



BRIHANMUMBAI MAHANAGARPALIKA

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

YEAR – 2016-17

PUBLIC HEALTH DEPARTMENT **INSECTICIDE BRANCH**

Address - Office of Pest Control Officer
Room No. 5, R/North Ward Office,
Below Sangitkar Sudhir Phadke Flyover,
Jaywant Sawant Road, Dahisar (West)
Mumbai- 400 068

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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 R/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.

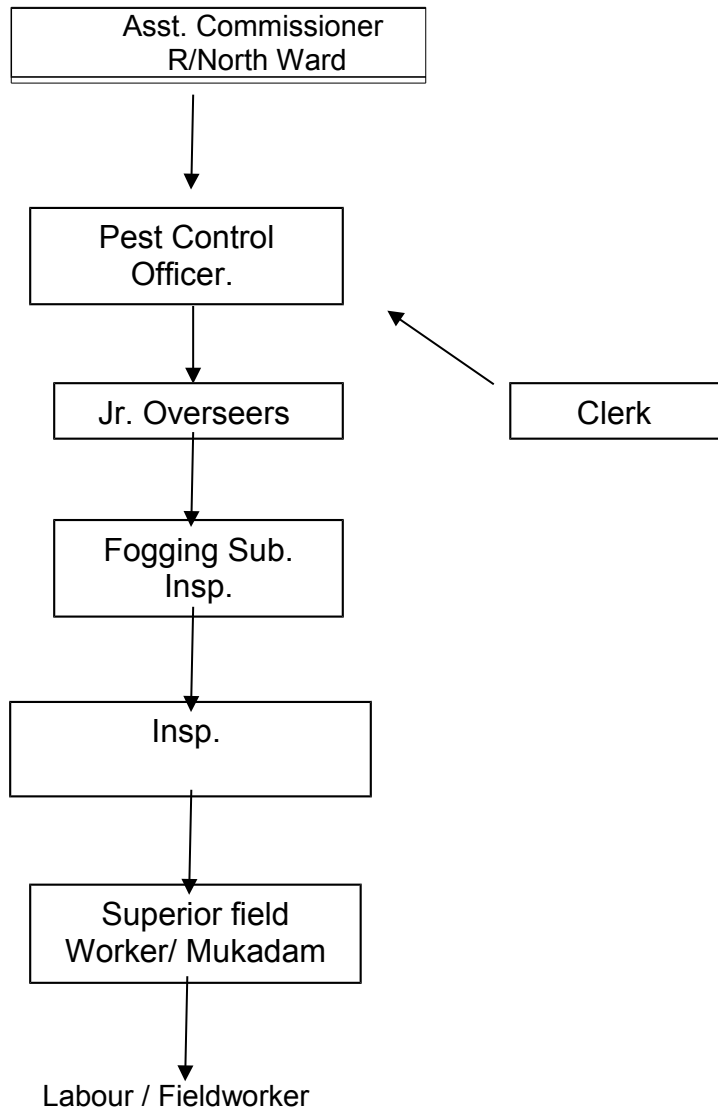
All the information furnished in the manuals is subject to addition, alteration and modification as and when necessary.

Section 4(1) (b) (I)**The particular of function & duties of the public authority**

1.	Name of the Public Information Officer	Shri KAMALAKAR DINKAR CHAVAN Pest Control Officer R/ North Ward
2.	Address	Office of the Pest Control Officer, Room No. 5, R/North Ward Office, Below Sangitkar Sudhir Phadke Flyover, Jaywant Sawant Road, Dahisar (West) Mumbai- 400 068
3.	Head of the Office	Insecticide Officer
4.	Parent Government Department	Public Health Department
5.	Reporting to which Office	Assistant Commissioner, R/North Ward
6.	Jurisdiction Geographical	R/North ward is bounded by the Shaikh Khadan to Hanuman Tekadi on the East, Ganpat Patil Nagar on West, N.L.Complex and Dahisar Check Naka to Kandarpada on North and Rajesh Compound and Savarpada to Devidas Lane on South side.
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 R/North ward's area
10.	Details of services provided (In brief)	Anti-larval & Anti-Adult Mosquito Control Measures, 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	Telephone No. 28920254/47 Ext.: 212 Email: pco01pco.m@mcgm.com Office Timing: 7.00am to 2.00pm and Break duty timing is 3.00pm to 5.30 pm (Monday to Saturday) 7.00am to 2.00pm on 2 nd and 4 th Saturday Visiting Hours: 3.00pm to 5.00pm (Monday to Saturday except 2 nd and 4 th Saturday)
14.	Weekly Holidays	Sunday and Public Holidays.

ORGANISATION CHART OF PEST CONTROL DEPARTMENT R/N WARD

Ward Level:



Sr. No.	Particular	Schedule Staff	Existing Staff	Vacant Staff
1	Pest Control Officer	1	0	1
2	Clerk	0	0	0
3	Supervisory Junior Overseer	0	0	0
4	Junior Overseers	3	3	0
5	Fogging sub Inspector	1	0	1
6	Disinfectant Sub. Inspector	1	0	1
7	Superior field Worker / Mukadam	1	0	1
8	Labour / Field Worker	32	30	2

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 Municipal Corporation of Greater Mumbai.

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

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

Ward :- 'R/N'

Area :- 18 Sq. Km

Population :- 4,31,791 (1991 Census)

Boundary :-

East - Shaikh Khadan to Hanuman Tekadi_

West - Ganpat Patil Nagar

North - N.L.Complex and Dahisar Check Naka to Kandarpada

South - Rajesh Compound and Savarpada to Devidas Lane

(A) MALARIA VECTOR CONTROL :

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

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

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

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

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

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

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

Ward	SECTION NO.	SECTIONWISE BOUNDRIES
R/N	1	Shaikh Khadan to Dharkhadi Ketkipada, Bablipada to Ambawadi, Dahisar Checknaka, Sarswati CHS, Ambawadi Flyover, S.P. Road
	2	Hanuman Tekdi, BMC Pumping Station to Savarpada to Ratan Nagar River till S.V. Road, Ratan Nagar S.V. Road to Chunabhatti to Diamoda Petrol pump to Western Express Highway to Bhoir Compound Road to S.P. Road to Vaigankar Compound to Chougale Compound to Shingate Compound to Hanuman Tekadi.
	3	Dahisar River Sainath Nagar to Dahisar bridge, Ganpat Patil Nagar, Sangitkar Sudhir Phadke Flyover and Devidas Lane, L.M. Road, Holly Cross Road I.C. Colony
	4	Western Railway Line and Jayyant Sawant Road till Sub Way, Zen Garden, L. M. Road, Bapu Saheb Bagve Road, B. E. S.T. Bus Depot Dahisar Creek

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

(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 – ‘R/N’ WARD

SECTION NO	NAME OF SLUM
1	Shaikh Khadan, Ketakipada, Dharkhadi, Veer Sambhaji Nagar, Babhlipada, Bhagalipada, Patil wadi, Balaji Nagar, Shivnery, Ambawdi, Sainath Nagar, Rajendra Nagar, Bharwad Chawl, Mhatre Chawl.
2	Hanuman Tekadi, Savarpada, Sambhaji Nagar, Kailas Nagar, Vir Sambhaji Nagar, (Kokanipada), Ajinkya Nagar, New Ashok Nagar, Dnyaneshwar Nagar, Waghdevi Nagar, Khan Compound, Ravalpada, Ghartan Pada No. 1&2, Gawade Nagar, Shukla Compound, Murbadi Talav, Overipada, Rajesh Compound, Ambawadi, Ratan Nagar, Ganesh Nagar, Shanti Nagar Dongari, Chunabhatti.
3	Ganpat Patil Nagar, Patil wadi, D'silva wadi, Bboir Chawl, Shanti Chawl, Shivaji Nagar, Panchshil Nagar, Rajaram Chawl, Gayati Chawl, Near I.C. Colony Slum, Sainath Nagar, Prabhodhan Nagar
4	Dahisar Gaonthan, Indira Nagar, Saibaba Nagar, Michalwadi, Azad Nagar, Paragti Nagar.

