

**PUBLIC HEALTH DEPARTMENT**

**INSECTICIDE BRANCH**

**PEST CONTROL OFFICER R/C WARD**

**TEMPLATE FOR THE INFORMATION HANDBOOK**

**UNDER RIGHT TO INFORMATION ACT, 2005**

## PREAMBLE

This handbook of "Right to Information Act, 2005" is prepared to facilitate the

implementation of the act by giving information about the Pest Control Department R/C ward to the Citizens.

### **Objective**

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

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

Sincere efforts are made by Pest Control Officer R/Central ward in disclosing all information available in his office so as to facilitate citizens to make themselves aware of procedural part, documentation required, fees, deposits to be made etc. for various permissions that rest with office of the Pest Control Officer. Thus saving valuable time & frequent visits to R/Central ward office. These efforts are made under Right of Information act, 2005.

## INTRODUCTION

The Insecticide Branch of public Health Department is a derivative of the original Malaria Department, established in the 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.

### **(1) FUNCTIONING :**

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

**Area :-** 50 Sq. Km

**Population :-** 561870 (1991 Census)

**Boundary :-**

**East** – National Park Kanheri Caves

**West** – Gorai Village, Charkop Sector No.08.

**North** – Savarpada Road Devidas Lane

**South** – Borsa Pada Road Khatav Est. Poisar Road Charkop Sector No. 08

### (A) MALARIA VECTOR CONTROL :

Malaria is a communicable disease caused by certain parasites of the Genus

– Plasmodium. It is caused by the bite of an infected female Anopheline mosquito.

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

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

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

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

Community participation is an indispensable factor in any public health program. In metropolis like Mumbai no

administration can depend on community participation based only on public education especially when it comes to malaria. Considering the scientific facts involved in vector mosquito biology, mandatory participation of community is achieved by adopting legislative measures the then state of Bombay was the first government to adopt and implement Legislative measures for the control of the vector mosquito.

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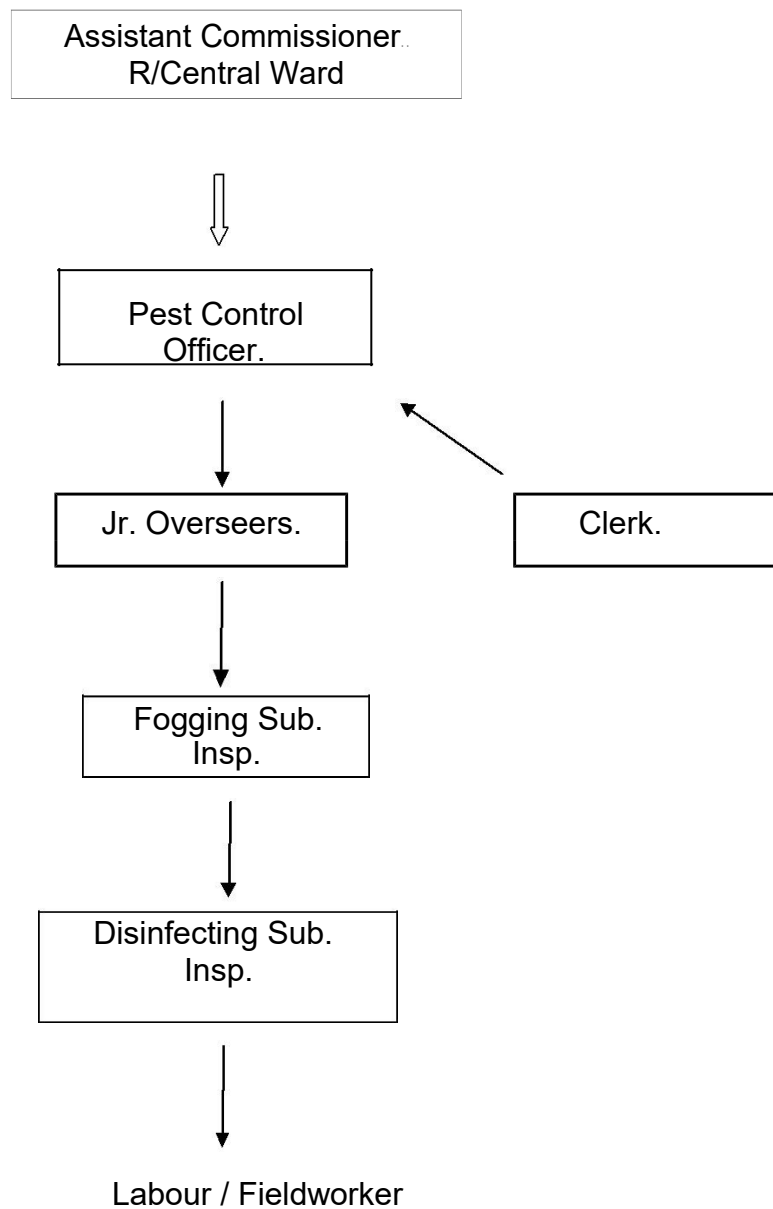
## Section 4(1) (b) (i)

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

1.	Name of the Public Authority	Pest Control Officer R/Central
2.	Address	R/C Ward Office, Chandavarkar Road, Ground Floor, Near Rajmahal Hotel, Borivali (West) Mumbai- 400 092.
3.	Head of the Office	Insecticide Officer
4.	Parent Government Department	Public Health Department, MCGM
5.	Reporting to which Office	Assistant Commissioner, R/C Ward and Insecticide Officer
6.	Jurisdiction - Geographical	R/C ward is bounded by the East – National Park Kanheri Caves ,West – Gorai Village, North – Savarpada Road Devidas Lane , South – Borsa Pada Road Khatav Est. Poisar Road Charkop Sector No. 08
7.	Mission	To keep vector borne disease incidence at its minimum.
8.	Vision	Control over vector borne disease incidence.
9.	Objectives	To control mosquitoes, Rats, House Flies etc.,
10.	Functions	Vector control in R/C ward's area
11.	Details of services provided ( In brief)	Antilarval ,Antiadult ,Rodent Control,Anti fly treatment.
12.	Physical assets (Statement of lands & Building and other Assets)	NIL
13.	Organization's structural chart	
		As per separate sheet attached
14.	Tel. No.s & office timings	Telephone No. 28946000 Ext.: 229 Email: <a href="mailto:pco01pco.rc@mcgm.com">pco01pco.rc@mcgm.com</a> Office Timing: 7.00am to 2.00pm
15.	Weekly Holidays	Sunday and Public Holidays.

## ORGANISATION CHART OF PEST CONTROL DEPARTMENT R/C WARD

### Ward Level:



### **SECTIONWISE BOUNDARY OF P.C.O R/C WARD**

Ward	SECTION NO	SECTIONWISE BOUNDRIES
R/C	1	Dattapada Road Welcome Hotel, National Park, Hanuman Tekdi Savar Pada, Daulat Nagar Cemetary, Railway Line Borivali- East upto Dattapada Road, Borivali-E
	2	Welcome Hotel to Kulup Wadi, Khatav Est. Siddhartha Nagar, WEH 90ft Road Thakur Complex upto Sanskruti Comp., Borivali- East
	3	Poisar Gavdevi Road to Charkop Sec No. 6, Poisar Gavdevi Road S.V. Road to Shimpoli, Link Road to Borsa Pada Road Borivali- West
	4	Shimpoli Road to Gorai Bridge Sect. No. 01, Gorai Road, Link Road to Shimpoli, Shimpoli Road to L.T. Road Bhabai Vazira Gaon Borivali- West
	5	Charkop Sec No. 8 Kad Siddheshwar Marg upto Charkop Sec No. 3, upto Carkop Sec No.7 Haryana Bhavan & Sai Dham Slum, Gorai Part – II to Gorai Jetty, Bhabai Naka to Eksar Road Devidas Lane upto the R/C Ward Office Railway Line, Borivali- West
	6	Bhabai Gaonthan upto Gorai Village, Eksar Road Yogi Nagar Devidas Lane Link Road, MHB Colony Don Bosco L.T Road, Borivali-West.

