary NOC will be obtained from Water Department of B.M.C.

3. That the depth of the ring well will not exceed more than 10 meters.
4. That no blasting will be carried out during digging of the ring well.
5. That no bore well will be bored in this ring well.

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

1. The ring well will be recharged with appropriate quantity of clean roof top rain water through a system of collection pipes laid above ground, with first flush and filter arrangement.
2. The rain water shall not be exposed to ground prior to recharge structure.
3. Recharge unit and typical first flush arrangement will be maintained as per the schematic drawing of (typical) recharge structure provided by Brihanmumbai Municipal Corporation (B.M.C.)
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 ring 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 ring well water and ring well or occasioned through any accident or adverse effect.
8. The permission to use water of the ring well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days notice.

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

(Name & Signature)

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

To,

Insecticide Officer

5th Floor, Hawkers Plaza, Janta Market Building,
Senapati Bapat Marg, Dadar(W),
Mumbai - 400 028.

Sub: Permission for use of water from Existing
Surface Well at _____

I / We hereby solemnly Undertake as below :-

1. The surface well shall be maintained in mosquito-proof condition by covering the well with an RCC slab which shall be provided with standard pattern mosquito-proof cover/s and the water storage tank/s in which the surface well water is stored shall also be maintained in mosquito-proof condition at all times.
2. The independent pipe line which supplies surface 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 surface well and shall be painted on the water storage tank holding the surface well water.
3. The surface 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 surface well should also be transferred to new owner, society with the intimation to the Insecticide Officer in case of transfer of the property.
5. The water from the well shall be used only for non-potable purpose and shall not be exploited commercially.
6. The permission to use water of the surface well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days notice.

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

(Name & Signature)

FORMAT OF SELF DECLARATION FOR SWIMMING POOLS

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

Sub: Deemed NOC's for Swimming Pool at _____

I/We hereby solemnly declare as below:-

1. The plan of the said swimming pool has been approved by competent planning authority & the approval number is dtd _____.
2. The swimming pool has been provided with an outlet flushed with the bottom for emptying the bath tank thoroughly and same is connected to the Municipal drain or balancing tank through proper intermediate Municipal approved fitting having water seal.
3. The swimming pool when not functional will be kept empty and water will not be allowed to stagnate so as to prevent breeding of vector mosquitoes.
4. It will be binding on me/us to allow immediate and uninterrupted access to the bonafide staff members of BRIHANMUMBAI MUNICIPAL CORPORATION, for the purpose of inspection and treatment or any other action regarding the swimming pool, which the Insecticide Officer finds deemed fit in any situation as per relevant provision of M.M.C. Act.
5. The balancing tank is maintained in mosquito proof condition & is provided with Standard Pattern B.M.C. 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, B.M.C. will be initiating legal action under the provisions of MMC Act 1888.

(Name & Signature)

FORMAT OF SELF DECLARATION FOR WATER STORAGE TANKS

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

Sub: Deemed NOC for _nos. of (make) Water Storage Tank/sat _____

I/We hereby solemnly declare as below:-

1. That the above mentioned cistern/s is/are maintained in mosquito proof condition:-
 - a) by providing B.M.C. 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 nut 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 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 Mahanagar Palika.

(Name & Signature)

FORMAT OF SELF DECLARATION FOR COOLING TOWERS

To,
ThePestControlOfficer
_____Ward
(Address) _____

Sub:DeemedNOCfor_nos.ofCoolingTower/sat_____

I/WeherebysolemnlyDeclareasbelow:-

1. Thecoolingtowerisinstalledconstructedwithitsbottomataheightmorethan
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. Thebottomtroughwillbeemptiedandscrubbedthoroughlyonceaweek.
3. Thebottomtroughisprovidedwithsufficientnumberofspoutsorsprinklersto agitate the
entire surface of water, from a minimum height of 2 mtrs.
4. Thewaterwillbedrainedoff&thecoolingtowerwillbemaintainedindry condition when it
is not in use.

