

BYE - LAWS OF



IMPHAL MUNICIPAL CORPORATION

OFFICE OF, THE IMPHAL MUNICIPAL COUNCIL,

APPROVED BYE - LAWS & RULES

1.	The Slaughter House Bye - Laws 1974.	1 - 4
2.	Corps and Carcass Bye - Laws.	5
3.	The Cycle Rickshaw Bye - Laws.	6 - 9
4.	Regulation of traffic & prevention of obstruction	10 - 13
5.	Storage of Kom Kwa Bye - Laws 1961.	14
6.	Sale of Ngari, Phabou and their Bye - Laws 1959.	15 - 16
7.	Control of Cycle Bye - Laws 1959.	17
8.	Assessment of (Tax on holding) Rules 1982.	18 - 22
9.	Food & Eating House Bye - Laws.	23 - 25
10.	The Manipur prevention of Food Adulteration Rules, 1958.	26 - 35
11.	Tax on Advertisement Bye - Laws 1979.	36 - 38
12.	Municipal Market Bye - Laws.	39 - 41
13.	Registration of Dog Rule 1963.	42
14.	The Sale of Meat Bye - Laws 1987.	43 - 54
15.	The Imphal Municipal (Parking fee on Vehicles) Bye - Laws 1987.	46 - 49
16.	The Imphal Municipal (Octroi Bye - Laws) 1990.	50 - 57
17.	The Cattle Trespass Act, 1871 and the Imphal Municipal Council	58 - 60
18.	Imphal Municipal Scavenging tax for Trade and House hold refuse Bye - Laws 1994.	61 - 66
19.	The Imphal Municipal Council : (Entry Toll on Vehicles and Animals) Bye - Laws 1998.	67 - 73
20.	The Imphal Municipal Council : (Registration and Licensing of Shops) Bye - Laws 1998.	74 - 81
21.	The Impha Municipal Council (Cleanliness & Sanitary) Bye-Laws 2012.	82 - 96
22.	Imphal Manipur Municipal Disclosure Act, 2008.	97 - 100
23.	Imphal Municipal Building Bye - Laws 2013.	101 - 182

MANIPUR GAZETTE
EXTRAORDINARY

PUBLISHED BY AUTHORITY

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(Magha 12, 1895)

GOVERNMENT OF MANIPUR
SECRETARIAT-LSG DEPARTMENT

NOTIFICATION
Imphal, the 30th January, 1974.

No. 2/19/73-LSG(MUC) : In exercise of the power conferred upon him by Sub-section (2) of section 304 of the Assam Municipal Act, 1956 (Assam Act 15 of 1957) as extended to Manipur, the Governor of Manipur is pleased to confirm the Slaughter House Bye-laws, 1974 as framed by the Imphal Municipal Board in exercise of the powers conferred by Section 302 of the said Act, after previous publication in the Manipur Gazette Extra-Ordinary No. 15 dated the 24th May, 1972.

Now, therefore, in pursuance of section. 305 of the aforesaid Act, the said Slaughter House Bye-Laws, 1973 is hereby published in the Manipur Gazette.
THE SLAUGHTER HOUSE BYE-LAWS, 1974.

1. Short title - These Bye-laws may be called the Slaughter House Bye -laws, 1974.
2. Extent and Commencement : (1) These Bye-laws shall extend to the whole of the Imphal Municipal Area.
(2) They shall come into force from the date of publication in the Manipur Gazette
3. Definitions : In these Bye - Laws, unless the context otherwise required :-
 - (a) "Board" means the Imphal Municipal Board.
 - (b) "Chairman" means the Chairman of the Imphal Municipal Board.
 - (c) "Licence" means licence granted to an owner of a Slaughter House in form Appended to these Bye - Laws.
 - (d) "Slaughter House" includes a building or place where animal is killed and flayed for the purpose of food.
4. Licence for Slaughter House : (1) No Slaughter House shall be established or continued in the Imphal Municipal Area except under a licence.
(2) The fee for such a licence shall be one hundred rupees per annum.
5. Owners of existing Slaughter House to apply for Licence : (1) The owner of the existing Slaughter Houses shall apply for a licence within one month of the commencement of these Bye - Laws.
(2) The Licensing Authority while granting a licence to the owner of an existing Slaughter House may, for sufficient reason to be recorded in writing, relax any of the conditions mentioned in Bye - Laws, No. 7.

6. Renewal of the Licence : A licence granted under these Bye - Laws may be renewed on payment of the fee of rupees one hundred and on application to the Licensing Authority at least a month before the expiry of the validity of the licence.

7. Conditions of Licence : A Slaughter House shall fulfil the following conditions :

- (a) The Slaughter House shall not be within a meter of any dwelling house and should be freely exposed to air on two sides at least,
- (b) There shall be no room or left over the Slaughter House.
- (c) The floor shall be well-paved with stone and cemented.
- (d) The surface of the walls in the interior shall be covered with any impervious materials to a height of 1 1/2 meters.
- (e) There shall be no water closet, privy or cesspool within the Slaughter House : The water closet, privy or cesspool within.
- (f) There shall be no direct communication between the Slaughter House and any stable, water closet, privy or cesspool.
- (g) For cleanliness of the premises, walls and floors shall be kept in repair and cleaned within 3 hours after slaughtering.
- (h) No dog shall be kept or allowed in the Slaughter House.
- (i) All refuse, blood, manure and garbage shall be placed in suitable vessels of non-absorbent material with close-fitting covers immediately after slaughtering which shall be removed within three hours, All skins, fat and offal shall also be removed within four hours. No skin shall be dried or tanned within the premises of the Slaughter House.
- (j) Every lair for cattle must be properly paved, drained and ventilated.
- (k) The Lair for cattle shall not lie within three meters of any dwelling house.
- (l) The Slaughter House shall be opened at all reasonable hours to the inspection of the licensing Authority, Board or its authorised officer and the owner or occupier of the Slaughter House shall be required to affix a notice to that effect on some conspicuous part of the premises.
- (m) The Slaughter House shall provide for a sale-counter for convenience of the public.
- (n) The working hours of a Slaughter House shall be the same as those of an establishments shop provided under the manipur Shops and establishment Act, 1972 (Manipur Act, 4 of 1962)

8. Inspection : The Executive Officer of the Board shall be the Licensing Authority.

9. Appeal : Any one aggrieved by an order of the licensing Authority may within thirty days of the order file and appeal to the Board.

10. Revision : The District Magistrate, Manipur Central District, may, of his own motion or on the application made to him, revise any order passed by the Licensing Authority or the Board under these Bye-Laws.

Provided that no revision shall lie after three months from the date of such order.

11. Penalty : (1) Any person who contravenes any provision of these Bye-Laws be liable to a fine which may extend to fifty Rupees and when the offence is a continuing one, to a daily fine not exceeding five Rupees during the continuance of the offence.

(2) The Licensing Authority shall be competent to impose the fine for the breach of any of these Bye-Laws.

(3) The Licensing Authority before passing an order under clause (2) above, shall hold a summary enquiry, It shall record briefly the particulars of the breach alleged to have been or is being committed, a substance of the evidence adduced, the decision of the Licensing Authority and the reason for the decision.

(4) The Licensing Authority may suspend the licence at any time for sufficient reason to be recorded in writing of during the continuance of the summary enquiry.

(5) Every licence granted under these Bye-Laws, may, on the recommendation of the Licensing Authority, be cancelled by the Board for the contravention of, or failure to comply with, any of the conditions of the licence or any of the provisions of these Bye-Laws.

Provided that before the cancellation of the licence, the license shall be given a reasonable opportunity of showing cause against such cancellation.

12. Realisation of arrear fine : A fine not realised within fifteen days from the expiry of the period of appeal or from the date of the disposal of the appeal, as the case may be, shall be deemed to be in arrear and may be realised as an arrear of land revenue.

FORM "A"
Licence for a Slaughter House
(See Bye-Law 3 (c))

The licence is granted to

S/o of

premises described below : A Slaughter House for the purpose of selling eat meats in accordance with the provision of the Slaughter House Bye - Laws 1974. This licence shall be valid from to

s

Description of the premises.

Imphal

the 1974

Licensing Authority.

By Order and in the name of the Government

R.K. Madhusana Singh
Under Secretary to the Govt. of Manipur.

Imphal - Printed and Published by the Supdt. Ptg. L Sty, Manipur 450-C/142-74

NOTIFICATION

Imphal, the 4th November, 1957.

No. MUC/3(a)/57 : In exercise of the powers conferred by sub-section (2) of Section 299 of the Assam Municipal Act, 1923 (Assm Act, I of 1923) as in force in the Territory of Manipur, the Chief Commissioner is pleased to confirm the following bye-laws framed by the Imphal Municipal Board under Section 297 of the said Act.

Bye-laws regulating the disposal of Corpses and Carcasses.

(Under Section 297 of the Assam Municipal Act, 1923).

1. Short title : These bye-laws may be called the Corpses and Carcasses Bye - laws.
2. Penalties : The penalty for the infringement of any of these bye-laws shall be a fine not exceeding the sum stated at the foot of the bye-laws.

CARCASSES

3. Every person within whose premises any animal may die shall within six hours after its death, or if the death occurs at night then within six hours after sunrise, either remove at his own expenses the carcass to the Meat Market popularly known as Naga Bazar or such other place as may be set apart by the Board for the reception of such carcass, or report its death to the Municipal Inspector concerned : and in such latter case shall pay to the said officer the expense of removing the carcass at the rate of Rs. 5/- only per carcass or at such other as the Board may determine : and in cases where the said person is not the owner of the animal and the owner is known, the owner shall be responsible for the payment of such expenses ; and such expense shall, be recoverable as a debt due to the Board. No municipal Inspector, when called upon, shall neglect to remove a carcass.

Fine, Rs. 10/-

4. No person shall deposit or cause to be deposited any carcass or any part of a Carcass in any place other than such places as may from time to time be appointed by the Board for the reception of such carcass.

Fine, Rs. 10/-

CORPSES

5. No person shall carry a corpse or part of a corpse along any road, unless it be decently covered and totally concealed from view.

Fine, Rs. 10/-

6. No person while carrying a corpse or part of a corpse shall, except for the purpose of ordinary relief or for a religious purpose, deposit it on or near any road.

Fine, Rs. 10/-

7. Every corpse, or part of a corpse that has been kept or used for purpose of direction, must be removed in a closed vehicle.

Fine, Rs. 20/-

8. No person shall, without the general or special permission of the Board, dispose of nay corpse otherwise than by burying, or burning it in a place set apart for the purpose by the Board.

Fine, Rs. 30/-

9. Any person who conveys, or causes to be conveyed, any corpse to any burial and burning ground or burning ghat shall bury or burn the same or cause it to be buried or burnt within six hours after its arrival at such ground or ghat.

Fine, Rs. 50/-

P.T.O.

BYE-LAWS FOR THE REGULATION OF CYCLE RICKSHAW IN THE IMPHAL MUNICIPALITY, AS AMENDED UPTO DATE.