### **(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 Haemorrhagic 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/C WARD**

SECTION NO	NAME OF SLUM
1	Sukur Wadi, Daulat Nagar Railway Line Slum, M.G. Road, Borivali-East
2	Devi Pada, Rajendra Nagar, Datta Pada, Khanderao Dongri, Borivali- East
3	Borsa Pada, Sai Baba Nagar, Poisar, Borivali- West
4	Ambedkar Nagar, Shivaji Nagar, Mahatma Phule Nagar, Vazira Gaonthan, Borivali- West
5	Sai Dham Nagar Zopdpati, Eksar Dongri Govind Nagar, Nutan Nagar, Borivali- West
6	Eksar Village, Komal Tank Devidas Lane, Naitodi Eksar Road, Gauri Nagar Gorai Jetty, Borivali- West

### **(C) MOSQUITO NUISANCE CONTROL ( FILARIA VECTOR )**

In case of nuisance causing mosquitoes, the major role is played by *Culex quinque fasciatus* 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/C WARD

Sec. No.	MON	TUE	WED	THUR	FRIDAY	SAT
1	Kasturba Road No. 1 to 9	Dattat Nagar No. To 1 to 9	Shrikrishna Nagar Road No. 1 to 6	Shantivan, Kajupada to Chogale Nagar	Abhinav Nagar Chs Road No. 1 to 7 to Shrikrishna Nagar River	M.G. Road Sukurwadi to National Park & Railway Line, Borivali -E
2	Dhiraj Chs, Siddharth Nagar to Khatav Wadi,	Gokul Nagar Sunflower Vasant Marvel to MTNL,	Samarpan Central Highway to Neha Inds. Dattapda,	Sanskriti Nagar to D.P. Road Highway,	Devipada, Tatapower House to Trimurti National Park,	Rajendra nagar FCI to Dattapada No. 1 to 2, Khanderao Dongar, Borivali -East.
3	Charkop Sec. No. 6 to Mahavir Nagar & Satya Nagar	Poisar Gymkhana to Raghulila Mall & L.T. Nagar	Dev Nagar Saibaba Nagar to Shimpoli Gaonthan	Ambedkar Nagar to Ajit Nagar Chikuwadi	Chikuwadi Link Road to TPS-III Road & Natakwala Lane,	Sumer Nagar to Poisar Gaonthan, Borivali – West.
4	Bhimnagar, BSNL to Mahatma Phule Nagar	New MHB Colony Link Road to Vazira Gaonthan & Ganesh Mandir	Vazira Gaonthan Rammandir to Janki Mandir	Borbhat Pada, Ganesh nagar, Shivaji Nagar to Kasturpark	L.T. Road to Jambali Gully & Shimpoli,	Natakwala Lane to Mahatre Wadi, Borivali – West
5	Charkop Sec. No. 8 to 9,	Charkop Sec. No. 3,4,5, to 7	Charkop Sec. No. 2 to Gorai Part – I	L.T. Road Chandawarkar Road to Borivali market Area	Sodawala Lane to SVP Road & Rokadiya Lane	Eksar Dongari to Devidas Lane & Ganjawala Lane, Borivali- Wset.
6	Gorai Creek Area to Old MHB Colony,	Gorai Gaon to Essel World to Pagoda	Yogi Nagar to Jairaj Nagar	Eskay Resort to Dattamandir & Eksar Gaonthan	Devidas Lane to Laxminarayan Mandir & Eksar Road	Babhai Goanthan Yogi Nagar to Vishram Yog & Don Bosco School, Borivali – West.

**(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/C WARD**

DAY	LOCALITY
MONDAY	Raiway Colony to Cartor Road No. 1, Devi Pada, Borivali – East., Satya Nagar, Borivali – West. Soni Moni(Mhatre Wadi), Mhatre Nalla, Borivali – West. Soni Moni(Mhatre Wadi), Mhatre Nalla, Borivali – West. Soni Moni(Mhatre Wadi), Mhatre Nalla, Borivali – West.
TUESDAY	Daulat Nagar Road No. 1 to 10, Borivali – East, Tata Steel to Rajendra Nagar, Borivali – East, Link Road to Shivsrusti Bldg. & Padmabai Chawl, Borivali – West. Shimpoli, Borivali – West, Telephone Exchange to Bus Depot, Borivali – West, Gokhale College to Old MHB Colony & Tilak Garden, Borivali – West.
WED	Kaju Pada to Cosmos School, Borivali – East.Mhatre Nalla, Borivali – East, Chikuwadi, Borivali – West.,Borbhat Pada, Borivali – West.Gorai Creek, Borivali – West.Mahatma Phule Zopadpatti, Borivali – West.
THURSDAY	Jagardev Compound, Borivali – East.Tata Power to Trimurti, Borivali – East.Chikuwadi to MHADA Tower, Borivali – West. Jankai Mandir, Borivali – West, Charkop Sec. No. 5 to

	Dena Bank & Oxford School, Kandivali – West, Yogi Nagar, Eksar Gaon, Borivali – West.
FRIDAY	Shrikrishna Nagar to Dhobi Ghat, Borivali – East, Ganesh Nagar, Borivali – East, Saibaba Nagar, Borivali – West, Old MHB Colony, Borivali – West, Naitodi to Ghoda Bridge & Wagamare Const., Borivali – West.
SATURDAY	Sate Bank Colony to Daulat Nagar, Borivali -East, C.C.I., Borivali – East, Gorai No. 1,2 to Pumping Station, Borivali – West, Charkop Sec. No. 9 Creek, Kandivali – West, Link Road , Borivali – West.

#### (E) Rodent and Flea Control:

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

The common species of rats in Mumbai are:-

- 1) *Rattus rattus* :- Roof Rat
- 2) *Rattus norvegicus*:- Sewer Rat
- 3) *Rattus wroughtoni* :- House Rat
- 4) *Bandicota bengalensis* :- Field Rat
- 5) *Bandicota indica* & *Bandicota 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.(City Area)

### **RAT LABOUR BOUNDARY R/C WARD**

LABOUR 1:- Khatav Est. Borivali East to Savar Pada, M.G. Road to National Park, Abhinav Nagar, Kaju Pada, Borivali East.

LABOUR 2 :- S. V. Road, Goyal Shopping Centre to Gorai Jetty & Gorai Village, Devi Das Lane, Borivali – West

LABOUR 3 :- L.T Road to Gorai Jetty, Charkop Sector No. 08 to Poisar Depot, S.V. Road to Poisar Gaonthan, Borivali – West

(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/C Department.

**Section 4(1) (b) (ii)**  
**Manual – 2**  
**Powers and Duties of Officers and Employees**  
**Delegation of power to the Pest control Officer**

**A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power – Financial</b>	<b>Under which legislation / rules / order / GRs.</b>	<b>Remarks</b>
1.	Pest Control Officer	Power to sign payment and adjustment vouchers against the previous sanction of the competent authorities to limit of Rs. 500/-	MMC Act 1888	

**B**

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

		& (3) to sanction refund of Municipal Contribution in ordinary cases and the recovery in respect of Municipal claims.		
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**C**

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

**D**

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

**E**

<b>Sr. No.</b>	<b>Designation</b>	<b>Power – Judicial</b>	<b>Under which legislation / rules / order / GRs.</b>	<b>Remarks</b>
		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**

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

**B**

<b>Sr. No.</b>	<b>Designation</b>	<b>Duties – Administrative</b>	<b>Under which legislation / rules / order / GRs.</b>	<b>Remarks</b>
1.	Pest Control Officer	1. To formulate the plan of work for the control of insect pests and to organize the work in the ward.	MMC Act 1888, u/s 68, 483, 253,274(1)(1 A), 375A, 381, 381A, 381B, 483, 488, 517(1)(a)	
		2. To direct and guide the staff under him in day to day work.		
		3. To keep the ward area under constant surveillance to know the sites of mosquito breeding and rat infestation to enable to take control measures.		
		4. To organize and execute rat control work in the ward according to seasonal variations in the pattern of work.		
		5.To organize and supervise antilfly work; intensifying antilfly 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,		

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books treatment memo of payment  
treatments and other registers.