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

(Name&Signature)

FORMAT OF SELF DECLARATION FOR JACUZZI

To,
ThePestControlOfficer
_____Ward
(Address)_____

Sub:DeemedNOCforJacuzzi/sat_____

I/WeherebysolemnlyDeclareasbelow:-

1. Thejacuzziisprovidedwithanoutletflushedwiththebottomforeemptying 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. Itwillbebindingonme/ustoallowimmediateanduninterruptedaccessto the bonafide staff members of BRIHANMUMBAI MUNICIPALCORPORATION, 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)

BRIHANMUMBAI MUNICIPAL CORPORATION
PUBLIC HEALTH DEPARTMENT
INSECTICIDE BRANCH

No.:PCO/ /SRDate:

To,

Sub : Application for permission for proposed /
existing bore / tube well at _____

Ref: 1) Your application dt. _____
2) H.E.'s circular no. HE/16/Cir dt.
19.01.2016.
3) IO/3649/SRDate:05.04.2016

Dear Sir/Madam,

This is in reference to your above referred application received in this office on
_____. In this regard you are requested to submit following documents with due
attestation within 15 days of receipt of this letter.

1. A letter mentioning the intended use of bore/tube well water
2. Documentary evidence to prove the ownership of the property by submitting Property Card Extract/Assessment tax bill if you are the owner OR the above and NOC from the owner. In case of development of Property please submit Agreement for development/Purchase deed/I.O.D./I.O.A.(SRA) along with C.A. document (Power of Attorney) to establish the ownership.
3. Two sets of approved plans/O.C.plans/Location plans/Block plans indicating the location of proposed bore/tube well along with a Google image on A3 size print distinctly showing adjoining roads /plots.
4. An ERT (Electrical Resistivity Test) report by Schlumberger Layout Method from qualified Geologist/ Geotechnical Engineer or GWSD of Govt, indicating :-
 - a) Depth of proposed bore/tube well.
 - b) Yield and variation in water table, if any & effect on existing borewells in the vicinity.
 - c) Recommendations regarding recharging if needed, with due consideration

to proper balance in extraction & recharging and suitable methods for the same.

5. In case of reclaimed land standard precaution to prevent contamination of underground water.
6. Name & address with contact number of agency appointed for drilling bore/tube well
7. An undertaking on Rs.500/- non-judicial stamp paper of the conditions framed by the Insecticide Branch of Public Health Department, conditions of Hydraulic Engineering Department regarding recharging of bore/ tube wells & Commercial exploitation of bore/tube well water, which is attached herewith. Only in case if property title is not clear Indemnity Bond as per the format attached herewith should be given on the same stamp paper.
8. Diagram of details of bore/tube well attached herewith.
9. Diagram of recharging of bore/tube well attached herewith.
10. NOC from A.E.(W.W.)- _____ ward.

In case of failure to submit the above documents within 15 days of receipt of this letter, your application will not be considered for further process & shall be filed.

Pest Control Officer _____ ward

FORMAT OF LETTER TO THE APPLICANT FOR PERMISSION TO RING WELL

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

No.: PCO/ /SR Date:

To,

Sub: Application for permission for proposed
ring well at _____

Ref: 1) Your application dt. _____
2) IO/3649/SR Date: 05.04.2016

Dear Sir/Madam,

This is in reference to your above referred application received in this office on _____. In this regard you are requested to submit following documents with due attestation within 15 days of receipt of this letter.

1. A letter mentioning the intended use of ring well water.
2. Documentary evidence to prove the ownership of the property by submitting Property Card Extract / Assessment tax bill if you are the owner OR the above and NOC from the owner. In case of development of Property please submit Agreement for development / Purchase deed / I.O.D. / I.O.A. (SRA) along with C.A. document (Power of Attorney) to establish the ownership.
3. Two sets of approved plans / O.C. plans / Location plans / Block plans indicating the location of proposed ring well.
4. An undertaking on Rs.500/- non judicial stamp paper of the conditions framed by the Insecticide Branch of Public Health Department, conditions of Hydraulic Engineering Department regarding recharging of bore/ tube wells & Commercial exploitation of bore/tube well water, which is attached herewith. Only in case if property title is not clear Indemnity Bond as per the format attached herewith should be given on the same stamp paper.
5. NOC from A.E.(W.W.)- _____ ward.