(C) MOSQUITO NUISANCE CONTROL (FILARIA VECTOR)

In case of nuisance causing mosquitoes, the major role is played by Culex quinquefasciatus which is also vector species for Filaria. This species is a typical breeder of polluted water.

The breeding sources are open channel drains, Nullahs, Septic tanks, low lands, grass plots, Aqua Privies, Storm water entrances etc. The selection of method for the control of this mosquito more or less remains the same as those of malaria vector but differs with the size and nature of breeding sources.

SECTION WISE WEEKLY ANTILARVAL PROGRAMME OF PCO R/N WARD

Sec No.	MON	TUE	WED	THUR	FRIDAY	SAT
1	Checknaka to Ghartanpada, Ketakipada, Tare Compound, Dharkhadi, Vaishali Nagar	Anand Nagar, N. L. Comlex, Sambhaji Nagar, Parag Nagar.	Devyani, Shakti Nagar, Chatrapati Shivaji Road, Vinayak Tower	Bablipada, Avdhut Nagar, Vidya Mandir School, Jaya Nagar	Maratha Colony, Harishankar Joshi Road, Miaquita Nagar, Rajashtri Road	Bharucha Road to Ambawadi, Phatak Road, Pushpa Vihar Colony, Sainath Nagar 1,2,3,4.
2	Mini Nagar, Gawade Nagar, Khan Compound, Rawalpada to Kadan, Ghartanpada No. 1 & 2	Ganesh Nagar, Bhoirwadi, River Park, to Khadan, N.G. Park, Santosh Nagar, Rawalpada	Anand Gokul Hotel to Hanuman Tekadi, Ashokvan, Rawalpada, Nancy Colony	Chunabhathi to Shailendra Nagar, Shanti Nagar Dongari, (upto Highway)	Shanti Nagar, Dongari, Shailendra Nagar area, Ovaripada, Ambawadi upto Highway	Ambawadi, Ratan Nagar, Parbat Nagar, Rajesh Compound
3	I.C. Colony, Holy Cross Road	Ganpat Patil Nagar, Gally No. 1 to 14	Devidas Road, Shanti Ashram, Tatrakshak, L.I.C.	Mary School to Dattani Park upto Dahisar Bridge	Shivaji Nagar to Mariam Colony upto Pancham Society	Bhagwati Hospital, St. Francis Engg. School, Karuna Hospital, Medonna Colony
4	Bhakti Complex, Mithanagar Road, Rock Garden, RBI Quaters, Veer Hanuman Nagar	Saibaba Nagar to Pramila Nagar, Kandarpada Rahivasi Society, Navagoan	Dahisar Goanthan, Dahisar Bridge, Hiranadani	Vithal Mandir to Dahisar Station, Vaisahli Industrial, Nicolaswadi	Dahisar station to Goman Nagar, Parerawadi	Rustomjee, Happy Home, Indira Nagar, Zopadpatti, Shanti Nagar, Dahisar River

(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 'R/N' WARD

DAY	LOCALITY
MONDAY	Dahisar Check Naka Dahisar Station, Telephone Exchange Ketakipada, Dharkadi, Vaishali Nagar, Ghrtanpada No 1 & 2, Keshav Nagar, Khan Compound, Gokul Nagar, Koknipada, Rawalpada
TUESDAY	Ganpat Patil Nagar Galli No. 1 to 14 to Bhakti Complex, L.I.C. Colony, I.C. Colony, Maharashtra Hotel
WED	Shagun Hotel, Bablipada, Sarswati Complex, Anand Nagar Market, Dahisar Sport Club, Hanuman Tekadi, Sambhaji Nagar, Cagle Nagar, Nancy Depot Nagar
THURSDAY	Dahisar Gaonthan, Dahisar Market, Dahisar Pool, Vitthal Mandir, Nadikinara, Kandarpada, Dahisar Market, Prem Nagar, Kandarpada, Jain Gardan, Dahivali, Navagoan, Shagun Hotel
FRIDAY	Pushp Vihar, Dahisar Phatak, Bhatladevi Mandir, Maratha Colony, Shailendra Nagar, Ovaripada, Ratan Nagar, Ambewadi, Pragati Nagar, Shanti Dongari
SATURDAY	Shivaji Nagar, Bhagwati Hospital, Nadikinara, Dahisar Station (West), Gomant Nagar, Rustomjee, Indira Nagar, Ward Office, Prabhodhan Thakre Nagar

(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 Gegantia :- Field Rat
- 6) Mus musculus :- House Mouse
- 7) Suncus caeruleus :- Common House shrew
- 8) Suncus murinus :- Shrew

The common methods of rat destruction are Physical and Chemical.

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

RAT LABOUR BOUNDARY R/N WARD

LABOUR 1:- Shaikh Khadan to Hanuman Tekadi , Ganpat Patil Nagar, N.L.Complex and Dahisar Check Naka to Kandarpada Rajesh Compound and Savarpada to Devidas Lane

(F) Cockroach Control:

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

Section 4(1) (b) (II)

Powers and Duties of Officers and Employees

Delegation of power to the Pest control Officer

A

Sr. No.	Designation	Power – Financial	Under which legislation / rules / order / GRs.	Remarks
1.	Pest Control Officer	Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of Rs. 1000/-	MMC Act 1888, u/s 253, 274(1)(1A), 375A, 381, 381A, 381B, 483, 488, 517(1)(a)	

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 accordance with the MSR on application from staff. 2. Powers to grant leaves including maternity and injury leave to the Labour staff in accordance to the MSRs on the subject.. 3. Power to sign unclaimed wages refund certificates of the staff working under him. 4. To authorize (1) employees to renew subscription to Provident Fund (Rule 16-d of provident fund (2) to grant advance (Rule 24) & (3) to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims. 	MMC Act 1888, u/s 253, 274(1)(1A), 375A, 381, 381A, 381B, 483, 488, 517(1)(a)	

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

C

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

D

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

E

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

Note I - Financial powers are likely to be revised.

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

Jt. M.C. (Improvement)



A

Sr. No.	Designation	Duties – Financial	Under which legislation / rules / order / GRs.	Remarks
1.	Pest Control Officer	Nil		
2.	Clerk	Nil		
3.	Supervisory Junior Overseer	Nil		
4.	Junior Overseer	Nil		

B

Sr. No.	Designation	Duties – Administrative	Under which legislation / rules / order / GRs.	Remarks
1.	Pest Control Officer	1. To formulate the plan of work for the control of insect pests and to organize the work in the ward.	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 basis of the field inspections.		
		7. Monsoon actions, inspections, service of notices, accepting advances and rendering insecticide treatments for control of mosquitoes in private/commercial premises during monsoon months/during the fair season on the basis of actual inspection.		
		8. To attend to disinfestations of premises in case of epidemic spread of diseases like plague, cholera, typhoid, polio, Diarrhea, etc.		
		9. To survey and detect malaria vector species of mosquitoes in their larval and adult stages and to take adequate measures for their control.		