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		23. To inspect and certify the mosquito proof condition of the newly installed cisterns as per „P-Form“ requirement and maintain proper record.		
		24. To supervise the working of staff under him and to take disciplinary action in consultation with zonal A.I.O., Dy. I.O. and I.O. for effecting proper working.		
2.	Clerk	1.To maintain seniority list of Labour / Sup. Staff		
		2. Issue of office orders, pertaining to Promotion / Reversion / Appointment		
		3. Maintaining leave records of Lab. Staff where SR in Insecticide Office		
		4. Preparing monthly pay rolls pf employee working in I.O."s office		
		5. Submission of Scholarship record of the employees children every year.		
		6. Preparing P.F./ Pension claims of the superannuated ? Death cases of employees.		
		7. Put up the P.T. case of the Ex. Employee whose death occurred while in service.		
		8. Preparing Impress bill		
		9. Insecticide bill.		
		10. Preparing allocation and bills of the work pertain to Insecticide office.		
		11. Taking inventory of stock and maintaining stock register		
		12. Maintaining dead stock register		
		13. Maintaining Plant & Machinery register		
		14. Preparing bills for Insecticide treatment		
		15. Preparing bills market Insecticide treatment		
		16. Preparing bills BEST B.P.T. treatment		
		17. Maintaining service record of the employee working under Insecticide department		
		18. Maintaining leave/records		
		19. Certification / sanctioning leave		

		20. Preparing yearly /quarterly report of the superannuated employee of Insecticide department.		
		21. To observe the M.S.R. while grant of leave in the cases of Extra ordinary injury leave & Cancer and Infection disease.		
		22. To make entries of each & every papers received in the office		
		23. To give the number serially and handed over to concerned authority		
		24 To maintain watch case register		
		25. To maintain M.C.L. A/B/C" register		
		26. preparing the weekly abstract of the receipt & disposal of the papers		
		27. Maintaining record of S.R. including R.P. F.P. given to the parties date month & year wise.		
		28. Maintaining register of cash received under Right of Information Act 2005		
		29. To close the number and send the papers outward		
		30. To maintain postage register		
		31. To maintain RTI register.		
3.	Supervising J.O.	1. <u>Muster</u> : To take the muster of entire labour staff of the ward twice a day i.e. in the morning and in the afternoon.	u/s 68, 483, 253, 274(1) (1A), 375A, 381,381A, 381B, 488	
		2. <u>Labour arrangement</u> : To arrange daily labour distribution from available staff for the day, after taking into consideration the absenteeism.		

		<p>3.<u>Stores works</u> :</p> <p>a).Issue of insecticides and suitable equipments according to their daily program needs twice a day.</p> <p>b).To assist P.C.O. in procurement of supplies of insecticides and equipments in due time.</p> <p>c).To receive different items of consignment of insecticides from the transport contractors.</p> <p>d).To attend Sewree Oil Installation to receive Mosquito Larvicidal Oil.</p> <p>e).To maintain stores ledger in up-to-date manner.</p> <p>f).To issue spray equipment and other implements to staff and to receive it back at end of day after due checking.</p> <p>g).To arrange for repairs to equipments and to maintain them in good working condition.</p> <p>h).To maintain Dead Stock Ledger in up-to-date manner.</p>		
		<p>4.<u>Transport arrangement</u>: To contract with garage, to arrange substitute vehicle whenever needed, ensuring regular vehicular attendance.</p>		
		<p>5.<u>Office work</u>:</p> <p>a).To supervise and ensure up-to-date maintenance of all registers by J.O.'s. of the ward.</p> <p>b).To arrange attendance of Court cases of the ward.</p>		

		<p>6. <u>Reports</u> :</p> <p>1). To get the daily summary reports filled in from the respective J.O. of all sections.</p> <p>2). To maintain register of malaria cases focal spraying and to prepare periodical reports under N.M.E.P. and to put them up to P.C.O.</p> <p>3). To prepare monthly performance budget reports of all activities.</p> <p>4). To gather and consolidate the information and prepare various periodical reports.</p> <p>5). To supervise the office working of J.O., D.S.I., F.S.I.</p> <p>6). To organize routine work in absence of P.C.O. of the ward.</p> <p>7). To assist P.C.O. of the ward as and when required as per his directions and</p> <p>8). To carry out any other assignments as per direction from P.C.O./A.I.O./Dy. I.O./I.O.</p>		
4.	J.O.	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 68, 483, 253, 274(1) (1A), 375A, 381, 381A, 381B, 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 data 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.		
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.		
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 <u>immersing in water at ward store.</u>		
		9. To carry dead/live rats at Haffkine Institute at M.R.D.E. Parel.		
13.	Malaria Labourers	1. To assist the senior officers J.O"s, DSI"s etc. for detection of mosquito larvae from suspected breeding <u>places</u> such as water collection in ditches, cisterns, ponds, wells, fountains etc., and do the work as per there order from <u>time to time.</u>	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**

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

**D**

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

**E**

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



**Section 4(1) (b) (iii)**  
**MANUAL – 3**

**PROCEDURE FOLLOWED IN DECISION MAKING PROCESS**

9.1 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.**

9.2 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**

9.3 What are the arrangement to communicate the decision to public? -

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

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

**– Head of the department.**

9.5 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, etc.	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