In case of failure to submit the above documents within 15 days of receipt of this letter, your application will not be considered for further process & shall be filed.

Pest Control Officer _____ ward

**FORMAT OF LETTER TO THE APPLICANT FOR PERMISSION TO USE OF WATER FROM
EXISTING SURFACE (HCC) WELLS**

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

No.: PCO/ /SR Date:

To,

Sub : Application for permission for use of water
from existing surface (HCC) well at _____

Ref: 1) Your application dt. _____
2) IO/3649/SR Date: 05.04.2016

Dear Sir/Madam,

This has reference to your above referred to application received in this office on _____. In this regard you are requested to submit following documents with due attestation within 15 days of receipt of this letter.

1. A letter mentioning the intended use of surface (HCC) well water.
2. Documentary evidence to prove the ownership of the property by submitting Property Card Extract / Assessment tax bill if you are the owner OR the above and NOC from the owner. In case of development of Property please submit Agreement for development / Purchase deed / I.O.D. / I.O.A. (SRA) along with C.A. document (Power of Attorney) to establish the ownership.
3. Copy of approved plans / O.C. plans / Location plans / Block plans indicating the location of surface (HCC) well.
4. An undertaking on Rs. 500/- non judicial stamp paper of the conditions framed by the Insecticide Branch of Public Health Department for surface (HCC) well water, which is attached herewith. Only in case if property title is not clear Indemnity Bond as per the format attached herewith should be given on the same stamp paper. In case of failure to submit the above documents within 15 days of receipt of this letter, your application will not be considered for further process & shall be filed.

Pest Control Officer _____ ward

FORMAT OF NOTE TO WATER DEPARTMENT FOR A PERMISSION TO BORE/TUBE WELL

No.: PCO//SRdt.

Sub: Application to dig the bore/tube well at

Ref: Application received Vide No.-----dt.-----

With reference to the above subject you are requested to issue NOC to dig the bore/tube well at above mentioned premises. While issuing the NOC following points should be considered as per the circular no. HE/16/Cir dt. 19.01.2016.

- 1) Proposed / existing location of the bore/ tube well with respect to the alignment of underground water tunnel. (proposed to be kept 200 M on either side of tunnel safety band.) Physical verification of the bore/ tube well point on location plan and confirmation of the location of proposed bore/ tube well on corresponding Google image.
- 2) An ERT (Electrical Resistivity Test) report by Schlumberger Layout Method from qualified Geologist / Geotechnical Engineer or GWSD of Govt, indicating
 - a) Depth of proposed borewell.
 - b) Yield and variation in water table, if any & effect on existing bore/ tube wells in the vicinity.
 - c) Recommendations regarding recharging if needed, with due consideration to proper balance in extraction & recharging and suitable methods for the same.
- 3) In case of reclaimed land, standard precautions to prevent contamination of underground water.

You are requested to issue your no objection certificate / rejection letter directly to the applicant with the copy of the same to this office for further necessary action at the earliest.

Submitted for further disposal please.

Pest Control Officer----- ward

A.E.W.W----- ward

FORMAT OF NOT TO WATER DEPARTMENT FOR A PERMISSION TO RING WELL

No.: PCO//SRdt.

Sub: Application to dig the ring well at

Ref: Application received Vide No. -----dt. -----

With reference to the above subject you are requested to issue NOC to dig the ring well at above mentioned premises. While issuing the NOC following points should be considered:-

1) Proposed / existing location of the ring well with respect to the alignment of under ground water tunnel. (proposed to be kept 200 M on either side of tunnel safety band.) Physical verification of the ring well point on location plan and confirmation of the location of proposed ring well on corresponding Google image.

You are requested to issue your no objection certificate / rejection letter directly to the applicant with the copy of the same to this office for further necessary action at the earliest.

Submitted for further disposal please.

Pest Control Officer ----- ward

A.E.W.W ----- ward

**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 into 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, 5th Floor, Hawkers Plaza, Janta Market Bldg, Senapati Bapat Marg, Dadar (W), Mumbai 400028.