		10.To organize and execute a focal indoor residual spraying in the locality as per specific orders from the Insecticide Officer.		
		11.Attending ward committee meetings, etc.		
		12.To organize and execute indoor residual spraying according to the directive of NAMP.		
		13.To participate in the filarial survey as and when required.		
		14.To procure and stock pesticides and spraying equipment and to effect control over the use of pesticides.		
		15.Field observations and supervision of ensuring effective kill of pests with optimum dosages of pesticides.		
		16.Controlling ward stores.		
		17.To attend to complaints from the public and to direct and instruct the staff for redressing their grievance through the Public redressal system at Civic Facility Centre.		
		18.To initiate statutory actions under the provision of B.M.C. Act and to do follow up work (attending courts in the contested matters).		
		19.To establish contract with the officers of other Departments and to get the required work done from them for effecting source reduction of various pests.		
		20.To maintain liaison with The Asst. Municipal Commissioner of the ward for day to day functions and performance.		
		21. To attend to routine office work and correspondence.		
		22. To check and maintain account, books treatment memo of payment treatments and other registers.		
		23. To inspect and certify the mosquito proof condition of the newly installed cisterns as per 'P-Form' requirement and maintain proper record.		
		24. To supervise the working of staff under him and to take disciplinary action in consultation with zonal A.I.O., Dy. I.O. and I.O. for effecting proper working.		
2.	Clerk	1.To maintain seniority list of Labour / Sup. Staff		
		2. Issue of office orders, pertaining to Promotion / Reversion / Appointment		
		3. Maintaining leave records of Lab. Staff where SR in in Insecticide Office		

		4. Preparing monthly pay rolls of employee working in I.O.'s office		
		5. Submission of Scholarship record of the employees children every year.		
		6. Preparing P.F./ Pension claims of the superannuated ? Death cases of employees.		
		7. Put up the P.T. case of the Ex. Employee whose death occurred while in service.		
		8. Preparing Impress bill		
		9. Insecticide bill.		
		10. Preparing allocation and bills of the work pertain to Insecticide office.		
		11. Taking inventory of stock and maintaining stock register		
		12. Maintaining dead stock register		
		13. Maintaining Plant & Machinery register		
		14. Preparing bills for Insecticide treatment		
		15. Preparing bills market Insecticide treatment		
		16. Preparing bills BEST B.P.T. treatment		
		17. Maintaining service record of the employee working under Insecticide department		
		18. Maintaining leave/records		
		19. Certification / sanctioning leave		
		20. Preparing yearly /quarterly report of the superannuated employee of Insecticide department.		
		21. To observe the M.S.R. while grant of leave in the cases of Extra ordinary injury leave & Cancer and Infection disease.		
		22. To make entries of each & every papers received in the office		
		23. To give the number serially and handed over to concerned authority		
		24 To maintain watch case register		
		25. To maintain M.C.L. A/B/C' register		
		26. preparing the weekly abstract of the receipt & disposal of the papers		
		27. Maintaining record of S.R. including R.P. F.P. given to the parties date month & year wise.		
		28. Maintaining register of cash received under Right of Information Act 2005		
		29. To close the number and send the papers outward		
		30. To maintain postage register		
		31. To maintain RTI register.		
3.	Supervising 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 due checking. g). To arrange for repairs to equipments and to maintain them in good working condition. h). To maintain Dead Stock Ledger in up-to-date manner.		
		4. <u>Transport arrangement</u> : To contract with garage, to arrange substitute vehicle whenever needed, ensuring regular vehicular attendance.		
		5. <u>Office work</u> : a). To supervise and ensure up-to-date maintenance of all registers by J.O.'s. of the ward. b). To arrange attendance of Court cases of the ward.		
		6. <u>Reports</u> : 1). To get the daily summary reports filled in from the respective J.O. of all sections. 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. 3). To prepare monthly performance budget reports of all activities. 4). To gather and consolidate the information and prepare various periodical reports. 5). To supervise the office working of J.O., D.S.I., F.S.I. 6). To organize routine work in absence of P.C.O. of the ward. 7). To assist P.C.O. of the ward as and when required as per his directions		

		and 8).To carry out any other assignments as per direction from P.C.O./A.I.O./Dy. I.O./I.O.		
4.	Junior Overseer	1. The J.O. has got an area which is divided into six blocks and a block is inspected daily so that he complete his round of the whole area in one week for ground work	u/s 253, 274(1) (1A), 375A, 381, 381A, 381B, 483, 488.	
		2. The section is divided in such a way that the storage tanks on the terraces and lofts of buildings are inspected once in a six weeks. The J.O. puts chalk mark on his date of inspection on the cisterns which should tally with the dates shown in the visit book, field book and crusade book.		
		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 date such as nature of breeding places, etc.		
		5. Whenever to finds a drain line choked and causing accumulation of sewage or sullage, he makes a reference to the drainage dept. Under intimation to I.O. on the usual printed Proforma.		
		6. He makes out a reference to the Water Inspector of the division concerned whenever he finds any leaking hydrants on the usual printed proforma under intimation to I.O. He also reports the cases of unauthorized water connections to the cisterns whenever detected in this inspection.		
		7. On his inspection the records his findings on (i) N.M.P. cisterns (ii) N.M.P. wells (iii) O.C. drains (iv) Construction plots and Open Masonry tanks, and launches action under section 381. He also starts action under section 274, whenever a cistern or premises is found inaccessible.		
		8. He takes instructions from P.C.O. on the technique and usage of the various formulations of insecticides, generally at an appointed time once every week and also as and when required.		
		9. Under instructions from P.C.O. he		

		attends to complaints and sees what suitable action is always taken to redress the grievances. After having done, so he obtains a certificate signed by the complainant; to that effect in the field book.		
		10. He reports to the P.C.O., Head Office regarding compliance/non-compliance of notices. He attends court cases and prosecutions and proceed with after conviction actions whenever the requisition are not complied with during the first prosecution.		
		11. He inspects ornamental tanks, fountains and retained open wells, tries as many dips as necessary to detect breeding and stock these situations with larvivorous fishes Gambusia and Guppy whenever found necessary.		
		12. During and prior to the monsoons, he notes down all private premises where depressions, pits, queries, and odd containers are observed and starts action under Section 381. He induces the parties concerned to deposit the required amount of money for rendering insecticide treatment on payment, so as to arrests & destroy mosquito breeding. In such cases where the deposits are received in the Head Office, he renders treatment to the water collections and keeps a record in the monsoon action treatment register.		
		13. He maintains proper record of the treatment rendered amount of deposit used and puts up refund memo at the end of monsoon.		
		14. He maintains an account of quantity of insecticides used daily.		
		15. He serves notices, summonses and memos received for service from other wards, and reports compliance within a reasonable period.		
		16. He Executes warrant with the help of police.		
		17. He maintains a field book of the work done in the field.		
		18. He carries out any other work that he may be called upon to perform by his superiors in connection with his duties.		
5.	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 decockroaching 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 Survey as and when arranged (Applicable to Superior Field Workers only).		
		5. To keep records of the insecticide consumed, work done, etc.		
		6. To attend to any other work connected with mosquito/Filaria control program.		
9.	Superior Field Worker (Antifly)	1. To supervise treatment of fly infested sites such as Markets, Dumping grounds, Dustbins, Refuse vehicles, Refuse wages, Motor loading spots, etc.	488	
		2. To maintain records of work done and insecticide consumed.		
		3. To attend to any other work connected with anti-fly measures.		
10.	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 complaint trapping as per need of situation.		
		8. To collect trapped live rats and kill those by immersing in water at ward store.		
		9. To carry dead/live rats at Haffkine Institute at M.R.D.E. Parel.		
12.	Night Rat Killers (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 outdoor species of rodents daily.		
		3.To produce 30 number of freshly clubbed and killed rats at the mustering chowky of Pest Control Officer in the appointed ward.		
		4.To compensate the shortfall if any within 3 working days.		
		5.To carryout night rat killing operation as per the operations of Superiors in the appointed area.		
		6.To demonstrate night rat killing methods to new recruits or trainees as required and Press Media if official permission is obtained.		
13.	Malaria Labourers	1. To assist the senior officers J.O's, DSI's etc. for detection of mosquito larvae from suspected breeding places such as water collection in ditches, cisterns, ponds, wells, fountains etc., and do the work as per there order from time to time.	488	
		2. As per senior officers J.O.'s or DSI's instructions to make the arrangement of separate ladder (which is kept some where there) where permanent iron ladder is not available for the inspection of cisterns, cesspool manhole etc.		
		3. To carry the bucket & the kit bag containing pump, essential materials & Insecticide solutions all the time while accompanying the senior officers, J.O.'s or DSI's.		
		4. To properly spray the Insecticide solutions on permanent or suspected mosquito & fly breeding places as		