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(Framed under Section 302 and 304 (i) of the Assam Municipal Act, 1956 and approved by the Govt. under its Notification No. 1/21/77-LSG(MUC) dated 24-4-1982)

1. Short title : These Bye-laws may be called "The Cycle Rickshaw Bye-laws".
2. Definition : President.
 - (i) "President" means President of the Imphal Municipal Board.
 - (ii) "Board" means Imphal Municipal Board.
 - (iii) "Cycle-rickshaw" means a carriage of three wheel vehicle with springs or other appliances acting as springs of a kind ordinarily used for conveyance of human beings or goods or both.
3. Extent & Commencement :
 - (i) These Bye-laws shall extend to the whole of the Imphal Municipal areas.
 - (ii) It shall come into force on the date of publication in the Manipur Gazette.
4. (i) No person shall act as a driver of a Cycle-Rickshaw except under a licence granted by the Imphal Municipal Board in that behalf. The fee of such licence will be Rs. 10/-
 - (ii) Every one who desires to take the licence shall submit to the Municipal Office an application in the prescribed form available at the Municipal office and dully filled in. He shall with the application furnish :-
 - (a) Two passport size photograph one to be retained in the Municipal Office and the other should be pasted on the licence granted to him.
 - (b) One Medical Certificate stating that he is physically fit for the purpose of being a Cycle-Rickshaw Driver and also that he is free from any infectious disease and that he is not under eighteen years of age.
 - (iii) Every licence granted under Bye-laws No. 4 (ii) above shall be renewed every year at a fee of Rs. 10/-
5. The licensing Officer means the Executive Officer of the Board or any other officer authorised in this behalf by the Board. He shall sign on the licence in token of the issue of the licence.
6. The Driver must carry with him while in service, the licence granted to him.
7. The licensing Officer shall be competent to cancel or to suspend the licence granted to any Rickshaw Driver for such period as he deems fit if he violates any of the provisions of these bye-laws.
8. (a) No one shall ply the cycle rickshaw or cause it to be plied unless it is registered first and the registration is renewed in time every year on payment of the fees mentioned below :-
 - (i) Registration fee - Rs. 20.00
 - (ii) Annual Renewal fee - Rs. 20.00
- (b) The ownership of a cycle rickshaw may be transferred on transfer fee of Rs. 5.00
9. (i) No Driver of a Cycle - Rickshaw shall realise hire charge for trips in excess of those stated below :-

(a) to any place not exceeding 1 km.	- Rs. 1.00 p
(b) to any place exceeding 1 km. but not exceeding 2 km.	- Rs. 1.50 p
(c) to any place exceeding 2 km. but not exceeding 3 km.	- Rs. 2.00 p
(d) to any place exceeding 3 km. every additional km.	- Rs. 0.60 p
(e) Contract rate per hour	- Rs. 4.00p
(f) Contract rate from sun rise to sunset	- Rs. 25.00p
(g) any waiting as requested by the driver hire if the time is not more than 10 minutes no charge will be made.	

- (ii) A list of rates should be clearly written on the back of the Rickshaw in order to enable any person to see it at glance. Registration number of the Cycle Rickshaw and the particulars of (a) to (g) in the above must be written at the owner's cost at the back of every cycle rickshaw. The size of each numerical figure of the registration number should be less than 15 C.M. in length.

Note :- The rate are meant for the period from sunrise to 9 P.M. under Bye-laws No. 9 (i) (f) above. The period from sunrise to sunset will cover a period of 12 hours.

10. Standard size of a Rickshaw shall be as follows :-
- | | | |
|---------------------------|---|--------|
| Length of seat | - | 66 cm. |
| Breadth of seat | - | 30 cm. |
| Body height from the seat | - | 66 cm. |
| Axle | - | 72 cm. |
11. No Cycle Rickshaw shall carry a load in excess of the following :-
- (a) two adult persons, or
 - (b) one adult person 2 children below 12 years, or
 - (c) three children below 12 years, or
 - (d) one adult person and 2 children and luggage not exceeding 15 kgs., or
 - (e) one adult person, and child below 12 years and luggage not exceeding 20 kgs. or
 - (f) one child below 12 years and luggage not exceeding 47 kgs.
 - (g) a luggage not exceeding 94 kgs. or
 - (h) one adult person and luggage not exceeding 30 kgs.,
12. Each Cycle Rickshaw shall have two lights.
13. Each Cycle Rickshaw shall have an adjustable tarpaulin hood to protect the passenger from sun or rains.
14. Each Cycle Rickshaw shall have a horn giving signals.
15. The Cycle Rickshaw Driver shall not be rude in dealing with any passenger.
16. No obscene or objectionable words or songs shall be used or sung by the Driver while plying the rickshaw with passenger and no annoyance of any sort shall be given to the passenger.
17. No Rickshaw Driver shall refuse service on flimsy grounds.
18. If any driver of any cycle rickshaw is aware that he has carried a passenger suffering from an infectious disease he shall at once thoroughly disinfect the cycle rickshaw.
19. No driver of any cycle rickshaw shall, while driving, wear any clothes which is likely to impede his driving or, render it dangerous.
- 19 A. No rickshaw Driver while plying rickshaw shall cover his face either with cloths or by using other means so as to conceal his identity from the passenger.
20. No Driver of any Rickshaw shall smoke while driving with passengers.
21. No Cycle Rickshaw which is not in serviceable condition shall be allowed to ply.
22. Rickshaw fitness certificate issued by an officer duly authorised by the Board for the purpose is to be carried with the Driver while Driving.
23. On demand by any Police Officer in uniform or the Licensing Officer or any other Officer/ Official authorised by the Licensing Officer the Driver should produce all the necessary documents for the purpose of checking.
24. No Rickshaw should be left or kept standing in the Bazar area for a period longer than reasonably required for lifting/dropping passengers for loading/unloading purpose.

25. The penalty for the infringement of any of the bye-laws shall be :-
- (a) a fine not exceeding Rs. 10.00 for the first offence and a fine not exceeding Rs. 25.00 for the 2nd subsequent offences.
 - (b) the fines imposed under these bye-laws may be treated as a tax to the Board under the Assam Municipal Act, 1956.
 - (c) except as otherwise specifically provided in these bye-laws it shall be competent to the Licensing Officer or an Officer of the Board daily authorised for the purpose by the Chairman to impose the penalties for the violation of those bye-laws.
26. Any one aggrieved with the order of the Licensing Officer or of the Authorised Officer may file an appeal against the order to the chairman.
If he is again aggrieved with the order of the Chairman he may file an appeal against it to the Board and the decision then arrived at in a meeting of the Board shall be final.
27. Private Rickshaw :- Private Rickshaw may be allowed to run for any propose for which the same have been registered. In no case such private rickshaws shall be allowed to register for the purpose of carrying passengers. The provisions for Bye-laws Nos. 9, 13, 15, 16, 17, 18, 19, and 20 are not applicable to such Private Rickshaw as far as other provisions are concerned.

ANNEXURE – I

PROPOSED AMENDMENTS OF BYE-LAWS FOR THE REGULATION OF CYCLE RICKSHAW IN THE IMPHAL MUNICIPALITY

1. Short title : These Bye - laws may be called "the Cycle Rickshaw (amendment) Bye-laws, 1986.
2. Extent & Commencement : (i) These Bye-laws shall extend to the whole of Imphal Municipal area.
(ii) It shall come into force from the date of publication in the Manipur Gazette.
3. (i) The figures Rs. 20.00 in Bye-laws Nos. 8 (a) (i) and 8 (a) (ii) shall be substituted by the figures Rs. 25.00.
(ii) The figures Rs. 5.00 in the Bye-laws No. 8(b) shall be substituted by the figures Rs. 10.00.
4. Bye-law no. 9 (i) shall be substituted by the following :-
"No driver of a Cycle Rickshaw shall realise hire charge for trips in excess of those stated below :-
 - (a) To any place not exceeding 1 km. - Rs. 1.25 p.
 - (b) For every additional 1/2 km. - Rs. 0.50 p.
 - (c) Contract rate per hour - Rs. 5.00 p.
 - (d) Contract rate from sunrise to set - Rs. 35.00 p.
5. Bye-law No. 10 shall be substituted by the following :-
 - (i) Length of seat - 75 cm.
 - (ii) Breadth of seat - 35 cm.
 - (iii) Body highest form the seat - 90 cm.
 - (iv) Axle length - 102 cm.

MANIPUR ADMINISTRATION
SECRETARIAT - LAW & HOME DEPARTMENT

NOTIFICATION

Imphal, the 27th July, 1957.

No. TF/MUC/3/53-56 (iii) - In exercise of the powers conferred by Sub-Section (2) of Section 299 of the Assam Municipal Act, 1923 (Assam Act I of 1923) as in force in the Territory of Manipur, the Chief Commissioner is pleased to confirm the following Bye-laws framed by the Imphal Municipal Board under Section 297(1) of the said Act.

Bye-Laws regarding regulation of traffic and prevention of obstruction etc. in Imphal Town.

Sd/-
S.C. Bardhan,
Secretary (Law & Home) Manipur
Administration.

**BYE-LAWS REGARDING REGULATION OF TRAFFIC AND
PREVENTION OF OBSTRUCTION ETC. IN IMPHAL TOWN**

Under Section 297(1) of the Assam Municipal
Act, 1923 as extended to Manipur.

DEFINITIONS

1. In these Bye-Laws, (1) "Board" means the Imphal Municipal Board constituted under Section 9 of the Assam Municipal Act, 1923 (1 of 1923).
- (ii) "Cattle" means cattle as defined in Section 3 of the Cattle Trespass Act, 1871 (1 of 1871).
- (iii) Words not defined in these bye-laws shall have same meanings as in the Act.

PENALTIES

2. Fines - The penalty for the infringement of any of these bye-laws shall be :-
 - (a) a fine not exceeding the sum stated at the foot of the bye-laws.
 - (b) in the case of a second or subsequent conviction for a similar offence a fine not exceeding the sum (if any) stated in that behalf at the foot of the bye-laws, and
 - (c) in case of a continuing offence, further fine, not exceeding the sum (if any) stated at the foot of the bye-laws as the daily fine, which daily fine may be imposed for each day after written notice of the offence from the Board.

REGULATION OF TRAFFIC ON PUBLIC ROADS

3. YOUTHFUL DRIVERS. (a) No owner of any carriage or cart shall allow it to be driven on any public road by a driver under fourteen years of age.
- (b) No owner of any carriage or cart pulled by animals shall allow it to be driven on any public road by a driver under eighteen years of age.

Fine, Rs. 10.00

4. **DRIVING MORE THAN ONE CARRIAGE OR CART :** No driver shall drive or have in his charge on any public street more than one carriage or cart except in the case of two carts, the hinder one of which is securely fastened to the preceding cart.
Fine, Rs. 10.00
5. **STANDING VEHICLES :** No person shall keep standing on any public street any vehicle, in such a manner as to cause inconvenience to the public, for any time longer than may reasonably be required for loading or un-loading or for taking up or setting down passengers.
Fine, Rs. 100.00 on a second or subsequent conviction Rs. 50.00.
6. **CHARGE OF CARRIAGE OR CART :** No person shall leave any carriage or cart on any public street without a person in charge thereof.
7. **RULES OF THE ROAD :** Any person driving a carriage or cart, or riding a bicycle, or driving or riding an animal, or carrying a palanquin on any public road, shall keep to his left when he passes a vehicle coming from the opposite direction or when any vehicle overtakes him, and shall keep to his right when overtaking any vehicle.
Fine Rs. 10.00
8. **LIGHTS :** No person shall drive any of the undermentioned vehicles or animals or convey any palanquin, on any public road between sunset and half an hour before sunrise, unless lights are provided as follows :-
 - (a) every carriage must carry two conspicuous lights, one on each side;
 - (b) every cart must carry one conspicuous light;
 - (c) every elephant or palanquin must be accompanied by one conspicuous light;
 - (d) every cycle must carry one conspicuous light in front.Fine, Rs. 50.00
9. **SIGNALS ON MOTORS AND CYCLES :** No person shall drive any motor-car, or ride any motor cycle or any tricycle on any public road unless it has attached to it a bell, horn or other suitable signal in good order.
Fine, Rs. 50.00/.
10. **MAXIMUM LOAD FOR CARTS :** No cart shall, without the general or special permission of the Board, carry on any public road a load in excess of fifteen mounds.
Fine, Rs. 10,00.
11. **VEHICLES LADEN WITH GIRDERS, ETC. :** No person shall drive upon a public road any vehicle laden with iron girders, rails, beams, bulls, bamboos, planks or other materials of a similar character which exceed twelve feet in length, unless the vehicle be accompanied by another person and be loaded in such a way that no portion of the said materials touches the ground.
Fine Rs. 10.00.
12. **VEHICLES LADEN WITH BRICKS/STONES ETC. :** No person shall drive upon a public road any vehicle laden Bricks, stones, or other materials of a similar character, unless such materials be so secured that they cannot fall on to the road.
Fine Rs. 10.00
13. **ANIMAL LADEN WITH BAMBOOS OR TIMBER :** No person shall convey on any public road bamboos or timber placed on the back of any animal in such a way that any portion of such bamboos or timber touches the ground.
Fine Rs. 10.00
14. **TAKING AN ELEPHANT OVER A BRIDGE :** No person shall allow any elephant in his charge to go over any bridge on any public road unless the bridge be constructed of arched masonry, steel or farrow-concrete or similar durable materials.
Fine Rs. 50.00

15. DRIVING CART IN CENTRE OF A PUBLIC ROAD : No. person shall drive a cart on the centre of any public road on which cart-tracks are provided.