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

(a) Application

An application form will only be issued to the Owner on payment of Rs.130/- (CGST 6% + SGST 6%) in cash at Pest Control Officer's Office - (Appendix 'A')

(b) Scrutiny Charges

Scrutiny charges of Rs.520/- 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.

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

- (ii) Certified true copy of the set of blueprints 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/soak pit.

(V) **PROCEDURE FOR PERMISSION**

- a) Initially provisional permission shall be granted to construct the fountain etc. on verification of the documents.
- b) Draft conditions are incorporated as appendix 'C' in this booklet and on physical compliance of the conditions mentioned in the memo, final permission will be issued on remittance and submission of the following.
 - i) Undertaking on Rs.500/- stamp paper of conditions governing the fountain permission, as per format put in this booklet.
 - ii) Indemnity bond as per format-Appendix 'B'
 - [iii] Payment of Security deposit of Rs.26,000/- (Rs. Twenty Six Thousand Only) by
D.D. only in the Name of BMC.
 - iv) Payment of fees of Rs.7,800/- (Rs. Seven Thousand Eight Hundred Rupees Only) by
D.D. in the name of BMC.

(VI) **REFUSAL TO PERMISSION**

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

(VII) **PROCEDUREFORRENEWAL**

(a) **TIMEOFRENEWAL**

Anytimebeforeexpiryofpermission.

(b) **RENEWALFEES**

TherenewalfeesshallbeRs.7,800/-(Rs.SevenThousandEightHundred Rupees Only).

(c) **PENALTYFORDELAYINRENEWAL**

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

Sr. No.	DelayinRenewalPeriod	%of Penalty	Penalty Fees(Rs.)
01.	FirstQuarter	25%	1,950/-
02.	SecondQuarter	50%	3,900/-
03.	ThirdQuarter	75%	5,850/-
04.	FourthQuarter	100%	7,800/-

AbovefeesaretobepaidinadditiontopermissionfeeofRs.7,800/-p.a.

(d) **NORMSFORRENEWAL**

Everypermissionwillberenewedexceptinsuchcaseswhereitisobjectionable to renew under the prevailing maintenance condition of the fountain or due to change in policy guidelines, if any from the Municipal Commissioner.

(e) **POLICYFORNON-RENEWALOFPERMISSION**

- (i) On non-renewal of permission for more than one year the permission shallbe treated as revoked.
- (ii) TheSecuritydepositshallbeforfeitedincaseofnon-renewalformore than one year.
- (iii) Legalactionu/s.381/381AshallbeinitiatedasperM.M.C.Act=1888.
- (iv) Ifrequired demolition/ seizureaction ofthefountainwillbe initiated atthe risk & cost of the owner.

(VIII) **PROCEDUREFORPERMISSIONAFTERREVOCATION**

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

(IX) **PROCEDUREFORTRANSFEROFPERMISSION**

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 non-payment 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.

APPLICATION FORM-FORMAT FOR FOUNTAIN

To,
The Insecticide Officer
Insecticide Branch, Dadar,
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:

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

04) Tel.No.:

05) Cell No.:

06) Status of the applicant: 1) Proprietary:

2) Partnership:

3) Private Ltd.:

4) Public Ltd.:

5) Residential Society:

6) Commercial Society:

07) Exact Location Address
of premises of fountain:

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

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

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

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

Signature of the Applicant

DECLARATION

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

Date20

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

APPENDIX-B

INDEMNITY BOND ON Rs.500/-

Stamp Paper

To,

The Municipal Commissioner,
Brihanmumbai Municipal Corporation,
Mumbai – 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 BRIHANMUMBAI MUNICIPAL CORPORATION a Corporation constituted by the Mumbai Municipal Corporation Act. 1888 hereinafter referred to as ‘The Corporation’ (in which expression are included unless such inclusion is inconsistent with the context, its successor or successors and assigns) of the Second Part and 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 B.M.C. to abide with the contents therein.
- 4) And whereas in continuation to the said undertaking, the Obligor hereby execute Indemnity Bond in the manner hereinafter appearing.