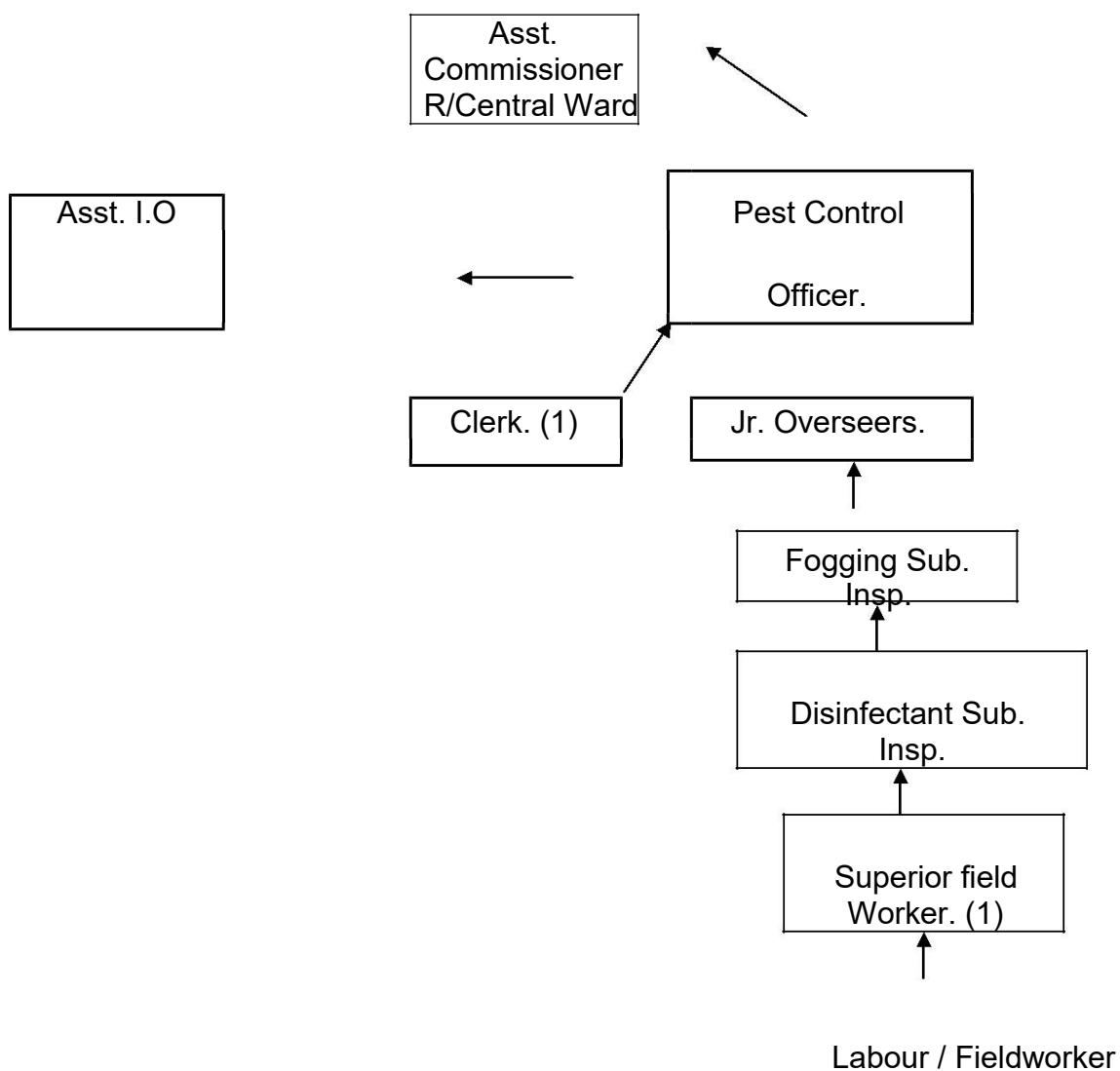


**Section 4(1) (b) (iii)**  
**MANUAL – 3**

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

Process for proposal and channel of supervision

**Ward Level:**



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

Norms set for discharge of its functions in the office of  
Organizational Targets (Annual)

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

Section 4 (1) (b) (v)

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

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



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

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

Sr. no.	Subject	Type of Document file or register	File no. or Register no.	Particulars	Periodicity of preservation
1.	Insecticide Register			Details of Insecticide received by department	30 years
2.	Dead Stock Register			Details of Dead Stock received by department	Permanent
3.	Packing Material Register			Details of Material received by department	Permanent
4.	Machinery Register			Details of Machinery received by department	Permanent
5.	Notice „A“ Register			Details of A form Notices issued by department	10 Year
6.	Notice „B“ Register			Details of B form Notices issued by department	10 Year
7.	Complaint Register			Details of Complaint received by department	5 Year
8.	Mosquito Breeding Register Anopheles Breeding Register Aedes Breeding Register Culex Breeding Register			Details of Mosquito Breeding detected by Staff	15 Year
9.	Well Register			Details of all types of Wells in the ward	Permanent
10.	Tube Well Register			Details of all Tube Wells in the ward	Permanent

11.	Court Register Summons Register(Optional) Warrant Register(Optional) Conviction Register(Optional)			Details of all types of Court Cases in the Ward	Permanent
12.	Malaria Positive Case Register Space Spray Register Residual Spray Register Crusade Register			Details of IRS	5 Year
13.	Cistern Certification Register A & B Cistern Noc Register			Details of numbers of cisterns in the ward	Permanent
14.	Vehicle Attendance Register				5 Year
16.	Bill Cum Receipt Book				Permanent
17.	Aqua Privy Treatment Register				1 Year
18.	Antifly Work Register				1 Year
19.	Decockroaching Register				1 Year
20.	FSI's Fuel Register				30 years
21.	Space Spray Register				1 Year
22.	Daily Rat Collection Register				1 Year
23.	Rat Complaint Register				5 Year
24.	Rodent Control Activity Register				5 Year
25.	Treatment Register				5 Year
26.	Visit Book Cum Issue Register				5 Year
27.	Building Construction Register				1 Year
28.	Watch Case Register				5 Year
29.	Swimming Pool Register(Optional)				Permanent
30.	Cooling Tower				Permanent

	Register(Optional)				
33.	I.O.D Register				10 Year
35.	Aedes Survey Register				5 Year
36.	Dengue Cases Register				5 Year
37.	Leptospirosis Case Register				5 Year
38.	Fogging Activity Register				10 Year
40.	Fountain Register				Permanent
41.	Muster				10 Years
42.	Inward Register				5 Years
43.	Outward Register				5Years
44.	Order Book Register				Permanent
45.	Staff Address Register				15 Years
46.	Impress Account Book				10 Year
47.	Postage Register				5 Year
48.	Stationary Register				15 Year
49.	Clothing Register				10 Year
50.	Unpaid Claim Register				10 Year
51.	L.T.A Register				10 Years
52.	Audit Note Register				10 Years
53.	P.F Advance Register				10 Years
54.	Pension Claim Register				Permanent
55.	Electricity Telephone Charges Register(Optional)				Permanent
56.	Income Tax Register				10 Year
57.	Staff Scholarship Register				1 Year
58.	O. T Register				5 Year
59.	Bill Register				10 Year
60.	Earned Leave And CI Register.				15 Years
61.	Work Sheet Register				5 Year
62.	CFC Challan File				1 Year
63.	Task file				1 Year
64.	Complaint file				1 Year
65.	Important complaint file				1 Year
66.	Important report				1 Year

	file				
67.	Office copy file				Permanent
68.	Monthly report file				1 Year
69.	Yearly report file				1 Year
70.	Action papers file				1 Year
71.	Well / tube well papers file				Permanent
72.	I.O.D papers file				1 Year
73.	Well reports file				Permanent
74.	Municipal properties reports file				Permanent
75.	Govt. properties reports file				Permanent
76.	Circular file				Permanent
77.	Imp circular file				Permanent
78.	Minutes file				Permanent
79.	Dengue cases file				1 Year
80.	Leptospirosis case file				1 Year
81.	Fogging machine repair file(OPTIONAL)				1 Year
82.	Fountain paper file				Permanent
83.	Crusade data file				Permanent

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

Particulars of any arrangement that exists for consultation with the members of public in relation to the formulation of policy and implementation in the office of **Pest Control Officer, R/ Central ward.**

### Formulation of Policy

<b>Sr. No.</b>	<b>Subject / Topic</b>	<b>Is it mandatory to ensure public participation</b>  <b>(Yes/No)</b>	<b>Arrangement for seeking public participation.</b>
	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. Ward Committee

### Implementation of Policy

<b>Sr. No.</b>	<b>Subject / Topic</b>	<b>Is it mandatory to ensure public participation</b>  <b>(Yes/No)</b>	<b>Arrangement for seeking public participation.</b>
	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. Ward Committee

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

### Statement of Boards, Councils, Committees or Other bodies

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

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

#### **Composition of Committee**

##### **Grievance Committees**

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

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

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

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

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

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

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

#### **Municipal Medical Staff Selection Board**

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

### Section 4(1) (b) (ix)

#### Directory of Officers & their Pay Grades

#### DIRECTORY OF OFFICERS

SR. NO.	NAME	Designation	Date of Appointment	Telephone No.	Place of Working
1	Dr. Ankush Haridas Raut	P.C.O.	29.02.2016	7977133293	PCO R/C
2	Shri. Naveed Shaikh.	Clerk	01.04.2005	8850172488	PCO R/C
3	Shri. SANKHE RAJENDRA	S.J.O.	23.02.1993	9822176220	PCO R/C
4	Smt. Krishna Pakhande	J.O.	08.10.2008	9082427410	PCO R/C
5	Shri. Kirtivikas Bhosle	J.O.	06.10.2008	9769991621	PCO R/C
6	Shri. Kiran Anant Sable	J.O.	07.10.2008	7506709267	PCO R/C
7	Shri. NAIK RAJENDRA BALKRISHNA	J.O.	06.10.2006	9822176220	PCO R/C
8	Shri. SARWADE DILIP SHANKAR	J.O.	04.11.1993	9867211642	PCO R/C
9	Smt. CHAVAN SAILEE ROHAN	J.O.	10.10.2008	7045892064	PCO R/C
10	Shri. Vaibhav Patil	J.O.	07.10.2008	9594945629	PCO R/C

## Section 4(1) (b) (x)

### Officers Pay Grades

DESIGNATION	DESIGNATION CODE	GRADE CODE	GRADE
<b>P.C.O.</b>	B 271	B 28	9300-34800 GRP 4400
<b>Clerk</b>	C 034	C 27	5200-20200 GRP 2000
<b>Sup.J.O.</b>	C 219	C 21	5200-20200 GRP 2100
<b>J.O.</b>	C 436	C 31	5200-20200 GRP 2000
<b>D.S.I.</b>	C 612	C 51	5200-20200 GRP 1900
<b>S.F.W.</b>	D 410	D 23	5200-20200 GRP 1850
<b>Labour</b>	D 114	D 25	5200-20200 GRP 1800

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

Details of allocation of budget and disbursement made in the office of  
**Pest Control Officer, R/Central ward** for the year 2025-26.