Fine Rs. 10.00

16. SITTING OR SLEEPING : No. person shall sit, sleep or stand on any public road so as to obstruct traffic.

Fine Rs. 10.00

17. DRIVING OR RIDING ON FOOT PATH : No person shall wilfully drive or ride any vehicle or cattle on any foot path set apart for the use of foot-passengers.

Fine Rs. 10.00

PREVENTION OF OBSTRUCTIONS, ENCROACHMENT OR EXCAVATIONS ON OR NEAR PUBLIC ROADS OR OTHER PLACES OF PUBLIC RESORT.

18. ABANDONING OR LETTING LOOSE CATTLE : No person shall abandon or let loose or negligently allow to get loose any cattle, on any public road.

Fine Rs. 10.00

19. CHILDREN PLAYING OR WANDERING : No parent or guardian of any child below the age of seven years shall allow such child to play or wonder about on any public road except in the presence and under/the control of a parent or / guardian

Fine Rs. 10.00

20. DEPOSITING ARTICLES : No person shall, without the general or special permission of the Board, deposit any articles on any public road, except for a temporary purpose as may be required for loading and unloading, or use public roads as a place for keeping any vehicle or cattle, or for washing any article or for any other private purpose.

Fine Rs. 10.00

21. PLANTING TREES : No person shall plant a tree on any public road without the general or special permission of the Board.

Fine Rs. 10.00

22. EXCAVATION AND ENCLOSURES : No person shall, without the general or special permission of the Board, make any excavation on any public road or on near any ghat or public ferry or enclose any such road or any part thereof.

Fine Rs. 10.00 daily fine Rs. 2.00

23. RAISING OR STRUCTURES AND CONSTRUCTION OF BUILDINGS : No person shall without the general or special permission of the Board raise any structures or buildings on any public roads or the slopes thereof or the drains by the sides of the roads.

Fine Rs. 50.00, daily fine Rs. 10.00

24. REMOVING TURF OR CUTTING GRASS : No person shall, without the general or special permission of the Board, remove turf or cut grass from any public road or the slopes thereof.

Fine Rs. 10.00

25. DISCHARGE OF WATER : No person shall affix or cause to be affixed to any building owned or occupied by him any gutter, spout or other thing intended for the conveyance and discharge of water, or shall leave in any such building any opening for the discharge of water, in such a way that the water discharged there from is thrown or falls upon a public or galley except through a down pipe or other suitable contrivance reaching to the level of the public road or gully.
Fine Rs. 10, daily fine Rs. 2.00
26. BREAKING IN HORSES : No person shall break in horse on any public road not set apart for that purpose.
Fine Rs. 10.00 : a second for subsequent conviction, Rs. 50.00
27. PLAYING KITES : No person shall fly a kite on any public road or in such a way that it may fall on any public road.
Fine Rs. 10.00
28. PLAYING GAMES : No person shall play any game on any public road.
Fine Rs. 10.00
29. THROWING STONES OR MISSILES : No person shall throw or discharge any stone or missile on or near any public road.
Fine Rs. 10.00
30. DRIVING ACROSS A DRAIN : No person shall drive any vehicle across a public drain in or near any public road so as to cause damage to such drain.
Fine Rs. 10.00
31. DUST-BINS : No person shall,
(a) place any burning material in any Municipal dust-bin on or near a public road, or
(b) burn in any such dust-bin any paper, leaves, grass wood or other material.
Fine Rs. 10.00
32. CLOSED PUBLIC ROAD : No person shall take or drive any motor vehicle, carriage or cart on a public road or part of a road which is closed by order of the Board to all or any specified description of wheeled traffic or displace any barrier or fence or notice erected for the purpose of closing such public road or part thereof.
Fine Rs. 10.00
33. EXPOSING ARTICLES FOR SALE : Without the general or special permission of the Board which may, if the Board so directs, be subject to the payment of fees according to a scale prescribed by the Board at a meeting. No person, shall use or occupy any public road, market place or any other places of public resort, for the sale of any article or for the exercise of any calling or for setting up any booth or stall.
Fine Rs. 10.00 on a second or subsequent conviction Rs. 50.00
34. USE OF PUBLIC VEHICLE BY CASES OF INFECTIOUS AND CONTRIGIOUS DISEASES : No vehicles kept for hire or other wise used of kept for use by the public shall be allowed to be used by case of infectious and contagious diseases without a special permission of the Baord in each case. No vehicles so used shall be allowed to be used by any other person without the permission of the Board.
Fine Rs. 10.00 or a second or subsequent conviction Rs. 50.00

APPROVED BY THE CHIEF COMMISSIONER UNDER ORDER NO. 172/2/60-S(MUC)
DATED 9-4-62 OF THE MANIPUR ADMINISTRATION

BYE-LAWS FOR THE PREVENTION OF STORAGE OF KOM KWA UNDER SECTION 320
(XIII) OF THE ASSAM MUNICIPAL ACT, 1956 AS EXTENDED TO MANIPUR.

1. Short title : (1) These Bye-laws may be called the storage or Kom Kwa Bye-laws 1961.
(2) These Bye-laws shall extend to the whole of the Bazar area.
(3) These Bye-laws shall come into force with effect from the date of their publication in the Manipur Gazette after confirmation by the Chief Commissioner, Manipur.
2. Definition : (a) Bazar area means the area bounded on the
North - By Khoyathong Bazar.
South - By the Cashar Road.
East - By the Imphal Dimapur Road.
West - By Naga and Nambul River.
(b) Board means the Imphal Municipal Board.
(c) Storage means storing of Kom Kwa in pits either pucca or otherwise.
Pit means a hollow in the ground, either pucca or otherwise with water in it, used kept or maintained for the storing of Kom Kwa.
3. No place in the Bazar area shall be used for the storage of Kom Kwa.
4. Any person, who commits a breach of these Bye-Laws or fails to comply with any notice issued thereunder shall be liable to fine which may extend to Rs. 50/- and to a further fine, which may extend to Rs. 20/- for each day after conviction during the offence is continued.

-(*)-

(1/5)

**BYE-LAWS FOR REGULATION FOR THE PLACE OF THE SALE OF NGARI AND
PHABOU AND THEIR VARIETIES FRAMED UNDER SECTION 302 (CLAUSE XVII)
OF THE ASSAM MUNICIPAL ACT, 1956 AS EXTENDED TO MANIPUR.**

1. Short title : (1) These Bye-laws may be called Regulation of place of sales of Ngari, Phabou and their species of fish Bye-Laws, 1961.

Extent (2) These Bye-laws shall extend to the whole of the Bazar area.

(3) These Bye-laws shall come into force with effect from the date of their publication in the Manipur Gazette after confirmation by the Chief Commissioner, Manipur.
2. Definition : In these Bye-Laws
 - (1) "Board" means the Imphal Municipal Board.
 - (2) Bazar area means the area bounded on the
North - By Khoyathong Bazar.
South - By the Cachar Road.
East - By the Imphal Dimapur Road.
West - By Naga and Nambul River.
- 3 (1) Ngari Phabou and their species of fish shall not be sold or exposed for sale at any place in the Bazar area, except at the places situated within the area mentioned in clause 2 below :-
 - (2) Ngari Phabou and their species of fish may be sold or exposed for sale any place situated within the areas, which is bounded on the :-
North - By the shop on Plot No. 73 the Naga River and Thangal Bazar Road
South - By the Bir Tekendrajit Road.
East - By Thangal Bazar Road.
West - By Naga River.
4. Any person, who commits a breach of these Bye-Laws or fails to comply with any notice issued thereunder shall be liable to fine, which may extend to Rs. 50/- and to a further fine, which may extend to Rs. 20/- for each day after conviction during the offence is continued.

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PART - II
MANIPUR ADMINISTRATION
SECRETARIAT - LAW AND HOME DEPARTMENT

Imphal, the 17th April, 1963
the 27th Chaitra, 1885.

No. 151/3/68-L(MUC):- In Cancellation of the Regulation of place of sales of Ngari, Phabou and their species of fish Bye-Laws, 1961 published with Notification No. 172/2/60-L(MUC) dated 9th April, 1962 and in exercise of the powers conferred under Sub-Sections (2) and (3) of Section 304 of the Assam Municipal Act, 1956 (Assam Act XV of 1957) as extended to the Union Territory of Manipur, the Chief Commissioner, Manipur hereby confirms and under mentioned Bye-Laws framed by the Imphal Municipal Board :-

(1) Prevention of storage and Regulation of place of SALE OF NGARI PHABOU AND THEIR SPECIES BYE-LAWS, 1963.

BYE-LAWS FOR PREVENTION OF STORAGE AND FIXING OF PLACE OF SALE, OF NGARI AND THEIR VARIETIES FRAMED UNDER SECTION 302 (Clauses XVII AND XXII) OF THE ASSAM MUNICIPAL ACT, 1956 AS EXTENDED TO MANIPUR.

Short title 1. (1) These Bye-Laws may be called Prevention of storage and Regulation of place of sale of Ngari, Phabou and their species Bye-Laws, 1963.

extent and commencement (2) These Bye-Laws shall extend to the whole of the Bazar areas.

(3) These Bye-Laws shall come into force with effect from the date of their publication in the Manipur Gazette after confirmation by the Chief Commissioner, Manipur.

Definitions 2. In these Bye-Laws.

(1) "Board" means the Imphal Municipal Board.

(2) "Bazar area" means the area bounded on the
North - By Khoyathong Bazar.
South - By Cachar Road.
East - By Imphal Dimapur Road, and
West - By Naga and Nambul River.

3. (1) No person shall store, sell or expose for sale Ngari, Phabou or any of their spices at any place in the Bazar area except as provided in Sub-clause (2).

(2) Ngari, Phabou and their species may be stored, sold on or exposed for sale at any place situated within the areas, which is bounded on the -
North - By the shop of Plot No. 73 connecting the Naga River and Thangal Bazar Road.
South - By the Bir Tikendrajit Road,
East - By Thangal Bazar Road and
West - By Naga River.

Penalties 4. Any person who commits a breach of any of these Bye-Laws or fails to comply with any notice issued thereunder shall be punishable with fine, which may extend to Rs. 50/- and to a further fine which may extend to Rs. 20/- for each day after conviction during which the offence is continued.

By Order etc.

R.C.DEO SHARMA, SECRETARY (LAW & HOME) MANIPUR ADMINISTRATION, IMPHAL.

NO. 20/1/59-LSG/S(H) - AS(L)
MANIPUR ADMINISTRATION
SECRETARIAT - LOCAL SELF GOVERNMENT BRANCH

NOTIFICATION

Imphal, the 29th September, 1959

Whereas the Imphal Municipal Board has made the following bye-laws under Section 297 of the Assam Municipal Act, 1923 (Assam Act, 1 of 1927) as extended to Manipur and has applied to the Chief Commissioner for confirmation of the said bye-laws under Sub-Section (2) of Section 299 of the same Act, the said bye-laws having been previously published as required by sub-section (1) of the said Section.