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

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

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

SIGNED, SEALED AND DELIVERED)

1) _____)

2) _____)

in the presence of.....)

1) _____)

2) _____)

OBLIGOR

)

GENERAL CONDITIONS

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

Received application on 20

Receiver's Signature

APPENDIX-C

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

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

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

OR

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

1. I/We shall see to it that the entire surface of water shall remain sprinkled or agitated when the fountain is being played.

8. I/We shall see to it that the whole system shall be kept dry once in a week on the day of inspection as would be communicated.
9. I/We shall see to it that no aquatic plants should be introduced or grown which may prevent observance of weekly dry day.
10. I/We am/are aware that only the person having legal possession of the premises is eligible for such permission and applications made by other persons such as Builders, Developers, Architects, Contractors, etc. will not be considered. Applications must accompany with proper drawings, plans of the intended structures showing in take and drainage arrangement for water, otherwise same will not be considered.
11. I/We am/are aware that the permission holders shall pay the prescribed fees for the issue of permission and renewal of the same for all subsequent financial years as will be chargeable in accordance with the schedule fixed by the Corporation and in force on the day of issue or renewal of the permission. Fees paid may be liable to be revised even after the issue or renewal of permission and in case if the same are revised by the Corporation, the permission holder shall then be liable to make good the difference of fee in accordance with an intimation in that respect which will be communicated to him, failing which the permission will be treated as cancelled.
12. I/We am/are aware that the permission is valid from the date of issue till the end of March of the same year and it shall be renewable for every subsequent financial year.
13. I/We am/are aware that the permission, when its fees are received by an instrument will be valid only on realization of the instrument, till then, or, if the instrument is dishonoured on any account, the party concerned will be deemed to be without permission and will be dealt with as such.
14. I/We am/are aware that the permission fee is non-refundable.
15. I/We am/are aware that the permission holder shall get his permission renewed in the month of March every year for all subsequent financial years, on payment of prescribed fees. No notice will be given to him for renewal of permission. If he

fails to pay such fees within the stipulated time, he can still get his permission renewed if so allowed by the Competent Authority of the Corporation, by paying compensation charges as may be fixed by the Corporation in addition to the usual permission fees. In the absence of such payment the permission stands automatically cancelled and he will be liable for prosecution and his claim for renewal of permission shall not be considered.

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

at the discretion of the Municipal Commissioner or any other competent authority of the Corporation in case of any of the conditions of this permission is infringed any time by the permission holder, or his agent or servant. The permission shall be treated as suspended till fresh security deposit is paid to Municipal Corporation. The permission holder shall also be liable for prosecution and/or the permission will be liable for suspension or revocation for such infringement of condition of permission.

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

The above conditions will be binding on me /us, Our administrators and assignees. I/We also comply with any other conditions of the other departments of BRIHANMUMBAI MUNICIPAL CORPORATION if any.

SIGNATURE AND SEAL OF

F THE APPLICANT

/OWNER

BRIHANMUMBAIMUNICIPALCORPORATION

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

Ref:-1) Standing committee resolution no 396 Dt-31/8/05
2) Municipal corporation resolution no 827 Dt-13/10/05

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

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

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

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

The procedures for permission is here by proposed:

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

- (iv) Authority from the owner to Architect/L.P.
 - (v) Certificate from the architect in format enclosed as _____ in the booklet.
 - (vi) Certificate from the L.P. in the format enclosed as _____ in the booklet.
- 4) The Proposal will be scrutinized by the concerned A.I.O. and will be submitted to Dy.I.O. for order to accept the deposit of Rs.10,000/- (Rupee ten thousand Only) as per SCR. Following which AIO of the zone will send intimation for payment of deposit to the applicant.
 - 5) Provisional permission shall be then issued to the applicant and a demand of revenue shall be created at I.O. office in respective register.
 - 6) The memo of condition [Page No. -----] shall be incorporated with the format booklet of application. The applicant has to submit on Rs.100/- stamp paper & comply with the conditions duly signed and with the stamp and round seal (in case of commercial establishment).
 - 7) On receipt of the undertaking from the applicant the papers will be passed on to ward P.C.O. for further observation and process. The provisional permission shall be valid for 90 days within which the applicant has to comply with the conditions of the undertaking and intimate the same to the I.O. office. If the final permission is not obtained within this period the security deposit will be forfeited and if there is any excavation or suspended masonry or fabricated work at the site, the applicant shall be liable for action u/s 381 or 381-A or both together as the case may be.
 - 8) The PCO shall ensure that work of construction/ fabrication of the fountain is completed within 60 days and submit the report accordingly to A.I.O. concern. Dy. I.O. / A.I.O. will visit the site and after confirming that the conditions incorporated in the undertaking are totally complied, I.O. will issue orders to accept the permission fees of Rs.3,000/- (Rs. Three Thousand Only).
 - 9) On receipt of the above fees I.O. will issue final permission to the applicant.
 - 10) The Permission will be issued for one year only.