[RTI Budget.xls file.](#)

Fund Code	Function Code	Fund Code Centre	Account Code	Account Head	Actuals 2021-22	Actuals 2022-23	Actuals 2023-24	Budget Estimates 2024-25	Reallocatio n / Transfer of Grant	Additional Grant (Contingen t Fund if any)	Total Fund Available for 2024-25	Expenditure up to 31/08/2024	Budget Provision 2025-26	Remarks
1	2	3	4	5	7	8		9	10	11	12(9+10+11)	13	14	15
			4180470000	R/C Ward										
			220120102	Mobile Phone Expenses	3	4	4	4	0	0	4	2	4	300*12=3600(for PCO)
			220210400	Stationery	6	6	10	15	0	0	15	5	15	For Establishment work
			220300200	Conveyance	5	5	6	6	0	0	6	1	6	For monthly pass for 2 RB
			210209913	Staff Uniform	30	60	30	60	0	0	60	0	60	For purchase of CS items
			220210600	Photo copy	7	7	12	20	0	0	20	11	20	For office papers xerox and RTI xerox
			220119900	Other Office Contingent	1	5	2	5	0	0	5	0	5	
			230350001	Accessories	4	10	10	15	0	0	15	3	15	
			230350012	Other Store	6	6	10	10	0	0	10	0	10	
			230350014	Spares & Tools	17	10	10	10	0	0	10	0	10	
			230350007	Diet & food	1	1	1	1	0	0	1	0	1	
			230350010	Material	3	3	5	5	0	0	5	1	5	
			230350006	Clothing & Linen	6	6	15	15	0	0	15	0	15	
			220120500	Postage Expenses	1	1	2	2	0	0	2	0	2	
			220800400	Out Services Emp. Exp	12958	10203	17683	25728	0	0	25728	5956	25728	For Night Rat killing , additional rat killing and NGO labour

*Chal*  
19/11/2024  
INSECTICIDE OFFICER

Section 4 (1) (b) (xii)

Manner of execution of subsidy program in the office of  
**Pest Control Officer, R/Central ward**

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

Particulars of recipients of concessions, permits or authorizations granted in the office of

**Pest Control Officer, R/Central ward**

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

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

The body of the tank :

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

### The Manhole and the cover assembly.

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

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.

10. The vertical edge of the cap cover should rest on the collar around the manhole with the rim of the latter touching the inside of the cap cover to afford a double resting arrangement.

11. In case of masonry cisterns, the manhole collar ring should be visibly above the top level of the cisterns.

12. The cross bar of the cap cover should be short so that the hinge and the hasp is as close to the lid as possible to ensure proper closing of the lid.

13. The lid of the cisterns should always be reverted.

14. If the cistern is more than 3mm long an additional manhole cover should be provided to facilitate sampling at all corners with a sampling device of 1.5 mm length.

15. The feeding, overflow (warning) and take pipes should be provided with check nuts from inside and outside to prevent formation of gaps and to avoid leakage.

16. The overflow pipe should be protected at its free end by a perforated copper or brass plate, and the perforated plate should be within the hand reach to facilitate inspection.

### The access.

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

18. The upper end of the ladder should be firmly fixed to the top sheet. They should be provided with side supports.

19. The iron ladder exceeding 2.5m.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 , it should not remain open and exposed to the sun and rain.

22. If the cistern is under some cover or shelter, there should be sufficient space between the cistern and the roof to enable easy inspection and sampling.

23. In the case of overhead water storage tank, sturdy and safe iron or R.C.C. platforms should be provided at suitable intervals, instead of straight ladder from bottom to the top.

**The Suction Tank :**

24. The top of the tank should be raised above the surrounding ground level by a minimum of 45 cm. If the depth of the suction tank is more than 8 feet then there should be provision of safe, easy and permanent 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 REQUERIMENT:-**

26. Horizontally installed cylindrical tanks should have a rectangular platform serving as 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.
- 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 by provided around the top of the tank for easy access and safety inspection.
- 11) Any other condition that may 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.

MUNICIPAL CORPORATION OF GREATER MUMBAI

Public Health Department  
Insecticide Branch

**PRELIMINARY LETTER FOR WELLS**

No. : IO/ /SR

Date:

To,

Sub: Permission to Bore a Tube Well at

Ref: Your letter/application dt. and  
PCO/\_\_\_\_\_/SR of

Sir,

With reference to your letter/application dt. \_\_\_\_\_ you are requested to produce following documents within 15 days so as to enable us to process your application for provisional permission to the proposed tube well.

1. Site plan indicating the location of the proposed tube well.
2. Documentary evidence of ownership if you are the owner/N.O.C. from Owner/Land lord.
3. Specific purpose for which the tube well water is proposed to be used.

Yours faithfully,

Pest Control Officer R/Central

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**PUBLIC HEALTH DEPARTMENT**

**INSECTICIDE BRANCH**

**PERMISSION FOR TUBE WELL**

To,

Sub: - Permission to allow to retain a tube well and the use of water from the  
tube well for

Ref: - An undertaking submitted by you dated

and Sanctioned by IO Vide No. HO/IO/ /SR Dt. / / 2014.

Sir,

Permission to dig new bore well and allow the use of water from the bore well for **Non-potable** purpose at the above place is hereby granted to you subject to the compliance with the condition mentioned in the memo of condition duly signed by you. A board prohibiting the use of the well water for drinking, bathing, cooking purpose shall be exhibited at a conspicuous place.

The permission is liable to be summarily revoked, if any of the conditions in the memo of conditions is not found to have been complied with or breached, in that case you will be liable to legal action as provided under Mumbai Municipal Corporation Act.

**The said Bore Well shall be dug within 30 days of permission being granted, otherwise the said permission automatically stands void / revoked.**

**Insecticide Officer**

MUNICIPAL CORPORATION OF GREATER MUMBAI

Public Health Department  
Insecticide Branch

**NOC FOR SWIMMING POOL**

To,

No. : HO/IO/ /SR

Date:

Sub:

Ref: Your letter dt. \_\_\_\_\_

Sir,

As far as this office is concerned, there is „NO OBJECTION“ for allowing you to maintain the above mentioned Swimming Pool as the same is designed and constructed to avoid breeding of mosquitoes. However, the following conditions are to be strictly adhered to :

- 1) The Swimming Pool should be maintained in such a way to prevent mosquito breeding.
- 2) The approved, design and layout of the Swimming Pool should not be altered without obtaining necessary sanction from Competent Authorities.
- 3) The staff of P.C.O. \_\_\_\_\_ Ward should be allowed to inspect the Swimming Pool as and when required.

You are liable for preventive action from this department in case mosquito breeding is detected in the said Swimming Pool and its accessories.

Yours faithfully,

Asst. Insecticide Officer ( )

Note: This NOC is regarding structure and functioning of the pool and the balancing tank with respect to vector control. This NOC therefore does not exempt the applicant from obtaining permission from Medical Officer of Health and Police authorities.