Now, therefore, in exercise of the powers conferred by Sub-Section (2) of Section 299 of the said Act, the Chief Commissioner, Manipur, is pleased to confirm the following Bye-laws :-

Bye-Laws regarding control of Cycles within the Municipal Market.

(Under Section 297 of the Assam Municipal Act, 1923)

1. Short title :- Municipal markets (Control of Cycles) Bye-Laws, 1959.
2. Extent :- These bye-laws shall extend to the New Market, the Purana Bazar, the Laxmi Bazar and all other markets declared as Municipal Markets by the Imphal Municipal Board by public notification with the previous approval of the Manipur Administration.
3. Penalties :-
 - (a) The penalty for the infringement of these bye-laws shall be.
 - (i) a fine not exceeding the sum stated at the feet of the bye-laws, and
 - (ii) in the case of a continuing offence, a further fine not exceeding the sum (if any) stated at the feet of the bye-laws as the daily fine, which daily fine may be imposed for each day after written notice of the offence from the Board ;
 - (b) The fines imposed under these bye-laws may be recovered as a tax due to the Board under the Assam Municipal Act, 1923.
 - (3) Except as otherwise, specially provided in the these bye-laws, it shall competent to the Chairman or in the absence, an officer of the Board duly authorised for the purpose by a resolution of the Board to impose the penalties for the violation of these bye-laws ;

Provided that in all such cases an appeal shall lie with the Board.

4. No one shall take any cycle into the purana Bazar, Laxmi Bazar, New Market or any other market to be announced subsequently by the Board as a market to which these bye-laws are applicable.

First office - Rs. 1.00

Subsequent office - Rs. 5.00

By Order

Sd/- (S.C. BARDHAN)

SECRETARY (LAW & HOME) MANIPUR ADMINISTRATION, IMPHAL.

- 1 -
MANIPUR GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 243 Imphal, Monday, October 4, 1982 (Asyina 12, 1904)

GOVERNMENT OF MANIPUR
SECRETARIAT : LISG DEPARTMENT
ORDERS BY THE GOVERNOR : MANIPUR
Imphal, the 25th September, 1982

No. 1/24/78-LSG(MUC) – Whereas, the draft Rules for assessment of Tax on holdings has been published under this Department's notification of even number dated 15-6-1982 in the State Gazette vide extraordinary Gazette No. 127 dated 28-6-1982 inviting objections and representations from all interested persons.

Whereas, no objections and representations have been received from any persons within the Stipulated time i.e. upto 31-7-1982 ;

Now, therefore, in exercise of the power conferred by Section 203 of the Manipur Municipalities Act, 1976, the Governor of Manipur is pleased to make the Rules viz "The Imphal Municipalities (Assessment of Tax on holdings) Rules 1932 as appended below as final publication.

By order & in the name of the Governor,

L. JITENDRA SHARMA

Under Secretary, (LSG), to the Govt. of Manipur.

RULES FOR ASSESSMENT OF TAX ON HOLDINGS CHAPTER I PRELIMINARY

1. (1) These rules may be called the Imphal Municipality (Assessment of Tax on Holdings) Rules, 1982.
- (2) These rules extend to the whole area of Imphal Municipality.
- (3) They shall come into force with effect from the date of their final publication in the Manipur State Government Gazette.
2. In these rules, unless the context otherwise requires :-
 - (a) "Act" means the Manipur Municipalities Act, 1976 as amended from time to time.
 - (b) "Board" means the Imphal Municipal Board.
 - (c) "Form" means a form appended to these rules.
 - (d) "Section" means a Section of the Act.
 - (e) "Government" means the State Government of Manipur and
 - (f) "Tax" means tax on holdings imposed under Clause (a) or Sub-Section (I) of Section 70 of the Act.

CHAPTER II – VALUATION LIST

3. For the purpose of Section 74 the Valuation list shall be in form A-I.
4. No assessment of tax on property and no charge or demand of any tax made under authority or the Act or these Rules shall be invalid for error of defect of form and it shall be enough in any valuation or assessment for the purpose if the property so valued or assessed is so described as to be generally known and it shall not be necessary to name the owner or occupier thereof.

CHAPTER III – VALUATION LIST

5. For the purpose of Section 77(a) Annual value shall be five per centum of the sum obtained under the sub-section and the rate of depreciation shall be half per centum per annum for pucca buildings and one per centum for other buildings.

6. The rates to be used for the estimation of the cost of erection of the buildings shall be those prescribed or employed by the Public Works Department of the Government or such rates as may be prescribed for the purpose by the Board, whichever is higher, and the rates used for the estimation of the value of land shall be those prescribed for the purpose by the Board, provide that such rates shall, in any case, not be less than those prescribed by the Revenue Department of the Government.
7. (i) The Board may, from time to time, fix the rate of tax payable for financial year, which shall not be less than 5 percent and not more than 20 percent of the annual value of the holding and different rates may be fixed for different local areas, for different classes of holdings or tenements and for such different slabs of annual value of holdings as the Board may specify :
Provided that the rate of tax shall not, without prior approval of the Government, be increased or reduced in a financial year by more than 2 percent of the annual value of the holding.
- (ii) Subject to the provisions of Section 86 of the Act, the rate of tax so fixed shall have effect from such day as the Board may specify in this behalf and shall remain in force until new rate is fixed.

For rule 8 of the principal Rules, the following shall be substituted, namely :-

8. (i) The tax shall be payable in equal quarterly installments and every such instalment shall be due on the first day of the quarter :
Provided that if any person so desires he may make payment in advance of the tax payable by him for the whole of the financial year or the remaining quarters thereof.
- (ii) Any quarterly instalment of the tax or any part thereof which is not paid during that quarter shall become an arrear of tax and the persons responsible for the payment thereof become defaulters."

CHAPTER IV – RATE OF TAX

9. (1) The rate of tax shall be determined by the Board each year by the 15th of February for the next ensuring year commencing on 1st of April.
- (2) The rate of tax shall not be less than ten percent and not more than thirty percent of the annual value of lands and buildings.
- (3) The rate of tax fixed by the Board may be proportionate to the value of each buildings or lands, or may advance in systematic progression with the value of building or land.
- (4) The rates of tax in respect of land or buildings or portions thereof in which any particular class of trade or business is carried on may be fixed higher than the rates for other lands or buildings by an amount not exceeding one half of the rate so fixed.
- (5) Except in the year in which it is decided by the Board for the first time to levy rates on a graduated scale under sub-rule (3) or to levy higher rates on certain lands and buildings under sub-rule (4), the rates of tax shall not be raised by more than 25 percent in any year for the next following year.
- (6) The rate of tax shall not be reduced without the sanction of the State Government by more than 2 percent in any year.
- (7) Where any portion of land or building is liable to higher rate of tax under provisions of sub-rule (4), such portion shall be deemed to be a separate property for the purpose of municipal taxation.

8. Payment of taxes – The tax shall be payable quarterly, and shall be deemed to be due on the first day of the quarter in respect of which it is payable, viz the first day of April, the first day of July, the first day of October and the first day of January and, further, it shall be payable within fifteen days of its falling due.
9. The amount of the quarterly tax payable shall be rounded off to the nearest paisa.

CHAPTER V – PUBLICATION OF NOTICE

10. For the purpose of Section 89 the notice shall be in form A-2.
11. The notice under Rule 10 above shall be published in at least three local newspaper and also by posting placards in conspicuous places in all the wards of the Municipality.

CHAPTER VI – MISCELLANEOUS

12. On the from the date on which these rules come into force. The rules for the Assessment of Holdings in Municipalities in Manipur framed under order No. 155/4/61-L(MUC) date 5-3-62 of the Chief Commissioner, Manipur shall stand repealed.

FORM NO. AI (SEE RULE NO. 3) PRESCRIBED FROM FOR THE VALUATION LIST

Sl. No. of the holding in	Name of the Ready Street	Patta No. Dag No.	Particular of the	Particular of the	Description	Description	To be used only from the holding falls under section 77 (a)			
							Type of	Estimated present cost of erecting	Deduct	Estimated value
1	2	3	4	5	6	7	8	9	10	11

(21)

Final	To be used only when the holding falls under Section 77		Annual value	Existing A. V.	Annual Value	Remarks.	
	Whether rented (impart/	The gross annual rent					
12	13	14	15	16	17	18	19

FORM NO. A2 (SEE RULE II)

NOTICE OF ASSESSMENT (U/S 89 (I) OF THE MANIPUR MUNICIPALITIES ACT, 1976

GENERAL NOTICE OFFICE OF THE IMPHAL MUNICIPALITY

Ward No.
North by
South by
East by
West by

(22)

Notice is hereby given that the valuation of buildings and land in the wards of Imphal Municipality noted in the margin, has been completed and that the assessment book prepared U/S 79 of the Act, can be inspected on any day (Sunday and Holiday excepted) at the Municipal Office

(21)

Address

between the hours of 11 A.M. and 3.30 P.M.

Municipal Office
the

President
Imphal Municipal Board

**BYE LAWS FOR THE INSPECTION AND REGULATION OF HOTELS, RESTAURANTS
SWEET-SHOPS AND OTHER HOUSES WHERE FOOD IS PREPARED AND SOLD**

(Under Section 297 of the Assam Municipal Act, 1923)

1. Short title – these bye-laws may be called the Food and Eating houses Bye-laws.
2. Definition : In these bye-laws (a) "Restaurant" means any premises in which any article of food or drink is sold or kept for sale for consumption upon such premises, and includes any premises included in a lodging house and used for the consumption of food or drink.
 - (b) "Kitchen" means any place in which food or drink is prepared for consumption in a restaurant.
 - (c) "Eating room" means any premises forming part of a restaurant in which food or drink is consumed.
3. Penalties : A breach of any of these bye-laws shall be punishable with fine which may extend to Rs. 50/- and in the event of a continuing breach, with a further fine which may extend to Rs. 5/- for everyday after the date of the first breach during which the breach continues.
4. Conditions of Licence : It shall not be lawful for any person to use or occupy as a Restaurant any house, room premises or place, unless such house, room premise or place is first licensed by the Board, and such licence shall not be granted and if granted shall be revocable unless the following conditions are complied with :-
 - (1) Environment : (i) Every restaurant shall always be kept and maintained in a cleanly state free from effluvia arising from any drain, privy or other nuisance or cause whatever, and be lighted and ventilated to the satisfaction of the Board. (ii) No water closet, privy, ashpit, or any drain or pipe for carrying off faecal or sewage matter shall be within or communicating directly with any restaurant, or near enough to cause nuisance to the restaurant. (iii) Any cistern supplying water to any restaurant shall be separate and at such distance from any privy or water closet as the Board shall direct. (iv) No animal of any kind shall be kept in any restaurant or within its precincts and no premises shall be licensed as a restaurant if there is a cow house or stable within 100 feet of them.
 - (2) Building : (i) The floor of the building must be of smooth and impervious materials and properly inclined towards the drains. (ii) The wall and the ceiling shall be lime-washed at every six months and the floor washed daily. (iii) The keeper of every restaurant shall not allow cobwebs or other dirt to fall from the roof, ceiling or walls of the eating room. (iv) No lamp or other light shall be used in any eating room which is likely by reason of its construction or condition to cause smoke or soot. (v) No eating room shall be used for residential purpose. (3) Furniture and fixtures : (i) Every restaurant shall be provided with such drains, vases, tables, vessels, furniture, plants and utensils or shall be approved by the Board. (ii) All dishes, cups, plates, glasses and other utensils used in the eating room shall be kept perfectly clean to the satisfaction of the Board and shall be washed with potassium permanganate solution each time after use. Table cloths and towels used in restaurants shall always be kept clean. (iii) No cupboard, case utensil or other apparatus shall be used in any eating room while in a dirty condition or in a condition that fails to secure immunity of all articles of food or drink kept therein. (iv) No person shall keep in any restaurant any hookas, bedding or soiled clothing or cloths or any articles or utensil not pertaining to or required for the manufacture or preparation of the food therein carried on be kept in such restaurant.