		instructed by the superiors.		
		5.To apply necessary Insecticide treatment (if required) by opening the lids of manhole, cesspool or septic tank for the detection of the breeding places of mosquitoes and flies and there prevention.		
		6. Keeping clean the drains & nearby areas by uprooting the bushes in the vicinity because these drains and nearby dirty areas may be the suspected breeding places for mosquitoes, flies etc.		
		7. To render Insecticide treatment in drains with the help of material available for destroying the breeding places of mosquitoes etc. and stopping the recurrence of the same. To fill-up the ditches in the drains with earth to avoid the clogging of water and to maintain continuous flow of the drainage water. Canalizations / creation of Nallas wherever required.		
		8. To render effective Insecticide spraying treatment using stirrup pump, power sprayer, knapsack sprayer and syringes at the existing or suspected breeding places of mosquitoes & flies. This can be done either alone or someone's assistance if possible.		
		9. To spray the MLO on the stagnant water surfaces, if required, with the help of the bucket, mop, cotton ball etc.		
		10. To prepare any Insecticide solution in the office or in the section & to bring the water for the preparation of the same & to do the insecticide spraying as per the orders of the superiors.		
		11. To load & unload materials & other things required in the day to day work provided from one ward to other ward and vice versa as per the orders.		
		12. To carry out any preventive measure or work assigned in the MCGM limits for the destruction or control of mosquitoes or other insects.		

C

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.

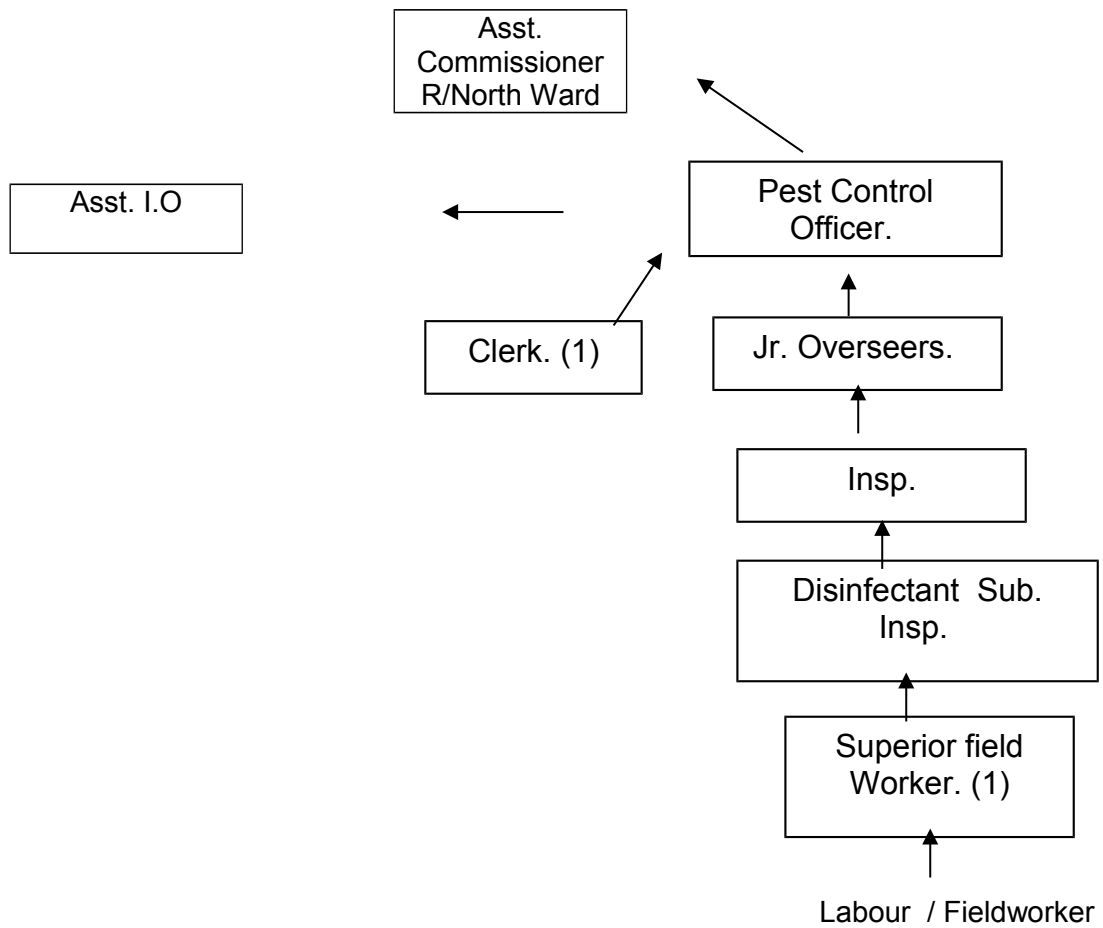
Sr. no.	Activity	Steps Involved	Time Limit	Authority role and responsibility of the employee/ officer in connection with each activity. (mention designation)	Remarks
	Vector Control & Granting NOC's and Permission for all water bodies	Scrutiny of Application, Site Report, Proposal, Approval.	Fifteen days for all applications from the date of submission of valid application along with required documents.	PCO – Receipt of application and first scrutiny, forwarding to higher authority i.e. AIO, Dy. IO and IO.	Nil

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

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

Process for proposal and channel of supervision

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)

**The rules / regulation related with the functions of Pest Control Officer
R/North**

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

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, R/North ward.

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Proposed Periodicity of preservation
1.	Insecticide Register	Register	3	Details of Insecticide received by department	30 years
2.	Dead Stock Register	Register	1	Details of Dead Stock received by department	Permanent
5.	Notice 'A' Register	Register	1	Details of A form Notices issued by department	10 Year
6.	Notice 'B' Register	Register	1	Details of B form Notices issued by department	10 Year
7.	Complaint Register	Register	1	Details of Complaint received by department	5 Year
8.	Mosquito Breeding Register Anopheles Breeding Register Aedes Breeding Register Culex Breeding Register	Register	1	Details of Mosquito Breeding detected by Staff	15 Years
9.	Well Register	Register	1	Details of all types of Wells in the ward	Permanent
10.	Tube Well Register	Register	1	Details of all Tube Wells in the ward	Permanent
11.	Court Register Summons Register(Optional) Warrant Register(Optional) Conviction Register(Optional)	Register	1	Details of all types of Court Cases in the Ward	30 Years
12.	Malaria Positive Case Register Space Sray Register Residual Spray Register Crusade Register	Register	1	Details of IRS	5 Year
13.	Cistern Certification Register A & B Cistern Noc Register	Register	1	Details of numbers of cisterns in the ward	Permanent

14.	Vehicle Attendance Register	Register	2	Vehicle Attendance	5 Year
15.	Reference To A.E./C.O.	Register	Nil		1 Year
16.	Bill Cum Receipt Book	Register	Nil		10 Years
17.	Aqua Privy Treatment Register	Register	Nil		1 Year
18.	Antifly Work Register	Register	1	Antifly Record	5 Year
19.	Decockroaching Register	Register	Nil		1 Year
20.	FSI's Fuel Register	Register	2		30 Years
21.	Space Spray Register	Register	1		1 Year
22.	Daily Rat Collection Register	Register	1		15 Years
23.	Rat Complaint Register	Register	1		5 Years
24.	Rodent Control Activity Register	Register	1		5 Years
25.	Treatment Register	Register	5		5 Years
26.	Visit Book Cum Issue Register	Register	2		5 Years
27.	Building Construction Register	Register	Nil	Details of numbers of Building Construction	1 Year
28.	Watch Case Register	Register	1		5 Years
29.	Swimming Pool Register(Optional)	Register	1		Permanent
30.	Cooling Tower Register(Optional)	Register	1		Permanent
31.	Bill Book Register	Register	Nil		1 Year
32.	Dumping Register (Optional)	Register	Nil		1 Year
33.	I.O.D Register	Register	1		10 Years
34.	Workshop Register(Optional)	Register	Nil		1 Year
35.	Aedes Survey Register	Register	1		5 Years
36.	Dengue Cases Register	Register	1	Details of Dengue Cases	5 Years
37.	Leptospirosis Case Register	Register	Nil		5 Years
38.	Fogging Activity Register	Register	1	Daily Fogging Activity	10 Years
40.	Fountain Register	Register	1		Permanent
41.	Muster	Register	6		10 Years
42.	Inward Register	Register	6	Inward Entries	5 Years
43.	Outward Register	Register	Nil	Outwards Entries	5 Years
44.	Order Book Register	Register	1		Permanent
45.	Staff Address Register	Register	1	Staff Address Details	15 Years
46.	Impress Account Book	Register	1		10 Years
47.	Postage Register	Register	Nil		5 Years