MUNICIPAL CORPORATION OF GREATER MUMBAI

PUBLIC HEALTH DEPARTMENT  
INSECTICIDE BRANCH

**N.O.C. for Cooling Tower/Tank**

5<sup>th</sup> Floor, Hawkers Plaza, Janta Market Building, Senapati Bapat Marg, Dadar (W), Mumbai – 400 028.

No. : HO/                      /IO/SR Date:    /    /2025

To,

Sub: N.O.C. for Cooling Tower/Tank at

Ref: Your application letter dt. \_\_\_\_\_  
and PCO/                      /    dt. \_\_\_\_\_

Sir,

With reference to your letter cited above, you are hereby informed to submit an undertaking on Rs. 100/- stamp paper as per accompanying memo of condition and carry out the work as stated herein.

Yours faithfully,

Asst. Insecticide Officer (                      )

Encl : Memo of conditions.

MUNICIPAL CORPORATION OF GREATER MUMBAI

Public Health Department  
Insecticide Branch

No. : HO/IO/        /SR

Date:

To,

Sub: N.O.C. for Cooling Tower/Tank at

Ref: An undertaking submitted by you and  
PCO/                /        of

Sir,

As far as this department is concerned, there is no objection to retain the above referred Cooling Tower/Tank provided all the conditions are maintained at all the times.

Asst. Insecticide Officer (                )

MUNICIPAL CORPORATION OF GREATER MUMBAI

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

**Requirement and undertaking for Tube well**

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

To,

The Pest Control Officer

R/C Ward

Ground Floor, Chandavarkar Road,

Borivali – West, Mumbai – 400 092.

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:-**

(d) That the water from the Bore/Tube/Ring/Surfacewell shall not be used for any other purpose than permitted and shall not be exploited commercially.

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

**(Name & Signature)**

**HCC WELL:-**

**The Insecticide officer ,  
Municipal corporation of grater Mumbai.  
Mumbai.**

**FORMAT FOR UNDERTAKING ON RS.500/- STAMP PAPER TO BE SUBMITTED FOR  
OBTAINING PERMISSION TO USE OF WATER FROM EXISTING SURFACE WELLS**

To,  
The Insecticide Officer  
M.C.G.M.

Sub: Permission to use water from Existing Surface Well at

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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 water from the well shall be used only for non potable purpose and shall not be exploited commercially.**
6. The permission to use water of the well shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, thereby giving three days notice.

The above conditions 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)**

Ring well conditions to be added-----

## Ring WELL

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

Sir,

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

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

(This item is applicable only where the well water is to be used for construction purpose)

This will be binding on me/us, our heirs , administrators and assignees. I/We also comply with any other conditions of the other departments of Municipal Corporation Greater Mumbai.

Yours faithfully,

## **MEMO OF CONDITIONS FOR RAIN WATER HARVESTING SYSTEM**

To,  
The Insecticide Officer,  
Municipal Corporation of Greater Mumbai,

I agree to abide by the condition mentioned herein below:-

1. The rain water harvesting tank shall have top slab cover of RCC without any chinks or crevices between the top slab and the side walls, leaving circular manhole opening, not less than 45 cms radius and raised by 15mm, above the surface level of the top slab.
2. The shortest liner distance between the centres of such manhole openings should not exceed 250 cms from each other and from any corner or surface of the side walls from inside.
3. Every such manhole should be provided with a new properly fitting mosquito proof, hinged cast iron or polymer cover approved by the BMC.
4. The top slab should have proper centrifugal slope round the manholes towards the edges of the slab so as to prevent water accumulation thereon.
5. The well should be provided with water sealed rain water entrance, so as to isolate the inner surface of the water from the atmosphere. In case of water entrance through pipe; every such entrance should have water seal arrangement as mentioned hereinabove.
6. The existing open well, if used for the rain water harvesting system, it shall be covered with RCC slab and will be provided with standard pattern cast iron or polymer, mosquito-proof cover to render the well mosquito proof and will continue to maintain it in mosquito proof condition at all times.
7. The height of the parapet wall/side wall of the well/tank should be at least 45 cms above the surrounding ground level.
8. The mouth of the tube/ring well will be kept and maintained in mosquito proof condition at all times.
9. The notice board will be displayed and affixed in conspicuous point indicating that "WATER FROM THIS SYSTEM NOT FOR DRINKING PURPOSE".
10. The independent pipe line will be laid down painted in a conspicuous colour (RED) to the visible pipe fittings of the entire rain water harvesting system.
11. The water of the rain water harvesting system will not be used for the purpose other than permitted.
12. Adequate arrangements will be taken to dispose of waste water and spillage by



connecting it to municipal sewer and will not be allowed the water to accumulate at/around the rain water harvesting system.

13. The municipal water supply and the water of rain water harvesting system will not be intermixed at any point and will be provided with a separate standard pattern mosquito proof tank TOTALLY ISOLATED FROM EACH OTHER, for storing water and also provided with safe, easy and permanent access.

14. The water pumped out or drawn from the system should not be tapped or used for any other purpose other than feeding a standard pattern mosquito-proof tank meant for non-potable purpose.

15. The tube/ring well will be closed sunk into ground until final fitting are provided with property fitting plug during the period when boring/construction operations are not actually going on.

16. All the pits, dug will be filled-in, in this connection with good earth after the entire rain water harvesting system is complete.

17. The water of the rain water harvesting system will be used only at the site and will not be transported outside the premises.

18. The responsibility of Maintenance of the rain water harvesting system should also be transferred to new owner society with the intimation to this office in case of transfer of the property.

19. 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 whether resulting directly or indirectly from existence and /or use of the said well water and well or occasioned through any accident or adverse effect.

20. A deposit of Rs. 1,000/- (Rs. One thousand only) shall be paid in the office of the Insecticide Officer, towards charges for treatments of the stagnation of sub-soil water during the construction of the rain water harvesting system.

21. The permission to use water of the rain water harvesting system shall be revoked at any time on infringement of any of the conditions mentioned hereinabove, there by giving three days notice.

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

Yours faithfully,

MUNICIPAL CORPORATION OF GREATER MUMBAI

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

**Permission to allow to retain Masonary tank for Industrial purpose**

1. The Masonary tank shall be provided with an outlet flushed with the bottom and capable of emptying the tank thoroughly and the same shall be connected to the municipal drain.
2. The tank shall be emptied and scrubbed thoroughly once a week positively on every block day and thereafter kept empty four twenty four consecutive hours.
3. The water in the tank shall not be allowed to stagnate so as to breed mosquitoes.
4. The staff of this department shall be allowed full facilities for inspecting the tank periodically and taking suitable steps to stop mosquito breeding.
5. The permission shall be summarily withdrawn for breach of any of the above mentioned conditions or for any other reason considering sufficient by the municipal commissioner or by any other officer empowered by him in this behalf.
6. Such measures as may be communicated to you from time to time by this office to prevent mosquito breeding in the tank shall be carried out.

Insecticide officer

**MUNICIPAL CORPORATION OF GREATER MUMBAI  
PUBLIC HEALTH DEPARTMENT  
Insecticide Branch**

**CONDITIONS GOVERNING PERMISSION TO COOLING TOWER**

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

Note:- Failure to observe any of the aforesaid conditions will result in revoking the permission and initiation of legal action.

## **APPLICATION FORM FOR ISSUANCE RENEWAL OF PERMISSION FOR EXISTING**

**/ PERMITTED / NEW WATER FOUNTAINS / CASCADES ETC.**

### **(I) EFFECT :**

The Policy in respect of issuance / renewal of permission for existing permitted /

new water fountain / cascades etc. will come in to effect from

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### **(II) NEED FOR REGULATION :**

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

### **(III) GENERAL NORMS :**

The permission for fountains / cascades U/s.381A(1) of M.M.C. Act. will be

issued from the office of the Insecticide Officer, 2<sup>nd</sup> Floor, Gilder Tank Education Office Bldg., Dr. Bhadakmakar Road, Grand Road – East,, Mumbai-400 007.