- (4) Food and Drink : (i) All food and drink kept for sale in an eating room shall be of good quality. No one keeping or using any restaurant shall use any adulterated or unwhole some food substance in the preparation or manufacture carried on in the restaurants. (ii) No articles of food or drink shall be prepared for consumption without protection from flies or dirt, no vessels shall be used for keeping condiments, pickles or other articles containing acids or vegetable matter unless it is constructed of stone, china or glass or is of enamelled, tinned or electroplated ware. (iii) Water kept for use in the eating room shall be obtained from a pure source approved by the Board, and shall be stores in clean vessels with suitable covers. (iv) No refuse or waste water shall be thrown on near any place where food to kept or where any person is served with food or on to any drain adjacent thereto. (v) To keep or store, or so any intoxicating articles in the restaurant other than the food or drink approved by the person authorised by the Board.
- (5) Persons and habits : (i) No person shall spit on the floor or wall in the eating room. (ii) No person shall be employed in any room who is not cleanly clad or who is suffering from any infections, contagious or leath some disease or who has recently been attending upon any person so suffering form any infections, contaminaious or loathsome disease. (iii) Except in these rules otherwise provided no person other than these implied in manufacturing, cooking, or preparing the articles of food cooked or prepared in restaurant shall be allowed to enter therein.
- (6) Control : (i) Every eating room shall be opened during business hours to the inspection by any officer authorised by the Board and the keeper thereof shall be bound to comply with all reasonable directions and instructions issued by such officer cosistance with the purposes of these bye-laws. (ii) The keeper of every restaurant shall affix a copy of these bye-laws in a conspicuous part of the promises and shall be responsible for ensuring that the Bye-Laws are observed by the public. Infringement shall be reported to the Board. (iii) The Board may, with a view to preventing room shall be closed for a specified time and may forbid the keeper thereof to dirt any person thereto.
- (7) Miscellaneous provisions : (i) The above bye-laws shall apply mutatis mutandis to the sweet-shops within the Municipality. (ii) No hawker selling prepared articles of food of drink or any hawker with moving vans for selling prepared articles of food or stationery goods shall hawker move vans without licence from the Board at a fee of Rs. 10.00 annually (ii) The above bye-laws shall apply mutatis mutandis to the business of the hawker with or without vans. (iv) No person shall prepare sweetmeats on the verandah or expose the same for sale.

S.C. BARDHAN

Secretary , Law & Home, Manipur Administration.

Imphal, the 7th August, 1959

16th Sravana 1881

No. 20/1/59 - LSG(MUC)/S(H) - AS(L):- In exercise of the powers conferred by the sub-section (2) of Section 299 of the Assam Municipal Act, 1923 (Assam Act of 1923) as in force in the Territory of Manipur, the Chief Commissioner, Manipur is pleased to confirm the following amendment of the Food and Eating Houses Bye-Laws, 1957 framed by the Imphal Municipal Board under Section 297 of the said Act the same having been previously published by the Imphal Municipal Board.

AMENDMENT OF FOOD AND EATING HOUSES BYE-LAWS 1957.

1. Insertion of bye-laws Nos. 5 & 6 :-

After bye-laws No. 4 of the said bye-laws the following shall be inserted or renewal of each licence for Hotel, Restaurant etc. under these bye-laws :

Class of Hotel. Restaurant etc.	Licence fees for one year or part thereof.
Class I - Where the business is run on a big scale with separate room for kitchen dining hall and lodging accommodation.	Rs. 100/-
Class II - Where separate room are kept for kitchen and dining hall and a large variety of food is kept for sale.	Rs. 50/-
Class III - Where the business is run on a small scale and arrangement for cooking and eating is made in the same room.	Rs. 25/-

6. Validity of Licence - Every licence issued under these bye-laws shall be valid for one financial year.

Bye order of the Chief Commissioner
Sd/- M.G. Singh
Assistant Secretary (L)
Manipur Administration.

MANIPUR GAZETTE
EXTRAORDINARY

PUBLISHED BY AUTHORITY

No. 108/E80 Imphal, Tuesday, November 10, 1959 (Kartika 19, 1881)

NO. 41/195/59-HIL/S(W)-AS(W)(1)
MANIPUR ADMINISTRATION
SECRETARIAT-WORKS & FOREST BRANCH

NOTIFICATION

Imphal, the 3rd August, 1959.

In exercise of the powers conferred by sub-section (1) of Section 24 of the Prevention of Food Adulteration Act, 1954 (37 of 1954) read with the Government of India, Ministry of health Notification No.F.14-46/57 PLH. dated 24th April, 1957 the Chief Commissioner after consultation with the Central Committee for Food Standards, Manipur is pleased to make the following rules, the same having been previously published as required by sub-Section (1) of Section 24 of the Act, namely :-

RULES U/S 24(1) & (2) OF THE PREVENTION OF FOOD ADULTERATION ACT, 1954 (37 OF 1954)

1. These rules may be called the Manipur Prevention of Food Adulteration Rules, 1958.
2. In these rules :-
 - (a) "the act" means the Prevention of Food Adulteration Act, 1954 (37 of 1954).
 - (b) "Section" means a section of the Act ;
 - (c) "Form" means a form appended to these rules.
3. In case of the local areas declared under Clause (VII) of Section 2, by Notification No. IMD 126/164 dated 19-5-59 the authority as mentioned against each such local area shall be the local authority for the local area.
 - (a) The area comprising in the Imphal Municipal - the The Municipal Board.
 - (b) The area included within the local limits of the Notified area the respective Town Committee.
4. The Food (Health) Authority shall have power to prohibit the sale or manufacture for sale of any article of food with a view to preventing the out-break of infectious disease.
5. The fee to be charged by a public analyst for analysing articles of food under the Act shall be Rs. 4.00 per sample if sent by the local authority and Rs. 8.00 per sample if sent by any other person.
6. All fines realised under the Act in any local area shall be paid to the local authority for such local area except where the local authority is a Government servant.
7. The Health Officer having jurisdiction over the local area concerned or such other Officer or Officer as may be appointed by the Chief Commissioner or the local authority, as the case may be for granting licence under these rule shall be called the licencing authority.

8. (1) An application for grant, renewal or amendment of any licence for the manufacture for sale, for storage, for sale or for distribution of any articles of food or any specified articles of food or class of articles of food in respect of which a licence is necessary under rules 50 of the prevention of Food Adulteration Rules, 1955, shall be made to the licencing authority in form No. 1 accompanied by the necessary fees.

(2) If any application is rejected the fee paid shall be refunded to the applicant.

(3) Save as otherwise provided in these rules, the fees payable for the licence shall be paid to the licencing authority in accordance with the scales laid down in the Schedule to these rules and the licencing authority shall credit the same to the fund of the local authority.

Provided that where the licencing authority is an officer appointed by the Chief Commissioner having jurisdiction over the area which is not included in the Municipality or any other local body for the purpose of the Act, the fees shall be paid into the Consolidated Fund of the State under the head XXVIII Public Health Miscellaneous with a treasury challan and the refund of fees relating to the rejected applications shall be adjusted against the minor head "Deduct - Refunds" under the said receipt head. An account of fees so deposited in the treasury shall be maintained on the licencing authority on receipt of the treasury challan from the applicant. An account of refund of the fees shall also be kept by the licencing authority.

9. If a licensee any time during the period of the licence, desires, to carry on the same trade or any operation in connection where with in any additional premises, godown or space a separate application for licence shall be made and a separate licence, shall be obtained in respect of such additional premises, godown or space.

10. The licensee carries on trade in one or more articles of food as specified in Rules 50 of the Prevention of Food Adulteration Rules 1955 in the same premises, godown or space (or in the same area in the cases of an itinerant vendor), he may have one licence only but the names of all such articles of food shall be specifically mentioned in the licence.

11. A licence granted under these rules shall be in form No. 11.

12. No licence shall be granted unless the licencing authority is satisfied on having the premises godown or space in respect of which the licence has been applied for inspected that the conditions as laid down in Part IX of Prevention of Food Adulteration Rules, 1955 made under the Act by the Central Government or elsewhere, for the purpose, have been fulfilled.

Provided that in every case where the application for licence is rejected the grounds for rejection shall be recorded by the licencing authority.

Provided further that no application shall be rejected unless the applicant has been given an opportunity of showing cause against the proposal for the rejection of his application.

Provided further (i) in the case of an application for a new licence, the licence applied for shall be deemed to have been granted with effect from the date next following the expiry of these months if no order either granting or rejecting an application or for compliance with any other directing is communicated by the licencing authority to the applicant, and (ii) in the case of application for renewal or amendment of a licence the licence shall continue to be in force until orders are passed on the applications.

13. In case of rejection of an application for grant, renewal or amendment of a licence, an appeal shall lie to the local authority concerned, provided that where the licencing authority is a Govt. servant the appeal shall lie to the Food (Health) Authority or an Officer authorised by it. The decision of the local authority or the Food (Health) authority, as the case may be on such appeal shall be final.
14. The holder of a licence may at any time before the expiry of the licence apply for permission to transfer his licence to another person. The licencing authority, if he approves of the transfer, shall enter upon the licence under his signature an endorsement to the effect that the licence had been transferred to the person named.

A fee of three rupees within a Municipal area and one rupee in other areas shall be charged for each such transfer.

15. If a licensee dies or becomes insolvent, or otherwise disable the person carrying on the business of such licensee shall not be liable to any penalty under the Act for exercising the powers granted to the licensee by the licence during such time not exceeding 5 months as may be necessary in the opinion of the licencing authority for such person to make a application for obtaining the licence in his own name for the unexpired portion of the original licence. A fee of Rs. 3/- (Rupees three) shall be charged for such transfer of the original licence for its unexpired period.
16. Where a licence granted under these rules is lost or accidentally destroyed, a duplicate licence may be granted on payment of a fee of rupee one provided that in the case of itinerant vendors in areas other than the Municipal areas the fee shall be four annas for a duplicate licence.
17. A licence whom issued under these rules shall be subjected to the following conditions, namely :-
 - (i) the licence shall be valid only for the premises, godown or space (or in the case of itinerant vendor, the area) specified in the licence;
 - (ii) the duration of the licence shall be one year from the date of issue or renewal or the licence, as the case may be ;
 - (iii) if the licence holder vacates or given up possession of the premises, godown or space for which licence has been granted during the periods of the licence, he shall forth with inform the licencing Authority.

- (iv) the licensee shall cause the licence to be affixed in some conspicuous part of the premises, godown or space for which the licence has been granted, properly framed :
- (v) The licensee shall, at all time, during the continuance of the licence, be responsible for the due fulfillment and observance of all the conditions of the licence ; and in case of any infringement or neglect or failure on the part of licensee or of any other person employed by him in the premises, to fulfil or observe any of the said conditions, the licence shall be liable to be suspended or revoke.
- (vi) The licensee shall fulfil all other requirements given writing by the licencing authority as may be considered necessary from time to time to ensure sanitation and whole someness of food :
- (vii) The licensee shall confirm to all the conditions as specified in the Act and the rules framed thereunder as well as to those which the chief Commissioner may specify from time to time by notification.

Note :- Where there is no fixed rent for the place of the business.

- (i) The annual rent thereof shall be calculated in urban areas on the Principals laid down in the Assam Municipal Act, 1923 (Assam Act I of 1923) as applied to Manipur, and
- (ii) In rural areas the fee payable for the licence shall be charged at flat rate of Rs. 2/- per annum.