11) The permission will be renewed one month before the expiry and the renewal fees shall be Rs.6,000/- (Rupees Six Thousand Only) as per the SCR No.396 dt.31/08/05.

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

Sr. No.	Period of delay	Percentage of Penalty	Penalty charges (rs.)
1.	First Quarter	25%	1,950/-
2.	Second Quarter	50%	3,900/-
3.	Third Quarter	75%	5,850/-
4.	Fourth Quarter	100%	7,800/-

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

Sanction of A.M.C.(ES) is therefore requested for:

- (A) To follow the procedure proposed herein above
- (B) To accept the charges for application form of Rs.130/- (Rupees one hundred Only) + 12% GST.
- (C) To accept the charges of Rs.520/- (Rupees Four Hundred Only) towards scrutiny charges of the application.

Administrative approval of AMC(ES) is also requested for the following:

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

Submitted Please,

Insecticide Officer

E.H.O.

Jt.M.C.(M.E.&H)

A.M.C(ES)

NOTIFICATION

The BRIHANMUMBAI MUNICIPAL CORPORATION hereby notify this for Public Information.

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

ApplicationFormsincludedinabookletofinformationareavailableattheoffice of Insecticide Officer having its office at The Insecticide Officer, Hawkers Plaza Bldg., 5thfloor, Janta Cloth market, Senapati Bapat Marg, Mumbai- 400 028.

InsecticideOfficer

**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 BRIHANMUMBAI MUNICIPAL CORPORATION, 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

BRIHANMUMBAI MUNICIPAL CORPORATION

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 end of the proposed ladder are to be fixed to
- (8) The lower end 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 above mentioned 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

PestControlOfficer_____Ward.

BRIHANMUMBAI MUNICIPAL CORPORATION

INSECTICIDE OFFICER,
Brihanmumbai Municipal Corporation
Insecticide Branch,
5th Floor, Hawkers Plaza, Janta Market
Bldg, Senapati Bapat Marg, Dadar (W),
Mumbai 400028
Mumbai..... 20

No.....of 20 - 20

To,

.....
.....

Re. : Provision of access for cisterns Nos.
at

Sir,

I have to inform you that the storage tanks at your above mentioned 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 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 hand grips. The lower ends of the ladders 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

BRIHANMUMBAIMUNICIPALCORPORATION

No.....of20 - 20

Mumbai 20

To,

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

Subject:PeriodicalinspectionofthecisternsNos.....
.....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.

Yoursfaithfully,

InsecticideOfficer

Section 4(1)(b)(XIV)

DETAILS IN RESPECT OF INFORMATION AVAILABLE IN ELECTRONIC FORM

NOT APPLICABLE

Section 4(1)(b)(XV)

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

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

NOTICE REQUISITIONS

<u>OPEN WELL WITH PARAPET WALL</u>	To demolish the parapet wall of the said well and to fill in with earth completely up to the level of the Surrounding ground and to consolidate the site so as to leave no depression 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 & 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. therefrom 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 watertight with a suitable impermeable material so as to prevent collection of water anywhere through Percolation.