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

#### **(a) Application**

An application form will only be issued to the Owner on payment of Rs.50/- in cash at Pest Control Officer's Office - (Appendix „A“)

#### **(b) Scrutiny Charges**

Scrutiny charges of Rs.200/- be paid along with the documents.

#### **(C) Document to be enclosed**

- 1) (i) Ownership document in the form of certified / attested copy of latest

assessment tax bill & receipt / P.R. Card / copy of Index-II or any other authentic proof of ownership.

(ii) Certified true copy of the set of blue prints of the plan approved by D.P.

(iii) Sketch prepared by licensed Architect / Surveyor Showing

a. Vertical Section

b. Horizontal Section

c. Front elevation

d. Dimension &  
Capacity In liters of  
the sump.

e. Size & Position of the Manhole / Manholes of the balancing tank

f. Point of inflow to the sump should be through water seal, preferably one or more nahn traps.

g. Point of outlet to the drainage connection / soakpit.

#### **(V) PROCEDURE FOR PERMISSION**

a) Initially provisional permission shall be granted to construct the fountain etc. on verification of the documents.

b) Draft conditions are incorporated as appendix „C“ in this booklet and on physical compliance of the conditions mentioned in the memo, final permission will be issued on remittance and submission of the following.

i) Undertaking on Rs.100/- stamp paper of conditions governing the fountain permission, as per format put in this booklet.

ii) Indemnity bond as per format - Appendix „B“

[iii) Payment of Security deposit of Rs.10,000/- (Rs. Ten Thousand Only) by D.D. only in the Name of M.C.G.M.

iv) Payment of fees of Rs.3,000/- (Rs. Three Thousand Only) by D.D.in the name of M.C.G.M.

#### **(VI) REFUSAL TO PERMISSION**

The application for permission to existing / proposed water fountain etc. shall be considered for process if and only if all the water storages other than the

fountain etc., under permission procedure is/are in absolutely mosquito proof and accessible condition as per the norms of Insecticide Branch of Public Health Dept. of M.M.C. and there is no action whatsoever pending against the said premises regarding section 381/381-A of MMC Act.

(VII) **PROCEDURE FOR RENEWAL**

(a) **TIME OF RENEWAL**

Any time before expiry of permission.

(b) **RENEWAL FEES**

The renewal fees shall be Rs.3,000/- (Rs. Three Thousand Only).

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

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

Sr. No.	Delay in Renewal Period	% of Penalty	Penalty Fees (Rs.)
01.	First Quarter	25%	750/-
02.	Second Quarter	50%	1,500/-
03.	Third Quarter	75%	2,250/-
04.	Fourth Quarter	100%	3,000/-

Above fees are to be paid in addition to permission fee of Rs.3,000/- p.a.

(e) **NORMS FOR RENEWAL**

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

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

(ix) On non-renewal of permission for more than one year the permission shall be treated as revoked.

(x) The Security deposit shall be forfeited in case of non renewal for more than one year.

(xi) Legal action u/s. 381/381A shall be initiated as per M.M.C. Act 1888.

(xii) If required demolition / seizure action of the fountain will be initiated at the risk & cost of the owner.

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

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

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

Transfer of permission arises in following cases

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

**(X) CONCLUSION**

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

APPENDIX – A

Form No.

**APPLICATION FORM - FORMAT FOR FOUNTAIN**

To,  
The Insecticide Officer  
Insecticide Branch, 2<sup>nd</sup> Floor,  
Gilder Tank Education Office  
Bldg., Dr. Bhadakmakar  
Road, Grand Road – East,,  
Mumbai-400 007.

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

☐☐

02) Name of the Owner:

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3) Complete address of the owner :

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04) Tel. No.:

05) Cell No.:

06) Status of the applicant : 1) Proprietary:

2) Partnership :

3) Private Ltd.:

4) Public Ltd. :

5) Residential Society:

6) Commercial Society:

7) Exact Location  
Address : of premises of  
fountain

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

Signature of the Applicant

**DECLARATION**

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

Date : ..... 20

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



**APPENDIX - B**

**INDEMNITY BOND ON Rs. 200/-**

**Stamp Paper**

To,

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

Sub :

Ref :

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

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

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

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

SIGNED, SEALED AND DELIVERED )

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

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

in the presence of ..... )

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

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

**OBLIGOR**

## **GENERAL CONDITIONS**

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

Received application on ..... 20

Receiver's Signature

## **APPENDIX – C**

### **Undertaking-cum-Bond of conditions governing Fountain Permission (To be submitted on Rs.100/- Stamp Paper)**

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

1. I/We am/are aware that the Construction or installation of any structure such as Ornamental tanks, fountains, ponds, garden tank, trough, channel, etc., where water is played or held shall not be permitted or allowed to be put up or constructed on upper floors, or on the terrace indoors.

2. I/We shall see to it that the bottom of such Ornamental tanks, fountains, ponds shall be above the ground level and sloping towards the outlet flush with the bottom to facilitate complete draining upto the last drop. The outlet shall be reconnected to the Municipal Drain.

3. I/We shall see to it that where the water is circulated and made to fall from a height over the troughs, cups or ledges, they shall be provided with adequate slopes to disallow any collection of water when the fountain stops playing.

4. I/We shall see to it that all the vertical and horizontal surfaces over which the water runs or falls shall be perfectly even and smooth to disallow formation of pockets likely to hold or trap water or in any way be a hindrance at the time of emptying.

5. I/We shall see to it that there shall be built in automatic arrangement to drain out entire quantity of water into a mosquito proof sump on every occasion the fountain stops playing for the day. The mosquito proof sump shall be provided with standard pattern Municipal approved cast iron cover of round shape and the

sump should not have gap opening or crevice exceeding 1.5 mm.

OR

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

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



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

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

15. I/We am/are aware that this permission does not absolve the permission holder from the obligations arising out of any other provisions of the Mumbai Municipal Corporation Act or other legislation in vogue and the permission is liable for suspension, revocation or cancellation, if so required in that connection.

16. I/We am/are aware that the permission holder shall not exceed or violate or in any way infringe the conditions of this permission. In such cases, the permission holder will be liable for prosecution and/or revocation of permission.

17. I/We am/are aware that the permission holder shall produce the permission for inspection purpose whenever demanded by duly authorised officer or offices of the Corporation.

18. I/We am/are aware that the permission holder shall inform the Insecticide officer in writing about any intended change in the permission at least one month in advance from the date of such intended change or from the date of expiry of permission whichever is earlier.

19. I/We am/are aware that the permitted premises shall be made available for inspection by the permission holder or his agent at any time to any duly authorized officer of the Corporation immediately whenever required.

20. I/We am/are aware that the permission holder is liable for prosecution and/or the permission will be liable for suspension or revocation if the permitted activity / activities is/are so carried on as to be or likely to be, in the opinion of the Municipal Commissioner or any duly authorized officer of the Corporation, a source of nuisance or danger to life, health or property.

21. I/We am/are aware that the suspension or revocation of this permission for any reason shall not prejudice or effect any claim or demand whatsoever of the Municipal Commissioner or any other Competent Authority of the Corporation, nor shall the permission holder be entitled in the event of the suspension or

revocation of this permission to claim any refund of any payment whatsoever made by him hereunder, or to claim any damages against the Municipal Corporation of Greater Mumbai towards construction cost.

22. I/We am/are aware that the permission holder shall pay security deposit as may be prescribed from time to time (by the Corporation) for faithful observance of the conditions of permission and the same will be forfeited to the Municipal Treasury at the discretion of the Municipal Commissioner or any other competent authority of the Corporation in case of any of the conditions of this permission is infringed any time by the permission holder, or his agent or servant. The permission shall be treated as suspended till fresh security deposit is paid to Municipal Corporation. The permission holder shall also be liable for prosecution and/or the permission will be liable for suspension or revocation for such infringement of condition of permission.

22A. I/We am/are aware that on expiry of permission or in case of its revocation the permission holder shall remove the structure within 15 days thereof, failing which the Municipal Corporation of Greater Mumbai, or officers empowered will be entitled to take necessary action to demolish and remove the same without any notice and to recover the demolition charges from permission holder.