**THE PREVENTION OF FOOD ADULTERATION ACT, 1954 (XXXVII OF 1954)
SECTIONS 24 (1) AND (2)**

(Name of the local authority)

FORM - I
(See Rule 8 (I))
FORM OF APPLICATION FOR LICENCE

Under clause (b) of sub-section (2) of section 24 of the Prevention of Food Adulteration Act, 1954 (37 of 1954).

For the period

I/We son/sons of

resident of by occupation

partners/proprietors of Nessrs of

hereby apply for a licence/renewal of licence/ amendment of licence for the manufacture for sale/for storage/for sale for the distribution of articles of food. Specified below in the premises situated at

in the area of

(2) The sale of the article of food will be under the personal supervision of

(a) Name.....
Resident of

(b) Name.....
Resident of

(c) Name.....
Resident of

(3) Classes of articles of food for which licence is prayed for.

(a) _____

(b) _____

(4) The premises are ready for inspection/will be ready for inspection

(5) The old licence No if any

(6) I/We undertake to comply with the conditions applicable to the licence.

Dated9

Signature

(THE PREVENTION OF FOOD ADULTERATION ACT, 1954, (XXXVII OF 1954)
section 24 (1) and (2)
(Name of the Local Authority)

FORM - II
(See Rule)
FORM OF LICENCE

Under clause (b) of sub-section (2) of section 24 of the Prevention of Food Adulteration Act, 1954 (37 of 1954)

Licence for manufacture for sale of food.

.....
Sale

.....
Storage

.....
Distribution

.....
Exhibition for sale

of food

.....
..... on the premises situated at
..... in the area of

This licence shall be in force for one year fromto
.....

TO BE ENDORSED WITH FORM - II

(The Prevention of Food Adulteration Act, 1954 (XXXVII of 1954)
Section 24 (1) and (2)

It is granted subject to the following conditions :-

- (i) The licence shall be valid only for the premises, godown or space (or in the case of itinerant vendor, the area) specified in the licence ;
- (ii) The duration of the licence shall be one year from the date of issue or renewal of the licence as the case may be ;
- (iii) If the licence holder vacates or gives up possession of the premises godown or space for which the licence has been granted during the period of the licence, he shall forthwith inform the licencing authority ;
- (iv) The licensee shall cause the licence to be affixed in some conspicuous part of the premises, godown or space for which the licence has been granted, properly framed;
- (v) The licensee shall, at all times, during the continuance of the licence, be responsible for the due fulfillments and observance of all the conditions of the licence, and in case of any infringement of or neglect or failure on the part of the licensee or of any other person employed by him in the premises to fulfil or observe any of the said conditions, the licence shall be liable to be suspended or revoked.

(31)

- (vi) The licensee shall fulfil all other requirements given in writing by the licencing authority as may be considered necessary from time to time to ensure sanitation and wholesomeness of food ;
- (vii) Every manufacturer including (Ghati operation) or wholesale dealer of butter, ghee, edible oils and other animal or vegetable fats shall maintain a register in Form III and the particulars entered shall be complete and true.
- (viii) Inspection of the registers maintained shall be allowed to the food Inspector, to the licencing authority and to every person authorised by the licencing authority or by the State Government in this behalf.
- (xi) The licence shall also conform to all the conditions as specified in the Act and the Rules framed thereunder as well to those which the State Government may specify from time by notification.

THE PREVENTION OF FOOD ADULTERATION ACT 1954 (XXXVII OF 1954) SECTION 24 (1) AND (2)
FORM - III

(SEE RULES 37 (VII))

FORM OF REGISTER TO BE MAINTAINED BY A LICENSEE WHO IS A MANUFACTURER (INCLUDING GHANI OPERATOR) OR WHOLESALE DEALER.

Name of the Licensee

Name of the article of food

Sl. No.	Date	Quantity Manufactured Md. Sr. Ch. Cwt. Lb. Oz.	Quantity received		Quantity sold			Destination	Balance in hand	Signature of the proprietor or his agent.	Remarks of the checking authority
			Name & Address of the persons or firms from whom it received.	Md. Sr. Ch. Cwt. Lb. Oz.	Name & Address of the persons or firms to whom it sold.	Md. Sr. Ch. Cwt. Lb. Oz.					
(33)											

(THE PREVENTION OF FOOD ADULTERATION ACT, 1954, (XXXVII OF 1954)
section 24 (1) and (2)
Rate of fees payable for licence

- (i) Rs. 5/- per annum where the monthly rent of the place of the business does not exceed Rs. 50/-
- (ii) Rs. 10/- per annum where the monthly rent of the place of business is above Rs. 50/- but does not exceed Rs. 100/-
- (iii) Rs. 20/- per annum where the monthly rent of the place of business exceeding Rs. 100/-
- (iv) For itinerant vendors - Rs. 2 per annum.

**MANIPUR GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY**

No. 94-1-70 Imphal, Monday, October 12, 1959 (Asvina 20, 1881)

**MANIPUR ADMINISTRATION
SECRETARIAT-MEDICAL BRANCH**

**NOTIFICATION
Imphal, the 7th October, 1959.**

No. 41/195/59-MDL/S(M) :- In exercise of the powers conferred by Section 24 (1) and (2) of the Prevention of Food Adulteration Act, 1954 (37 of 1954) regarding the delegation of powers of the State Government of Food (Health) Authority read with the Government of India, Ministry of Health Notification No. F 14-46/57-PH dated the 24th April, 1957, the Chief Commissioner, Manipur after consultation with the Central Committee for Food Standard hereby makes the following rules, the same having been previously published as required by Sub-Section (1) of Section 24 of the said Act, Namely

RULES

1. (i) These rules may be called the Manipur Prevention of Food Adulteration (Supplementary) Rules, 1959.
2. (i) They extent to the whole of the Union Territory of Manipur.
(ii) They shall come into force on and from the date of their publication in the Manipur Gazette.

In these rules :-

- (a) "the Act" means the Prevention of Food Adulteration Act, 1954 (34 of 1954).
 - (b) "Section" means section of Act.
3. The power of the State Government under Section 8 and 9 of the Act, regarding appointment of Public Analysts and Food Inspector may also be exercised by the local Authority with previous approval of the Chief Commissioner.

4. The Food (Health) Authority may delegate to the Subordinate or local authorities its power under clause (iv) or Section 7 to prohibit the sale of any article of food with a view to preventing the out break or spread of infections diseases.

G.H. Singh
Secretary (M) Manipur Administration.

**MANIPUR SD/GAZETTE
EXTRAORDINARY PUBLISHED BY AUTHORITY**

No. 134-E-97 Imphal, Friday, January 8, 1959 (Pausa 18, 1881)

NO. 41/195/59

**MANIPUR ADMINISTRATION
SECRETARIAT-MEDICAL BRANCH**

ERRATA

Imphal, January 5, 1960.

Read comprising for comprises in Rule 3(a) of the Notification regarding the prevention of Food Adulteration Act, 1954 published in the Manipur Gazette of 10.11.59 under Manipur Administration letter No. 41/195/59. MDL, dated the 3rd August, 1959.

"Insert" of between the word class & articles	in rule 8 (1) of	
Read "of" for "an" which occurs in the line	5 of the last	
Between in the case and application	Provide to Rule of	- do -
Read "licencing" for "licencing"	in the line 4 of Rule 15 of	- do -
Read "licencee" for licence	in line 1 of Rule 10 of	- do -
Read "licencee" for "licence"	in the line of 1 of Rule 16 of	- do -
Delete (b) For all areas other than Calcutta or the Howrah Municipality and (i) (v) there under.	of the Schedule in connection with Rule 8(3) of	- do -

Sd/-
G.H. Singh
Secretary (M) Manipur Administration.

(35)

ANNEXURE

TAX ON ADVERTISEMENT BYE-LAWS, 1979 (Under Section 70(1)(i) of the Manipur Municipalities Act, 1976 read with Section 201(XXVI) of the said Act.)

1. Short title, extent and Advertisement.
 - (1) These Bye-laws may be called "The Tax on Advertisement Bye-laws, 1979".
 - (2) They shall extend to the whole of the Imphal Municipal area.
 - (3) They shall come into force with immediate effect.
2. Definitions

In these Bye-laws unless the context otherwise requires

 - (1) "Act" means the Manipur Municipalities Act, 1976 ;
 - (2) "Advertisement" means any poster, slide, placard, signboard displaying or propagating any firm, company, Cinema-Show, person in any form and manner, and any other sort of advertisement other than non-commercial undertaking advertisements published in newspapers ;
 - (3) "Authorised Officer" means Officer authorised for the purpose of these Bye-laws from time to time by the President,
 - (4) "Means of Advertisement" means signboard slide, poster and such other means by which the advertisement is made ;
 - (5) "President" means the President of the Imphal Municipal Board.
 - (6) "Schedule" means the Schedule appended to these Bye-laws ;
3. Rate of Advertisement

A tax shall be imposed on all advertisements according to rates and manner prescribed in the schedule of these Bye-laws.
4. Permit for advertisement

No one shall be allowed to make any advertisement described in the schedule of these Bye-laws unless he gets a permit first from the President or any officer authorised in this behalf. Before making the advertisement he shall take permission by submitting an application to the President stating :-

 - (a) The size of the means of advertisement
 - (b) The period of advertisement.
 - (c) The objection, if any of advertisement and
 - (d) Other details of advertisement.

4. (b) No tax shall be imposed on advertisement made by any department of the State Government. However, the departmental concerned shall take permission from the president or such other authorised Officers before display of its advertisement in the Municipal area or publication in newspapers.
5. Measurement of means of Advertisement – The President or the authorised Officer shall make or cause to be made the checking of the number and the period of display and measurement of the means of advertisement. No one shall make or cause to be made obstruction or resistance (or any other act, which may amount to obstruction or resistance) directly or indirectly to any authorised officer discharging his duty under these bye-laws.
6. The President or the authorised Officer shall Sign - The President or the authorised Officer shall sign on the permit issued under Bye Laws No. 4 (a) in token of the issue of the permit.
7. Enforcement and penalty – the penalty for the infringement of any of the provision of the Bye-law No. 4 shall be ;
 - (a) a fine not extending Rs. 500/-
 - (b) in the case of continuing infringement, a daily fine not exceeding Rs. 20/- for each day during which the offence is continued shall be imposed.
 - (c) the fine imposed under these Bye-Laws may be recovered as a tax due to the Board under the Act.
8. Except as otherwise specifically provided in these Bye-laws, it shall be competent for the President or in his absence the Officer duly authorised for the purpose to impose the penalties for the violation of these Bye-laws,

Provided that in all cases an appeal shall lie with the Board.