48.	Stationary Register	Register	1		15 Years
49.	Clothing Register	Register	1	Details of Central Store items	10 Years
50.	Unpaid Claim Register	Register	Nil		10 Years
51.	L.T.A Register	Register	1		10 Years
52.	Audit Note Register	Register	1		10 Years
53.	P.F Advance Register	Register	1		10 Years
54.	Pension Claim Register	Register	1		Permanent
55.	Electricity Telephone Charges Register(Optional)	Register	Nil		Permanent
56.	Income Tax Register	Register	Nil		10 Years
57.	Staff Scholarship Register	Register	1		5 Years
58.	O. T Register	Register	Nil		5 Years
59.	Bill Register	Register	Nil		10 Years
60.	Earned Leave And CI Register.	Register	1		15 Years
61.	Work Sheet Register	Register	Nil		5 Years
62.	CFC Challan File	File	1		10 Years
63.	Task file	File	1		1 Year
64.	Complaint file	File	1		1 Year
65.	Important complaint file	File	1		1 Year
66.	Important report file	File	1		1 Year
67.	Office copy file	File	1		Permanent
68.	Monthly report file	File	1		1 Year
69.	Yearly report file	File	1		1 Year
70.	Action papers file	File	1		1 Year
71.	Well / tube well papers file	File	6 Bunch		Permanent
72.	I.O.D papers file	File	4 Bunch		1 Year
73.	Well reports file	File	Nil		Permanent
74.	Municipal properties reports file	File	1		Permanent
75.	Govt. properties reports file	File	1		Permanent
76.	Circular file	File	1		Permanent
77.	Imp circular file	File	1		Permanent
78.	Minutes file	File	1		Permanent
79.	Dengue cases file	File	1		1 Year
80.	Leptospirosis case file	File	1		1 Year
81.	Fogging machine repair file(OPTIONAL)	File	1		1 Year
82.	Fountain paper file	File	1		Permanent
83.	Crusade data file	File	1		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 Samitee

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 Samitee

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)

Section 4(1) (b) (ix)

Directory of Officers, Other staff & their Pay Grades

DIRECTORY OF STAFF

SR. NO.	NAME	Designation	Date of Appointment	Telephone No.	Place of Working
1	MR. KAMALAKAR D. CHAVAN	P.C.O.	26.06.2006	7506449013	PCO R/N
2	MRS. PUSHPA H. JOGADIA	Clerk	08.06.2012		PCO R/N
3	MR. KISHORE R. SHETTY	J.O.	07.08.1992		PCO R/N
4	MR. DILIP S. SARWADE	J.O.	04.11.1993		PCO R/N
5	MR. MANOJ M. TRIPATHI	J.O.	02.04.1993		PCO R/N

SR. No.	Name	Design.	Dt.of Aptt.		Place of Working
1	SHIRKE ANIL B.	LABOUR	07.06.1982		PCO R/NR/
2	REDKAR UTTAM D.	LABOUR	05.06.1986		PCO R/NR/
3	PANCHRI LAXMINARAYAN V	LABOUR	06.06.1987		PCO R/NR/
4	PADELKAR SATYAWAN G.	LABOUR	08.10.1984		PCO R/NR/
5	CHETTY PAPPU A.	LABOUR	06.10.1987		PCO R/NR/
6	DHURI ARVIND B.	LABOUR	18.12.1989		PCO R/NR/
7	TAMBE GANGARAM S.	LABOUR	18.12.1989		PCO R/NR/
8	BHOIR DILIP D.	LABOUR	15.09.1995		PCO R/NR/
9	BHOIR HARESH V.	LABOUR	01.09.1995		PCO R/NR/
10	LOHOT MANOJKUMAR R	LABOUR	08.04.1998		PCO R/NR/
11	NAIK RAJENDRA B.	LABOUR	06.10.2006		PCO R/NR/
12	KHAN TAJMOHAMMAD B.	LABOUR	06.10.2006		PCO R/NR/
13	PATIL SURESH G.	LABOUR	01.11.2008		PCO R/NR/
14	KOCHAREKAR SHIRISH B	LABOUR	04.02.2009		PCO R/NR/
15	BAGWE SHYAMSUNDAR S	LABOUR	08.08.2009		PCO R/NR/
16	DHALE MANGESH A.	LABOUR	07.10.2011		PCO R/NR/
17	HASE SANTOSH K.	LABOUR	07.10.2011		PCO R/NR/
18	YADAV SUBHASH S.	LABOUR	07.10.2011		PCO R/NR/
19	RANE SACHIN N.	LABOUR	07.10.2011		PCO R/NR/
20	KHANOLKAR TUSHAR S.	LABOUR	07.10.2011		PCO R/NR/
21	CHAVAN DATTATREY T.	LABOUR	11.10.2011		PCO R/NR/
22	INDULKAR AADHAR B.	LABOUR	07.10.2011		PCO R/NR/
23	SARGAR BALASO K.	LABOUR	07.10.2011		PCO R/NR/
24	MANE SITARAM T.	LABOUR	10.10.2011		PCO R/NR/
25	BOSCO DEVDAS	LABOUR	09.08.2012		PCO R/NR/
26	PATIL SANTOSH Y.	LABOUR	05.07.2000		PCO R/NR/
27	PATIL SANDEEP R.	LABOUR	12.10.2011		PCO R/NR/
28	VACANT	LABOUR			PCO R/NR/

Section 4(1) (b) (x)

Pay Grades of staff

DESIGNATION	DESIGNATION CODE	GRADE CODE	GRADE
P.C.O.	B 271	B 28	9300-34800 GRP 4400
Clerk	C 034	C 27	5200-20200 GRP 2000
Sup. J.O.	C 444	C 19	5200-20000 GRP 2100
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 1900
D.S.I.	C 612	C 49	5200-20200 GRP 1900
SFW	D 416	D 23	5200-20200 GRP 1850
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)**

Funds Center/Commitment Item	Consumable Bldg	Available Amt.	Current Budget
4170470000 R/N Ward - Health	14949000.00	14949000.00	14949000.00
210100101 / Basic Pay	737000.00	737000.00	737000.00
210100102 / Incentive Bonus	78000.00	78000.00	78000.00
210100104 / Grade Pay (Superior)	133000.00	133000.00	133000.00
210100104 / Basic Pay	2387000.00	2387000.00	2387000.00
210100202 / Incentive Bonus	360000.00	360000.00	360000.00
210100204 / Grade Pay (Labour)	493000.00	493000.00	493000.00
210200101 / Dearness Allowance	1088000.00	1088000.00	1088000.00
210200102 / House Rent Allowance	261000.00	261000.00	261000.00
210200103 / Conveyance Allowance	26000.00	26000.00	26000.00
210200105 / LTA	43000.00	43000.00	43000.00
210200107 / Mun Med Allowance	11000.00	11000.00	11000.00
210200107 / Trv All for Sup & Sub	35000.00	35000.00	35000.00
210200119 / Children Edu Allow	37000.00	37000.00	37000.00
210200201 / Dearness Allowance	3600000.00	3600000.00	3600000.00
210200202 / House Rent Allowance	1598000.00	1598000.00	1598000.00
210200205 / LTA	143000.00	143000.00	143000.00
210200207 / Mun Med Allowance	54000.00	54000.00	54000.00
210200213 / Transport Allowance	163000.00	163000.00	163000.00
210200218 / Family Planning All	3000.00	3000.00	3000.00
210200219 / Children Education	169000.00	169000.00	169000.00
210200299 / Other Allowances	75000.00	75000.00	75000.00
210209913 / Uniforms	40000.00	40000.00	40000.00
210209915 / Contrbn-Int 4% Towr	7000.00	7000.00	7000.00
220119900 / Other Off Contin Ex	1000.00	1000.00	1000.00
220120102 / Mobile Phone Exp	4000.00	4000.00	4000.00
220120500 / Postage Expenses	1000.00	1000.00	1000.00
220210400 / Stationery	5000.00	5000.00	5000.00
220210600 / Photocopying Exp	5000.00	5000.00	5000.00
220300200 / Conveyance	2000.00	2000.00	2000.00
230350001 / Accessories	20000.00	20000.00	20000.00
230350006 / Clothing & Linen	20000.00	20000.00	20000.00
230350009 / Fuel (Liquid / Gas)	3300000.00	3300000.00	3300000.00
230350010 / Material	20000.00	20000.00	20000.00
230350012 / Other Store	20000.00	20000.00	20000.00
230350014 / Spares & Tools	10000.00	10000.00	10000.00