23. I/We am/are aware that the permission is not transferable either as regards the persons to whom or the premises for which it is granted, without the written permission of the Competent Officer of the Corporation.

24. I/We am/are aware that if the permission holder decides to discontinue the activities for which the permission is granted, he shall forthwith inform the Insecticide Officer that he is about to do so or has done so.

25. I/We am/are aware that the Municipal Corporation of Greater Mumbai is entitled to add, alter or amend the conditions at any time at the discretion of the Municipal Commissioner or any other competent authority of the Municipal Corporation of Greater Mumbai. In such event the permission holder shall abide the modified and/or additional conditions.

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

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

## **MUNICIPAL CORPORATION OF GREATER MUMBAI**

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

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

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

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

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

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

### **The procedures for permission is hereby proposed:**

1) Format of application with all the necessary information is designed and enclosed herewith on page No. C \_\_\_\_\_

2) The application form as a booklet will be available in the I.O office at the cost of Rs.50/- (Rs. Fifty) to be paid in cash

3) There will be scrutiny charges of Rs.200/ to be paid in cash at I.O office with the application format completely filled on along with the documents as prescribed below;

(i) Attested copy of the latest bill and receipt of the assessment tax paid at the office of A & C of the respective wards or extract of the proper registration card or extract of Index –II issued by the revenue department of GOM or any other authentic proof of ownership.

( ii ) Certified true copies of the set of blue prints of the plan approved by D. P.

( iii ) Sketch prepared by license architect / surveyor showing;

(a) Vertical Section

(b) Horizontal section

(c) Front elevation

(d) Dimension and capacity in Ltrs. of the sump

(e) Size and position of manhole / manholes.

(f) Point of inflow to the sump through water seal.

(g) Point of outlet to the drainage connection/soak pit

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

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

Sr. No.	Period of delay	Percentage of Penalty	Penalty charges ( rs.)
1.	First Quarter	25%	750/-
2.	Second Quarter	50%	1500/-
3.	Third Quarter	75%	2,250/-
4.	Fourth Quarter	100%	3,000/-

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

Sanction of A.M. C. e/s is therefore requested for;

- (A) To follow the procedure proposed hereinabove
- (B) To accept the charges for application form of Rs.50/- ( Rupees Fifty Only )
- ( C ) To accept the charges of Rs.200/- ( Rupees Two Hundred Only ) towards scrutiny charges of the application.

Administrative approval of AMC (e/s) is also requested for the following :

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

Submitted Please,

Insecticide other (s/c)

E.H.O.

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

A.M.C (e/s)

## **NOTIFICATION**

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

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

Application Forms included in a booklet of information are available at the office of Insecticide Officer having its office at 5<sup>th</sup> Floor, Hawkers Plaza, Janta Market Building, Senapati Bapat Marg, Dadar (W), Mumbai – 400 028.

Insecticide Officer

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

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

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

Authorised Signatory for Owner



MUNICIPAL CORPORATION OF GREATER MUMBAI

Memo. No. .... of .....  
Re : Premises No. .... Street .....

Owned by :-

Shri .....  
Address .....

I.O.

At my last inspection Cistern No. .... was found inaccessible.

The owner may please be asked to provide an easy, safe and permanent access as per sketch and detail given below :-

Pest Control Officer ..... ward

Details –

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

[P.T.O.]

Sketch Plan

Vertical projection

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

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

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

To,

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

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

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

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

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

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

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

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

*Insecticide Officer*

*Municipal Commissioner*

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

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

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

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

Party's Signature

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

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

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

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

INSECTICIDE OFFICER,  
Municipal Corporation of Greater Mumbai  
Insecticide Branch, 2<sup>nd</sup> Floor, Gilder Tank  
Education Office Bldg., Dr. Bhadakmakar  
Road, Grand Road – East,, Mumbai-400  
007.

Mumbai ..... 20

No. .... of 20 - 20

To,

.....  
.....

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

Sir,

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

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

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

Yours faithfully,

Insecticide Officer



**MUNICIPAL CORPORATION OF GREATER MUMBAI**

No. .... of 20 - 20

Mumbai ..... 20

To,

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

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

Sir,

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

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

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

Yours faithfully,

Insecticide Officer

**Section 4(1) (b) (xiv)**

**MANUAL 14**

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

**NOT APPLICABLE**

Section 4 (1) (b) (xiv)

Details of information available in electronic form in the office of

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

**Section 4(1) (b) (xv)**  
**MANUAL – 15**

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

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

## **NOTICE REQUISITIONS**

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

<u>TRENCHES</u>	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</u> <u>WATER ACCUM ULATED</u> <u>BY THE</u> <u>RELEASE OF</u> <u>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>SRUMS KEPT FOR DOMESTIC PURPOSES LIKELY TO BREED MOSQUITOES</u> <u>Unauthorized cistern Galvanized tanks barrels etc.</u> <u>Kept for building , construction purposes or hotel purposes.</u>	To empty and clean the said drum twice a week positively on _____ and _____ by overturning and to keep it free from mosquito breeding. To remove the said _____ entirely off the premises as an antimosquito measure.
<u>Undersigned in Salvation of systems</u>	To require the said NMP water storage tank entirely off the premises as antimosquito measure.
<u>Tube well being bored</u>	To discontinue unauthorized of tube well & fill in the bored hole with good earth leaving no depressing likely to hold or collect water therein no depression
Unauthorized Tube Well	a) Remove all the fitting of the said unauthorized tube well entirely the premises and to fill the hole with good earth upto the level of the surrounding ground so as to leave no depressing likely to holder collect water and likely to bread mosquitoes therein.
Unauthorized Fountain	To demolish the said unauthorized fountain completely up to the level of surrounding ground and to level and consolidate the site so as demolish the said cooling tank.
<u>R.C.C COOLING TANK &amp; COOLING TOWER</u>	To get it regularized by compliance by the conditions laid down in the respect for prevention of mosquitoes breeding therein.
<u>Low Level</u>	To fill in the said low level with earth completely up to the level of the surround ground and to level and consolidate the site so as to level no depressions likely to collect or hold water and breed mosquitoes therein.

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

Details of public information officers / APIO's / appellate authority in the jurisdiction of  
(Public authority) in the office of

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. Suresh Mahajan	Pest Control Officer	R/C Ward	R/C Ward Office, O/o. Asst. Commissioner, R/C Ward, 1 <sup>st</sup> Floor, Chandawarkar Road, Borivali – W, Mumbai – 400 092). Tel. No. (Office) : 022-28946000 Ext. 229	pco01pco.rc@mcgm.com	Shri. K Vaqar Javeed Hafiz Asst. Comm. R/C Ward (O/o. Asst. Commissioner, R/C Ward, 1 <sup>st</sup> Floor, Chandawarkar Road, Borivali – W, Mumbai – 400 092). Tel. No. (Office) : 022-28946000

#### APIOs

#### B

Sr.No. _	Name of APIO	Designation	Jurisdiction as APIO under RTI	Address/ ph. no.
	N.A.			

#### Appellate authority

#### C

Sr. No.	Name of Appellate authority	Designation	Jurisdiction as Appellate authority	PIO reporting	E-mail id for purpose of RTI
1.	Shri. K Vaqar Javeed Hafiz	Asst. Comm.	R/Central ward	PCO R/C	

### 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. /RC 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 <sup>th</sup> 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 <sup>st</sup> 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 <sup>rd</sup> 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 <sup>nd</sup> 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 <sup>st</sup> Floor, Mumbai – 400 002. Tel. No. – 2065354, 2059490.
13.	Paragaon Pesticides	164, Modi Street, 4 <sup>th</sup> 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 <sup>th</sup> 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 <sup>st</sup> Floor, Office No. 8 Devji Ratanshi Marg, (Bharuch Street), Masjid Bunder (E), Mumbai – 400 009. Tel. No. – 23778397.