<u>UNAUTHORISED WELL</u>	To fill in the well with earth completely up to 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 storm water entrance 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 COLLARRING IS EMBEDDED IN THE TOP SLAB ASSUCH 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 mosquito therein.
<u>DRUMS KEPT FOR DOMESTIC PURPOSES LIKELY TO BREED MOSQUITOES</u> <u>Unauthorized cistern Galvanized tanks barrels etc. Kept for building, construction purposes or hotel purposes.</u>	To empty and clean the said drums twice a week positively on _____ and _____ by overturning and to keep it free from mosquito breeding. To remove the said _____ entirely off the premises as an antimosquito measure.
<u>Undersigned in Salvation of systems</u>	To require the said NMP water storage tank entirely off the premises as antimosquito measure.
<u>Tube well being bored</u>	To discontinue unauthorized tube well & fill in the bored hole with good earth leaving no depression 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 up to the level of the surrounding ground so as to leave no depression likely to hold or collect water and likely to breed mosquito 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 to demolish the said cooling tank.
<u>R.C.C COOLING TANK & COOLING TOWER</u>	To get it regularized by compliance by the conditions laid down in the rules 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 surrounding ground and to level and consolidate the site so as to level no depressions likely to collect or hold water and breed mosquitoes therein.

Section 4(1) (b) (XVI)

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

PIO		A				
Sr. No.	Name of PIO	Designation	Jurisdiction as PIO under RTI	Address Ph. No.	E-mail id for purpose of RTI	Appellate authority
1.	Shri Prashant G. Kamble	Pest Control Officer	N Ward	Office of the Pest Control Officer N Ward, 3 rd Floor, N Ward Municipal Office Bldg. Jawahar Road Ghatkopar (E) Mumbai – 4000077 Tel. Phone No. 022-25010161 Ext. 314	pcn.n@mcgm.gov.in	Shri. Dr. Gajanan Bellale Asst.Comm. N Ward, 2 nd floor, Municipal Office Bldg. , Jawahar Road, Ghatkopar (E) Mumbai – 400077 Tel. Phone: 022-25010161 ext. 200

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. Dr. Gajanan Bellale	Asst. Comm.	N Ward	PCO 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 ward

List of approved Private Pest Control Operators

Sr. No.	Name of Company & Proprietor	Address of Company
1	M/s. City Logic Pro. Virender Pratap Singh Mob. No. 9322729172, 8793306661	B/103, Revati Apartment, Opp. Sai Datta Temple, Sanyukt Nagar, Achole Cross Road, Nalasopara (E), Dist. Palghar, Pin- 401 209 Email. Citylogic.ss@gmail.com
2	M/s. GD Pest Control Private Limited Director- Mr. Sanjay Parui Mo.- 9702444466/ 7738444466	Shop No.2, Navyug Co-op, Hsg. Soc. Ltd. Aarey Checknaka, Goregaon(E), Mumbai-63 Tel- 022- 29277333
3	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 – info@pestguard.net.in Web - www.pestguard.net.in
4	M/s. Sanjary Creations Mr. Abdul Aziz Mansoor Shaikh Mob. 9594937110 8779666491	Office No. B-114, Shukla Estate, Singh Compound, Gulshan Nagar, Ajit Glass, Jogeshwari (West), Mumbai- 400102
5	M/s. Hina Seva Sahakari Sanstha Maryadit Director- Mrs. Kaneez Fatima Haider Raza Zaidi	Shop No. C/9 a, Pardi Samaj Laxmi Chawl, Ambojwadi Azad Nagar, Opp Masjid Gate No.8, Malwani, Dr. Ambedkar Road, Malad (West) Mob.- 9819317273
6	M/s. ODS Protective Services Pvt. Ltd. Mr. Prafull Mishra Tel- 022 2857 7766 / 2085 2700	105 & 106, D Wing, Kailash Industrial Complex, Veer Savarkar Marg, Vikhroli (West) Mumbai- 400 079. Email- info@odspspl.com web- www.odspspl.com
7	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 – pandhsolutions365gmail.com