Section 4(1) (b) (xii)

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

NOT APPLICABLE

Section 4(1) (b) (xiii)

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

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

BRIHANMUMBAI MAHANAGARPALIKA
PUBLIC HEALTH DEPARTMENT
INSECTICIDE BRANCH

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

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

The body of the tank :

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

The Manhole and the cover assembly.

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

- 6.There should be a circular manholes on the top sheet and cast iron rim with collar should be firmly fixed on it.
- 7.The rim with collar should be cast in one place.
- 8.There should be no gap between the top sheet and collar. if gaps exist they should be caulked with lead wool or molten lead or any material approved by the certifying authority.
9. The manhole should have a properly fitting cap cover of the cast iron cast in one place.

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

10. The vertical edge of the cap cover should rest on the collar around the manhole with the rim of the latter touching the inside of the cap cover to afford a double resting arrangement.
11. In case of masonry cisterns, the manhole collar ring should be visibly above the top laval of the cisterns.
- 12.The cross bar of the cap cover should be short so that the hinge and the hasp is as close to the lid as possible to ensure proper closing of the lid.

13. The lid of the cisterns should always be reverted.
14. If the cistern is more than 3mm long an additional manhole cover should be provided to facilitate sampling at all corners with a sampling device of 1.5 mm length.
- 15 .The feeding, overflow (warning) and take pipes should be provided with check nuts from inside and outside to prevent formation of gaps and to avoid leakage.
16. The overflow pipe should be protected at its free an by a perforated copper or brass plate, and the perforated plate should be within the hand reach to facilitate inspection.

The access.

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

The Suction Tank :

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

SPECIAL REQRIMENT:-

26. Horizontally installed cylindrical tanks should have a rectangular platform serving as Section 4(1) (b) (XIII) Contd..
the resting surface for cover assembly. The platform should be specious to accommodate fixing of a ladder.
- 27.Vertically installed cylindrical tanks with convex top should have an appropriate railing along the top of circumstance.
- 28.The manhole size and the cover assembly components should be of standard dimensions and easily available in the local market.
- 29.H.D.P.E.tanks should be so fabricated as to avoid any degree of sagging of the top after fixing of a cover assembly or on climbing over it during the inspection
30. The distance between the adjacent manhole cover and between any manhole cover and the side wall of the suction tank should not exceed 5feet.

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.

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

- 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.

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

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

Sub: Permission for Bore / Tube well at _____

I / We hereby solemnly Undertake as below :-

A) Conditions of Insecticide Office:-

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

B) Conditions of Rainwater Harvesting Department :-

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

C) Conditions of H.E. Department:-

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

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

(Name & Signature)

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

WELLS

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

Sub: Permission for Ring Well at _____
I / We hereby solemnly Undertake as below :-

A) Conditions of Insecticide Office:-

6. 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.
7. 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.
8. 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.
9. 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.
10. The B.M.C., their Officers and servants will be held harmless and indemnified from and against all losses, suits, damages, costs, charges, claims and demands whatsoever including claim under the Workmens Compensation Act 1923, which the B.M.C., their Officers and servants sustain or incur or become liable to pay be reason or in consequence of any injury to any person or to a third party whether resulting directly or indirectly from existence and / or of the said ring well or occasioned through any accident or adverse effect.
11. The permission to use water of the ring well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days notice.

B) Conditions of H.E. Department:-

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

- 3) That the depth of the ring well 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 / tube well will be bored in the ring well.

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

6. 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.
7. The rain water shall not be exposed to ground prior to recharge structure.
8. Recharge unit and typical first flush arrangement will be maintained as per the schematic drawing of (typical) recharge structure provided by Municipal Corporation of Greater Mumbai (M.C.G.M.)
9. The filter media shall be cleaned regularly to avoid clogging and mosquito breeding.
10. The structure shall be mosquito proof as per guidelines issued by Pest Control Officer / Health Department.
11. The responsibility of Maintenance of tube well should also be transferred to new owner society with the intimation to this office in case of transfer of the property.
12. 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 by reason or in consequence of any injury to any person or to a third party whether resulting directly or indirectly from existence and /or use of the said tube well water and tube well or occasioned through any accident or adverse effect.
13. The permission to use water of the tube well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days notice.

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,
The Pest Control Officer
_____ Ward
(Address) _____

Sub: Permission for Existing Surface Well at _____

I / We hereby solemnly Undertake as below :-

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

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/TUBE WELLS, RING WELLS & EXISTING SURFACE WELLS**

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

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

1) This deed of Indemnity is made on this ___day of ___month _____ year between
Shri _____ residing at _____

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

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

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

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

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

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

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

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

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

SIGNED, SEALED AND DELIVERED.

OBLIGOR

IN PRESENCE OF.....

Mr./ Mrs.
Address -

Mr./Mrs.
Address

FORMAT OF SELF DECLARATION FOR SWIMMING POOLS

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

Sub: Deemed NOC's for Swimming Pool at _____

I / We hereby solemnly Declare as below :-

- i) The plan of the said swimming pool has been approved by competent planning authority & the approval number is ____ dtd _____.
- ii) 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.
- iii) 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.
- iv) It will be binding on me/us to allow immediate and uninterrupted access to the bonafide staff members of Municipal Corporation of Greater Mumbai, for the purpose of inspection and treatment or any other action regarding the swimming pool, which the Insecticide Officer finds deemed fit in any situation as per relevant provision of M.M.C. Act.
- v) The balancing tank is maintained in mosquito proof condition & is provided with Standard Pattern MCGM approved round cast iron / fiber glass manhole cover.

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

(Name & Signature)

FORMAT OF SELF DECLARATION FOR WATER STORAGE TANKS

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

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

I / We hereby solemnly declare as below :-

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

a) by providing MCGM approved standard pattern round cast iron manhole covers which are fitted on the manhole leaving no gap between the top sheet / rim / top slab & the collar ring of the manhole cover assembly.

b) by providing check nuts to the feeding pipes & overflow pipes.

c) by providing a ' Jali ' to the end of the overflow pipes & ventilation pipes.

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

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

(Name & Signature)

FORMAT OF SELF DECLARATION FOR COOLING TOWERS

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

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

I / We hereby solemnly Declare as below :-

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

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

(Name & Signature)

FORMAT OF SELF DECLARATION FOR JACUZZI

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

Sub: Deemed NOC for Jacuzzi/s at _____

I / We hereby solemnly Declare as below :-

- 1) The jacuzzi is provided with an outlet flushed with the bottom for emptying the bath tank thoroughly and same is connected to the Municipal drain / balancing tank through proper intermediate Municipal approved fitting having water seal.
- 2) The balancing tank of the Jacuzzi is maintained in mosquito proof condition having BMC approved standard pattern cast iron / fiber glass round manhole cover. 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.
- 3) It will be binding on me/us to allow immediate and uninterrupted access to the bonafide staff members of Municipal Corporation of Greater Mumbai, for the purpose of inspection and treatment or any other action regarding the Jacuzzi, which the Insecticide Officer finds deemed fit in any situation as per relevant provision of M.M.C. Act.