SCHEDULE

Tax on advertisement bye-laws, 1979

- I. In respect of non-illuminated advertisement on cloth hung across the street :-
- | | |
|---|--|
| (a) The street of 3 m to 6 m to breadth | Rs. 10/- per calendar month or less than a calendar month. |
| (b) In street of above 6 m :- | Rs. 20/- per calendar month or less than calendar month. |
- II. In respect of advertisement on holding, walls post, stands, traffic Island in the form of non-illuminated sky sign :-
- | | | |
|--|-----------|-----------|
| (a) For a space not extending upto a week | per month | per year |
| 0.1 sq.m. | Rs. 1.50 | Rs. 50/- |
| (b) For a space over 0.10 sq.m. upto 1 sq.m. | Rs. 3.00 | Rs. 100/- |
| (c) For a space over 1 sq.m. upto 2 sq.m. | Rs. 5.00 | Rs. 150/- |
| (d) For every additional 0.10 Sq.m. or less to the size of | Rs. 1.00 | Rs. 30.00 |
| (e) above | | |
- III. In respect of non-illuminated Advertisement on Vehicle or conveyance :-
- | | | | |
|---|-----------|-----------|-----------|
| (a) For every vehicle other than motor car or lorry or any other means of conveyance propelled by electrical power. | Rs. 10.00 | Rs. 40.00 | Rs. 400/- |
| (b) For each motor car or lorry or any other conveyance propelled by mechanical power. | Rs. 5.00 | Rs. 18.00 | Rs. 180/- |
| (c) For other conveyance such as rickshaw, tango etc. | Rs. 2.00 | Rs. 7.00 | Rs. 70/- |
- Note :- Mere exhibition of the name of the owner of the vehicle, lorry or car or any conveyance is not an advertisement liable to tax.
- IV. Advertisement on Board carried by stand with the Boardment
- | | | | |
|--|---------|----------|-----------|
| | Rs.1.00 | Rs. 3.00 | Rs. 30.00 |
|--|---------|----------|-----------|
- V. Illuminated Advertisement and sky sign.
- | | | | |
|---|----------|-----------|------------|
| (a) For a space upto 0.50 sq.m. upto 1 sq.m. | Rs. 5.00 | Rs. 15.00 | Rs. 150.00 |
| (b) For a space above 0.50 sq.m. upto 1.0 sq.m. | Rs. 7.00 | Rs. 20.00 | Rs. 200.00 |
| (c) for every additional 0.10 sq.m. or less to the size of (b) above. | Rs. 1.00 | Rs. 3.00 | Rs. 30.00 |
- Note :- For the purpose of calculation, the size of an illuminated Advertisement or sky sign the greatest length and greatest breadth will be taken into consideration.
- VI. Advertisement exhibited on screens by means of lantern slides or other devises in cinema houses or other public places,
- | | | | |
|--|---------|-----------|------------|
| | Rs.6.00 | Rs. 20.00 | Rs. 200.00 |
|--|---------|-----------|------------|
- Note :- Fraction of a month or a year shall be calculated at the basis of calculation of a week or a month it is necessary.

MANIPUR ADMINISTRATION
SECRETARIAT – LAW & HOME DEPARTMENT

NOTIFICATION
Imphal, the 22nd October, 1957

No. MUC/3(a)/57 :- In exercise of the powers conferred by Sub-Section (2) of Section 299 of the Assam Municipal Act, 1923 as extended to this Territory, the Chief Commissioner, Manipur, is pleased to confirm the following bye-laws for the inspection and regulation of Municipal Markets, framed by the Imphal Municipal Board under Section 297 of the said Board.

BYE-LAWS FOR THE INSPECTION AND REGULATION OF
THE MUNICIPAL MARKETS

(Under Section 297 of the Assam Municipal Act, 1923)

1. Short title :- These bye-laws may be called the Municipal Market Bye-laws.
2. Extent :- These bye-laws shall extend to the New Market, the Purana Bazar, The Laxmi Bazar, The Pedlar's stalls and shops belonging to and maintained by the Board, and all other markets declared as Municipal Markets by the Board by public notification with the previous approval of the Manipur Administration.
3. Penalties :-
 - (a) The Penalty for the infringement of any of these bye-laws shall be
 - (i) a fine not exceeding the sum stated at the foot of the bye-laws.
and
 - (ii) in the case of continuing offence, a further fine not exceeding the sum (if any) stated at the foot of the bye-laws as the daily fine may be imposed for each day after written notice of the offence from the Board or
 - (iii) suspension or cancellation of a licence, or refusal to issue or renew a licence.
 - (b) The fines imposed under these bye-laws may be recovered as a tax due to the Board under the Assam Municipal Act, 1923.
 - (c) Except as otherwise specifically provided in these bye-laws, it shall be competent to the Chairman or in his absence, an officer of the Board duly authorised for the purpose by a resolution of the Board to impose the penalties for the violation of these bye-laws ;

Provided that in all such cases an appeal shall lie with the Board.

4. The Board may allot to any person the place or sitse which he may occupy in a market for the sale of goods. No person shall occupy any place or site in the market unless it has been duly allotted to him by the Board.

Fine, Rs. 10/- daily fine Rs. 3.

(39)

5. (1) The Board in a meeting may require by a resolution to be published in one or more local papers or in any other prescribed manner, that any person who occupies or continues to occupy any place or site in a market or any specified part of a market shall take out a licence, renewable annually, by a certain date as may be specified from time to time by the Board, on payment of such fee or fees as may be fixed by the Board. No. person shall occupy any place or site in such a market or part of a market without having previously taken out a licence, or continue to occupy such a place or site without having taken out or renewed a licence as the case may be before the specified date or dates.

Fine Rs. 10/- daily fine Rs.3/- during the first 16 days from the second day onwards and Rs. 20 for every day after that.

- (2) This bye-laws shall have retrospective affect from the 25th April, 1956 being the date of inauguration of the Imphal Municipality and shall be deemed to have always had effect from that date.

Provided :-

- (a) that the penal provision shall not have retrospective effect and
(b) that in genuine cases of indigence or absence from station, in respect of the women vendors sitting in the stalls reserved for women, the Board may exempt fines for a period not exceeding one month.

6. Drunkenness, the use of obscene language, or rowdy behaviour in the market is prohibited.

Fine, Rs. 10/-

7. The Board may in a meeting by a resolution suspend or cancel a licence, or refuse to issue or renew a licence for any one or more of the following reasons :-

- (i) A second or a subsequent offence or drunkenness, use of obscene language, or rowdy behaviour in the market or in any of the offices of the Municipality, or a second or a subsequent offence of pilfery or theft in the market.
(ii) Repeated violation of any of the conditions of the licence as laid down or may be laid down in these or other bye-laws

8. No person shall, without the permission of the Board, keep, store or sell any article or stay in any place within the market save during the hours, as determined by the Board in a meeting, for which the market is open for business.

Fine, Rs. 10/- daily fine, Rs. 10/-

9. No person shall erect or maintain any sell whether of a permanent or temporary nature, within the market save with the previous sanction of the Board.

Fine, Rs. 20/- daily fine, Rs. 20/-

(A/D)

10. No person shall sell or expose for sale in any site or place in the market any articles other than those for the sale of which in that site or place a licence, or a specific or general permission is given by the Board.

Fine, Rs. 10/- daily fine, Rs. 10/-

11. (1) The Board may by a resolution in a meeting suspend or cancel a licence, or refuse to issue or renew a licence for any one or more of the following reasons :-

- (1) (i) The reorganisation of the market in order that sellers of the same kind or similar kinds of goods may be seated in suitable compact areas, or for any other reason in the public interest.
- (ii) The shifting of the market or a specified part of the market to any other area, temporarily during the construction of the market, or temporarily or permanently for any other reason in the public interest.

Provided :-

- (a) That in these cases a licence shall be issued for an alternative site or place in another suitable area failing which the Board shall pay reasonable compensation as may be determined by the Board in a meeting, to the party concerned ;
- (b) That in case of any dispute or any difference between the Board and any of its licensee or vendors or any other persons affected, the Deputy Commissioner shall be the sole arbitrator, whose decision shall be final and binding on both parties; that in such a case the Deputy Commissioner shall consider benevolently the actions and decisions of the Board which is a public representatives body, give credit this body that it will reasonable administer the matters under its control and support its decisions if possible; and that the Deputy Commissioner shall not modify or set aside the decisions of the Board without the latter's consent and agreement, unless they are manifestly unjust, disclose bad faith or involve such oppressive or gratuitous interference with the rights of these affected as could find no justification in the minds of reasonable men.
- (2) This bey-laws shall have retrospective effect from the 25th April, 1956 and shall be deemed to have always had effect from that date.

Sd/-
S.C. Bardhan
Secretary (Law & Home) Manipur
Administration.

(4)

MANIPUR GAZETTE
EXTRA ORDINARY
PUBLISHED BY AUTHORITY

No. 31-E-25 Imphal, Wednesday, May 15, 1963 (Baisakha 25, 1885)

MANIPUR ADMINISTRATION
SECRETARIAT-LAW AND HOME DEPARTMENT

Orders by the Chief Commissioner

Imphal, the 10th May, 1963
the 20 Vaisakha, 1885.

No. 182/1/62-L(MUC) – In exercise of the powers conferred under clause (X) of sub-Section (2) of Section 301 of the Assam Municipal Act, 1956 (Assam Act XV of 1957) as extended to the Union Territory of Manipur the Chief Commissioner Manipur hereby makes the following Rules, namely the Manipur Municipal (Registration of Dogs) Rules, 1963, the same having been previously published in the Manipur Gazette Extra-Ordinary No. 216-E-169 dated the 19th March, 1963.

MANIPUR MUNICIPAL (REGISTRATION OF DOGS) RULES, 1963

(1) These rules may be called the Manipur Municipal (Registration of Dogs) Rules, 1963.

(2) They shall come into force with immediate effect :-

2. Any Municipal Board in Manipur may, at a meeting convened expressly for the purpose, of which due notice shall have been given and subject to the provisions of the Assam Municipal Act, 1956 as extended to the Union Territory of Manipur and the rules made there under, impose within the limits of the Municipality, fees on the registration of dogs at rates not exceeding the following :-

- | | | |
|--|---|--|
| (a) Registration fee | – | Rs. 0.50 np (Fifty Naya Paise) |
| (b) Fee for issue of token of registration | – | Rs. 0.25 np (Twenty five Naya Paise) only. |

By order etc.

R.C. DEO SHARMA,
Secretary (Law & Home), Manipur Administration.

Imphal, - Printed and Published by the Supdt. Govt., Press Manipur C-250/15-5-63.

**GOVERNMENT OF MANIPUR
SECRETARIAT MUNICIPAL ADMINISTRATION HOUSING &
URBAN DEVELOPMENT DEPARTMENT**

NOTIFICATION

Imphal, the 26th October, 1988.

No. 2/66/85-LSG (MUC) : In pursuance of Sub-Section (1) of Section 206 of the Manipur Municipalities Act, 1976, the Governor of Manipur is pleased to confirm the sale of meat bye-law 1987 for Imphal Municipal Board as given below :-

By order & in the name of the Governor,

Sd/- (L. Jitendra Sharma)

Under Secretary to the Govt. of Manipur.

**BYE-LAWS FRAMED UNDER SECTION 204 (XXVI) READ WITH SECTION 163(I)(J)
OF THE MANIPUR MUNICIPALITIES ACT, 1976.**

1. Short Title : These Bye-laws may be called "The sale of meat Bye-laws, 1987".
2. Extent and Commencement : (1) These Bye-laws shall extend to the whole of Imphal Municipal area.
(2) They shall come into force from the date of publication in the Manipur Gazette.
3. Definition : In these Bye-laws, unless the context otherwise requires :
 - i) "Board" means Imphal Municipal Board.
 - ii) "President" means President of Imphal Municipal Board.
 - iii) "Licence" means licence granted to an owner or a keeper of Meat Shop in Form "A" appended to these Bye-laws.
 - iv) "Executive Officer" means Executive Officer of the Imphal Municipal Board.
 - v) "Meat Shop" means any premises used wholly or in part for the wholesale or retail sale of raw meat for human consumption, either for cash or in credit.
4. Any person willing to use a shop for sale of meat shall take a licence from the licencing Authority of the Board.
5. Before issue of licence the following conditions should be fulfilled :
 - i) The shop should be properly walled.
 - ii) The meat should be kept in a properly arranged place or box where flies cannot enter.
 - iii) The premises of the meat shops shall not be used for residential proposes or as eating house.
 - iv) All articles such as scale, knives etc. should be properly washed.
 - v) No person shall be employed in any room who is not cleanly clad or who is suffering from any infectious, contagious or loathsome disease or who has recently been attending upon any person suffering from such disease nor shall any person be permitted to enter any meat shop who is known to be suffering form any infectious, contagious or loathsome disease.
 - vi) "No animal should be killed in the premises of the shop and the meat to be kept for sale should be from a licenced slaughter house".