Sr. No.	Name of Company & Proprietor	Address of Company
8	M/s. Elite Corporation Pro. - Mr. Jaldhi Rajanikant Trivedi	Vireshwar Chamber, 4 th 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
9	M/s. J.D. Pest Control Mr. Prathmesh Adsul	26, Manthan Plaza , Nehru Road, Santacruz (E) Mumbai- 400055. Tel- 022 26665007 M. 9820509949
10	M/s. Prime Pest Control Services Mr. Nemapalli Pavankumar 8070523666,8070523777 8070523888	C/201, 2 nd Floor, Kohinoor Apartment, N.C. Kelkar Road, Dadar (W), Mumbai – 400 028. www. Primepestcontrolservices.com primepestcontrolserve@gmail.com
11	M/s. Paragon Pesticides, Mrs. Pallavi Dicken Thomas	164, 4 th Floor, Modi Street, Zaveri Chamber, Fort, Mumbai.400 001 Tel.- 022-22611399 Mob. 9820076116 , 9820663604
12	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 – epcorn@yahoo.in Website- www.epcorn.com Tel -61386600 Fax-61386601
13	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- www.corepestcontrolservice.com
14	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- lifecarepestcontrol.services@gmail.com

Sr. No.	Name of Company & Proprietor	Address of Company
15	M/s. Metro Pest Control Services Pro- Mr. Shubham Chandan Mohite	Ashtavinayak Path, Tagor Nagar-4, Vikhroli(E), Mumbai-400 083. Email- metropestcontrol2019@gmail.com Mob.- 9082490071, 9324711789
16	M/s. Abbasiya Nagari Seva Sahakari Sanstha Maryadit Mr. Haidar Raza A Zaidi	Room No. C-9 , Pardi Samaj Laxmi Chawl,Ambojwadi Ambedkar Road, Azad Nagar, Gate No.8, Malad (West) Mumbai – 400095 Mob.9819317273
17	M/s. Antipest Treatments Mr. Pawan Kumar Shrivastav Mob. - 9920792211	D/103, Kailas Esplanade, L.B.S. Marg, Opp. Shreyas Talkies, Ghatkopar (West), Mumbai- 400086. Email- antipesttreatments@gmail.com Tel- 022-25002407,
18	M/s. S P INDUSTRIES Pro: Atul P. Bhat. Mob No. - 9869781781	7- Akashdip, Govind Nagar, Sodawala Lane, Borivali (W) Mumbai 400 092. Email : info@spindustries.com , , prvinjosh22@gmail.com Web : www.spindusries.co
19	M/s. PCI Pest Control Pvt. Ltd, Mr. Shankar Ghuge, Mob. No.9082572831	Gala No.27, Vardhaman Ind. Co-op-soc. Ltd, Gokul Nagar, Nr. Hotel United 21, LBS Road, Thane (W), 400 601.
20	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- pritam.kaiya@gmail.com pesto_crush@yahoo.co.in
21	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- info@vcarepcs.com Web- www.vcarepcs.com
22	M/s. Sadguru Krupa Seva Sahakari Sanstha Maryadit	Room No. 79, Ground Floor, Prem Nagar, B.G. Kher Marg, Worli, Mumbai- 400018 Email:- sadgurukrupass@gmail.com

Sr. No.	Name of Company & Proprietor	Address of Company
23	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 – kolsonpestcontrol@yahoo.com
24	M/s. Mumbai Facility Management Services Mr. Akshay Sonar Mob. 8169233966 9821764457	Shop No.2, Indira Nagar, Opp. Zaporza Society, Old Nagardas Road, Andheri (East), Mumbai 400 069. Email -mfms03547@gmail.com
25	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- srpest@gmail.com , srpest123@gmail.com
26	M/s. Pestermynate Enterprises Pro.- Mr. Rajendra Jadhav Tel. - 022 24712345	15, Vimawala House, Jijibhai Lane, Opp. Center point , Lalbaug , Mumbai - 400012. Email: pestermynate@gmail.com Mob. No. 9869228350
27	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
28	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
29	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
30	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

Sr. No.	Name of Company & Proprietor	Address of Company
31	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.
32	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
33	M/s. Best Solutions Pro. Priti Salvi Mob. 8291177967 9821550535	406, Kairali Chs, Goddev Naka, Bhayander (East), Thane- 401 105. Email- bestsolutions27@gmail.com