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

(Name & Signature)

FORMAT OF LETTER TO THE APPLICANT FOR PERMISSION TO BORE / TUBE WELL

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

No. : PCO/ /SR Date :

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/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 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 Aggrement 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 an 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 precautions 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

**MUNICIPAL CORPORATION OF GREATER MUMBAI
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 Aggrement 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**

**MUNICIPAL CORPORATION OF GREATER MUMBAI
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 Aggrement 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/ /RN/SR/ dt.

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 under ground 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 NOTE TO WATER DEPARTMENT FOR A PERMISSION TO RING WELL

No. : PCO/ /SR dt.

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

NAME OF THE COMPANY :-

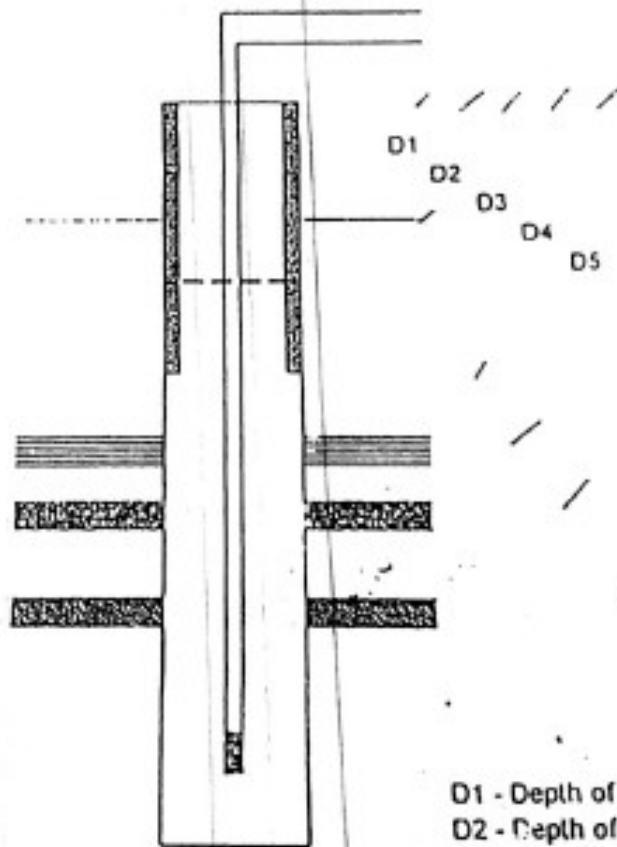
NAME & ADDRESS OF THE CLIENT (Company / Society) :-

DETAIL OF BORE WELL / RING WELL :-

- Dia -
- Depth of bore -
- Depth of casing pipe / ring well -
- Standing water Level (Max./Min.)
- Depth at which pump is placed -
- Quality of Water (Sweet/Saline) or dry -
- Yield of bore well in 90° v notch/lit/Hr. or otherwise -
- Outlet / discharge pipe dia -
- Capacity / size of pump -

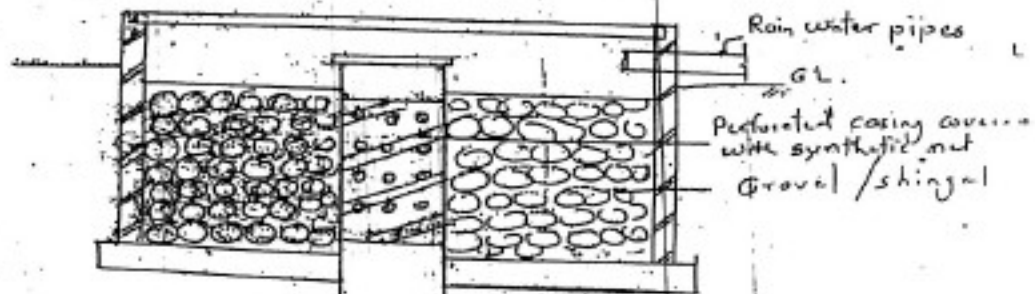
DETAILS AND STRATA

- D1 -
- D2 -
- D3 -
- D4 -
- D5 -

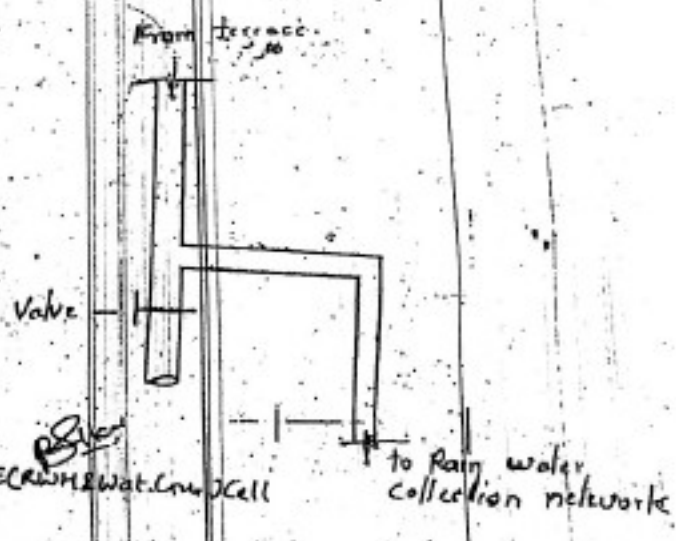


- D1 - Depth of soil
- D2 - Depth of casing pipe / ring well
- D3 - Depth of 1st aquifer
- D4 - Depth of 2nd aquifer
- D5 - Depth of 3rd aquifer

Recharge unit (1.5 x 1.5 x 1.5 mls)



Typical First Flush arrangement



1. Pawan
21/5/12
JE (RW & Wat. Conc) Cell

3. SE (RW & Wat. Conc) Cell

Section 4(1) (b) (XIV)

DETAILS IN RESPECT OF INFORMATION AVAILABLE ON ELECTRONIC FORM

NOT APPLICABLE

Section 4(1) (b) (XV)

PARTICULARS OF THE FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

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

NOTICE REQUISITIONS

<u>OPEN WELL WITH PARAPET WALL</u>	To demolish the parapet well of the said well and to fill in with earth completely upto the level of the Surrounding ground and to consolidate the site so as to leave no depression Likely to hold or collect water or to cover the well hermetically with cement concrete leaving no opening of any kind and to render the whole arrangement hermetical and perfectly mosquito proof.
<u>WELL WITH A CONCRETE COVER & 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 garbage etc. there from and to maintain it in a clean condition at all times as an anti-mosquito measure.
<u>ENTRANCES WITH STORM GRATINGS. WATER</u>	To close the said open storm water entrances by adjusting with road dust so as to render the whole Arrangement perfectly mosquito proof.
<u>OPEN DRAIN. CHANNEL</u>	To clean the said open channel drain by removing silt, kootchar etc. there from once a week regularly so as to prevent stagnation of water and consequent breeding of mosquitoes therein.
<u>REQUISITION FOR CELLER OR BASEMENT WORK</u>	The floor and wall to be made perfectly water tight with a suitable impermeable material so as to prevent collection of water any where through Percolation.
<u>UNAUTHORISED WELL</u>	To fill in the well with earth completely upto the level of the surrounding ground and to consolidate the site so as to leave water and breed mosquito therein.
<u>REQUISITION FOR STORM WATER ENTRANCES</u>	To provide new properly fitting thick wrought iron plates beneath the iron grating of the said of the said storm water entrances so as to render the whole arrangement perfectly mosquito proof.

<u>TRENCHES</u>	To pump out the water from the above mentioned trenches daily and to treat the left over unpumped stagnation with a suitable emulsifiable insecticide concentrate at least twice a week on Monday & Thursday so as to prevent breeding of mosquitoes therein . To provide a trap door with wire mesh with perforations not exceeding 1 / 16" in diameter so as to render the whole arrangement perfectly mosquito proof.
<u>SUMP HOLDING WATER ACCUMULATED BY THE RELEASE OF STEAM</u>	To connect the said sump to the Municipal Drain so as to disallow the stagnation of water and consequent breeding of mosquito therein.
<u>OFFENCE COLLAR RING IS EMBEDDED IN THE TOP SLAB AS SUCH GROOVE IS FORMED AROUND M.H.C</u>	Requisition :- To raise the collar ring and fix it on the surface of the top slab so as to avoid the groove around the M.H.E. which is Likely to hold water breed mosquitoes.
<u>UNAUTHORISED MASONARY TANK</u>	To demolish the said masonry tank and to Level and consolidate the site so as to leave no depression likely to hold or collect water and breed mosquitoes therein.
<u>DRUMS KEPT FOR DOMESTIC PURPOSES LIKELY TO BREED MOSQUITOES</u> Unauthorized cistern Galvanized tanks barrels etc. Kept for building , construction purposes or hotel purposes.	To empty and clean the said drum twice a week positively on _____ and _____ by overturning and to keep it free from mosquito breeding. To remove the said _____ entirely off the premises as an anti mosquito measure.
<u>Undersigned in Salvation of systems</u>	To require the said NMP water storage tank entirely off the premises as anti mosquito measure.
<u>Tube well being bored</u>	To discontinue unauthorized of tube well & fill in the bored hole with good earth leaving no depressing likely to hold or collect water therein no depression
Unauthorized Tube Well	a) Remove all the fitting of the said unauthorized tube well entirely the premises and to fill the hole with good earth upto the level of the surrounding ground so as to leave no depressing likely to holder collect water and likely to bread mosquitoes therein.
Unauthorized Fountain	To demolish the said unauthorized fountain completely up to the level of surrounding ground and to level and consolidate the site so as demolish the said cooling tank.
<u>R.C.C COOLING TANK & COOLING TOWER</u>	To get it regularized by compliance by the conditions laid down in the respect for prevention of mosquitoes breeding therein.
<u>Low Level</u>	To fill in the said low level with earth completely up to the level of the surround ground and to level and consolidate the site so as to level no depressions likely to collect or hold water and breed mosquitoes therein.

Section 4(1) (b) (XVI)

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

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. Kamalakar D. Chavan	Pest Control Officer	R/North Ward	Room No. 5, R/North ward Office, Sangitkar Sudhir Phadke Flyover, Jaywant Sawant Road, Dahisar (West) Mumbai – 400 068 Ph. 022-2893600 Ext. 147	pco01pco.rn@mcgm.com	Shri. Vijay Kamble Asst. Comm. R/North Ward, Room No 27, R/North ward Office, Sangitkar Sudhir Phadke Flyover, Jaywant Sawant Road, Dahisar (West) Mumbai – 400 068 Ph. 022-28936000

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	Address
1.	Super Pesticides	Rasadhara Co-op Hsg. Soc. Ltd., Topiwala Apartment, Shop No. C-4, Gr. Floor, 385, Sardar Vallabhai Patel Road, Mumbai – 400 004. Tel. No. – 3889687, 387430.
2.	Elite Corporation	Vireshwar Chambers, 405, 4 th Floor, Next to Shan Cinema, M. G. Road, Vile Parle (E), Mumbai – 400 057. Tel. No. – 8253809, 5117373.
3.	Pest Control Universal	Saidham, Plot No. L/24, Hira Kumbhar Chawl, S.G. Barve Marg, Kurla (W), Mumbai – 400 070. Tel. No. – 6504731, 6503636.
4.	Executioners Pest Control Pvt. Ltd.	1, Tripta Sadan, Shantawadi, 31, J. P. Road, Andheri (W), Mumbai – 400 058. Tel. No. – 6211653.
5.	Pest Control India Pvt. Ltd.	36, Yusuf Bldg., 1 st Floor, M. G. Road, Fort, Mumbai – 400 001. Tel. No. – 4122102, 4134745.
6.	Auto Furze Pest Control Services	A/202, Om Shiv Darshan, Datar Colony, Bhandup (E). Tel. No. – 5646303, 5692687.
7.	Chamafumes Pvt. Ltd.	3 rd Floor, Dena Bank Bldg., 17, Horiman Circle, Mumbai – 400 001. Tel. No. – 2663955, 2662661.
8.	Tomcat Pest Control	10-A, Grace Plaza, S. V. Road, Jogeshwari (W), Mumbai. Tel. No. -5116772.
9.	Hindustan Insecticides	2 nd Cross Lane Near Raj House, N. M. Joshi Marg, Byculla, Mumbai – 400 027. Tel. No. – 3092761.
10.	Pestermynate Enterprises	4, Mahesh Bhuvan, Ganesh Lane, Lalbaug, Mumbai – 400 012. Tel. No. – 4138243, 4138167.
11.	New Kill All Pest Control	157/A, Nancy Chawl, Tanaji Chowk, New Mill Road, Kurla (W), Mumbai – 400 070. Tel. No. – 6525187.
12.	S. P. Industries	109, Old Hanuman Lane, Kalbadevi Road, 1 st Floor, Mumbai – 400 002. Tel. No. – 2065354, 2059490.
13.	Paragaon Pesticides	164, Modi Street, 4 th Floor, Fort, Mumbai – 400 001. Tel. No. – 2611399, 2632663.
14.	Proprietor, Rajshree Pest Control	A/29-A, Ismail Bldg., 381, Dr. D. N. Road, Mumbai – 400 023.

		Tel. No. – 2822966, 2853171.
15.	Proprietor, P. Free Pest Control	Bldg. No. 32/1262, D. N. Nagar, Link Road, Andheri (W), Mumbai – 400 053. Tel. No. – 6252323, 6250269.
16.	Proprietor, M & M Pest Control Services	A/4, Bhagyashree Apartments, Eduljee Road, Charai Thane. Tel. No. – 25347981, 25418445.
17.	Proprietor, Pest Relief India	67/1, Khati Janai Bldg., Chamar Baug, Post Office Lane, Dr. B. A. Road, Parel, Mumbai – 400 012.
18.	M/s Ultima Search	9-10, Shree Krishna Commercial Centre, 6, Udyog Nagar, Opp. Raheja Solitare, Off. S. V. Road, Goregaon (W), Mumbai – 400 062. Tel. No. – 28751618, 28722711.
19.	Proprietor, Zed Pest Control	306/C, Kewani Naka, Chiplunkar Chawl, S. V. Road, Jogeshwari (W), Mumbai – 400 102. Tel. No. – 6252670.
20.	Sales Manager, Pest -O-Rid Pest Control	202, Romson Estate, Chincholi Bunder, Off Link Road, Malad (W), Mumbai – 400 064. Tel. No. – 8739163/8746988, 8739318.
21.	Proprietor, Safe Life Enterprises	D-1, Plot No. 112, Rajsagar Co-op Hsg. Soc. Gorai -1, Borivali (W), Mumbai – 400 092. Tel. No. – 28691461, 30959759, 28699242.
22.	Proprietor, Amiket Pest Control	'Manoshree' C.H.S., 19A, 4 th Floor, Shri Nagar, Wagale Estate, Thane (W), Mumbai – 400 604. Tel. No. – 5825780.
23.	Proprietor, M/s Raj Associates	Vaibhav Co-op Hsg. Soc. 121/3997, Nehru Nagar, Kurla (E), Mumbai – 400 024. Tel. No. – 25290322.
24.	M/s Padma Enterprises	Anna Bhavan, 1 st Floor, Office No. 8 Devji Ratanshi Marg, (Bharuch Street), Masjid Bunder (E), Mumbai – 400 009. Tel. No. – 23778397.