(43)

6. Licence for Meat Shop : (1) No meat shop shall be established or run or continued in the Imphal Municipal area except under a licence.
(2) The fee for such a licence shall be "two hundred fifty rupees"
7. Renewal of licence : A licence granted under these Bye-laws shall be valid for one year only and it may be renewed on payment of the fee of rupees one hundred and fifty only on application in this behalf to the Licencing Authority, at least a fortnight before the expiry of the existing licence.
8. Control : (i) Every meat shop shall be opened during business hours to the inspection of any officer authorised by the Board and keeper thereof shall be bound to comply with all reasonable directions and instructions issued by such officer consistent with the purposes of these Bye-laws.
(ii) The keeper of every shop meat shall affix a copy of these Bye-laws in a conspicuous part of the premises and shall be responsible for ensuring that the Bye-laws are observed.
9. Licencing Authority : Executive Officer, Imphal Municipal Board shall be the Licencing Authority.
10. Anyone aggrieved by an order of the Licensing Authority may within a fortnight of the order makes an appeal to the President and if he is not satisfied by an order of the President he may within one month of such order make a second appeal to the Board. And if he is not satisfied by an order of the Board he may within one month of such order make an appeal to the State Government.
An appeal under this Bye-laws shall be made by way of a memorandum to be presented to the Executive Officer, in case of a first appeal, who shall forward it to the President after presentation of such appeal.
11. Revision : The District Magistrate, Imphal District, or the Director, Municipal Administration Housing & Urban Development, Manipur, may of his own motion or an application made to him by the aggrieved party, revise any order made by the Licensing Authority, or by the Board in first Appeal;
Provided that no such revision shall be made or entertained after three months from the date of such order, or an appeal from the same order is made and pending or decided.
Provided further that if any revision is made and decided by one of the two revision authorities, no further revision from the same order shall be entertained by the other.
12. Penalty : (1) Any person who contravenes any provision of the Bye-laws shall be liable to a fine which may extend to five hundred rupees and when the offence is a continuing one to a daily fine not exceeding twenty rupees during the continuance of the offence.
(2) The Licensing Authority shall be competent to impose the fine for the breach of any of these Bye-laws.

- (3) The Licensing Authority before passing an order under clause (2) above, shall hold a summary enquiry. It shall record briefly the particulars of the breach alleged to have been committed, a substance of the evidence adduced, the decision of the licensing Authority and the reason for the decision. (4) the Licensing Authority may suspend the licence at any time for sufficient reason to be recorded in writing or during the continuance of the summary enquiry. (5) Every licence granted under these Bye-laws may, on the recommendations of the Licensing Authority, be cancelled by the Board for the contravention of or failure to comply with any of the conditions of the licence or any of the provisions of these Bye-laws.

Provided that before the cancellation of the licence, the licensee shall be given a reasonable opportunity of showing cause against such cancellation.

13. Realisation of arrear fine : A fine not realised within fifteen days from the expiry of the period of appeal or from the date of the disposal of the appeal, as the case may be, shall be deemed to be in arrear and may be realised as an arrear of land revenue.

FORM "A"

Licence for a Meat Shop

(See Bye-Law 3 (iii))

This licence is granted to

S/o of

premises described below a Meat Shop for the purpose of selling out meats in accordance with

the provision of the Meat Shop Bye-laws 1977. This licence shall be valid from

to Description of the Premises.

.....

.....

Imphal, the 19

Licensing Authority.

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(45)

**GOVERNMENT OF MANIPUR
SECRETARIAT MUNICIPAL ADMINISTRATION HOUSING & URBAN
DEVELOPMENT DEPARTMENT**

**NOTIFICATION
Imphal, the 2nd September, 1988**

No. 2/14/87-MAHUD:- In pursuance of Sub-Section (1) of Section 206 of the Manipur Municipalities Act, 1976, the Governor of Manipur is pleased to confirm (Vehicle Parking Fee Bye-Laws, 1987 for Imphal Municipal Board.

By order & in the name of the Governor,

Sd/-
(L. Jitendra Sharma)
Under Secretary to the Govt. of Manipur.

**VEHICLES PARKING FEE BYE-LAWS AND FRAMED UNDER SECTION 204(1) (1)
READ WITH SECTION 70 (1) (m) OF MANIPUR MUNICIPALITIES ACT, 1976 AS
AMENDED FROM TIME TO TIME**

1. Short Title :- These Bye-Laws may be called "The Imphal Municipality (Parking fee on Vehicle) Bye-laws, 1987.
2. Commencement :- It shall come into force from the date of publication in the Manipur Gazette.
3. Extent :- It shall extent to the whole of Imphal Municipal Area.
4. Definition :- (1) "Vehicle" name (a) Motorised vehicle like Bus, Lorry, Mini Bus, Tempo, Car, Jeep, Auto Rickshaw, Two Wheelers and (b) Non motorised vehicle like Cycle Rickshaw, Thella, Bullock Cart, Horse Cart & Bicycles.
(2) "Parking area" means any place within Imphal Municipal area declared or notified as the place for parking of motorised vehicles by the State Government under Section 76 of the M.V. Act, (Act of 1939) and any place within Imphal Municipal area declared or notified as the place for parking of non-motorised vehicles by the Imphal Municipal Board under Section 108 of the Municipalities Act.
(3) "Security Forces" means Army, Police and other Paramilitary Forces.
(4) "Board" means Imphal Municipal Board.
5. No vehicle shall park in the parking area without payment of Parking Fees specified under Schedule below :
6. Any Municipal Employee authorised in this behalf will have the power to see if any vehicle is parking inside the Parking area without payment of parking fee and he shall realise parking fee immediately from the driver or the vehicles if not paid already. Every driver of any vehicle should produce receipt for payment of parking fee when demanded by the employee of the Imphal Municipality and if he cannot produce receipt it shall be taken that no parking fee has been paid.

(46)

7. Parking fee may be paid in the office of the Imphal Municipality or on the spot and receipt for payment of parking fee be valid for parking in the parking area and for the day mentioned in the receipt for payment of parking fee.
8. All Govt. vehicles on duty shall be exempted from payment of parking fee.
9. The Board may in a meeting appoint an agent or agents either by inviting tenders or through open auction for collection of parking fee for a particular parking area or for all parking areas on such terms and conditions as may be decided by the Board.
10. No vehicles shall park at any place within Imphal Municipal area other than those so declared as parking areas as at 4 (2) above.

SCHEDULE

The parking fees shall be imposed as under

Sl. No.	Classes of vehicles	Upto 3 hrs	Upto 6hrs	Upto 12 hrs
1.	Bus, Truck, Lorry	Rs. 3	Rs. 5	Rs. 8
2.	Mini-Bus, Vans, Tempo, Cars & Jeeps	Rs. 2	Rs. 3	Rs. 5
3.	Auto Rickshaws	Rs. 2	Rs. 2	Rs. 3
4.	Two wheelers	Rs. 1	Rs. 2	Rs. 3
5.	Cycle-Rickshaws, Thehas, Bullock Horse Carts.	Rs. 1	Rs. 2	Rs. 3
6.	Bicycles	Rs. 0.50	Rs. 1	Rs. 2

Memo No. 2/14/87-MAHUD

Imphal, the 2nd September, 1988

Copy to :-

1. The Director, Ptg & Sty, Manipur- for favour of publication in the extra ordinary gazette of Manipur and send 10 copies of the same to this Deptt.
2. The Director (MAHUD), Manipur.
3. The Deputy Commissioner, Imphal.
4. The President/IMB, Manipur.
5. The Executive Officer/IMB, Manipur.
6. Guard File.

By order & in the name of the Governor,

Sd/-

(L. Jitendra Sharma)

Under Secretary to the Govt. of Manipur.

(47)

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

No. 209 Imphal, Saturday, July 22, 2000 (Sravana 1, 1922)

OFFICE OF THE IMPHAL MUNICIPAL COUNCIL**NOTIFICATION
Imphal, the 18th July, 2000**

No. IMC/385/P-IX, 2000 – In exercise of the power conferred by Sub-Section (1) of Section 209 read with Section 78 and Clause (m) of Sub-Section 1 of Section 75 of the (Manipur Municipalities Act, 1994) the Imphal Municipal Council hereby make, the following Bye-laws, names, "The Imphal Municipal Council (Parking Fee on Vehicle) (Amendment) Bye-laws, 1998, the same having been published under this Council Notification No. IMC/385 P-III/93-95 dated 16-9-1998 (Manipur Gazette Extraordinary No. 197 dated 24-9-98) and having been confirmed by the Government under letter No. 2/01/96-MAHUD dated 6-1-2000.

By order & in the name of the Council,

S. NOREN SINGH
Executive Officer, Imphal Municipal Council

**THE IMPHAL MUNICIPAL COUNCIL
(PARKING FEE ON VEHICLES) (AMENDMENT) BYE-LAWS, 1998**

1. Short title, extent and commencement.
 - (i) These bye-laws may be called "The Imphal Municipal Council (Parking Fee on Vehicles) (Amendment) Bye-laws, 1998".
 - (ii) They shall extend to the whole of the Imphal Municipal Council.
 - (iii) They shall come into effect from the date of their publication in the Official Gazette.

2. Amendment of the Schedule :-

The existing Schedule to "The Imphal Municipal Board (Vehicles Parking Fee Bye-laws), 1987 shall be substituted by a new Schedule.

(48)

SCHEDULE

The parking fees shall be imposed as under

Sl. No.	Classes of vehicles	Upto 3 hrs	Upto 6hrs	Upto 12 hrs	Beyond 12 hrs.
1.	Bus, Truck, Lorry	Rs. 5/-	Rs. 7/-	Rs. 12/-	Rs. 2/- for every additional hr.
2.	Mini-Bus, Vans, Tempo, Cars & Jeeps	Rs. 3/-	Rs. 5/-	Rs. 10/-	Rs. 1/- for every additional hr.
3.	Auto Rickshaws	Rs. 2/-	Rs. 4/-	Rs. 8/-	- do -
4.	Two wheelers	Rs. 2/-	Rs. 4/-	Rs. 8/-	- do -
5.	Cycle-Rickshaws, Thelas, Bullock Horse Carts.	Rs. 2/-	Rs. 4/-	Rs. 8/-	- do -
6.	Bicycles	Rs. 1/-	Rs. 2/-	Rs. 3/-	- do -

Memo No. 2/14/87-MAHUD

Imphal, the 2nd September, 1988

Printed at the Directorate of Ptg. & Sty. Govt. of Manipur/315-C/22-7-2220.

(49)

MANIPUR



GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 150 Imphal, Tuesday, July 26, 1994 (Sravana 4, 1916)

OFFICE OF THE IMPHAL MUNICIPAL COUNCIL

NOTIFICATION

Imphal, the 25th July, 1994

No. IM/186/90-93 - Whereas a draft Bye-law to amend the Imphal Municipality (Octroi) Bye-laws, 1990 was published as required by section 206 (i) of the Manipur Municipalities Act, 1976 in Notification No. IM/186/90-93 dated 16-7-93 inviting objections and suggestions from the persons likely to be affected thereby within 15 days from the date of publication of the said Notification in the official Gazette.

And whereas the said Gazette was made available to the public on 20-7-93.

And whereas objections and suggestions on the said draft Bye-laws which have been received within the stipulated time have been considered and disposed of.

Now, therefore, in exercise of the powers conferred by section 209 of the Manipur Municipalities Act, 1994, the Imphal Municipal Council is pleased to make the following Bye-laws after confirmation by the Government further to amend the Imphal Municipality (Octroi) Bye-laws, 1990 namely.

THE IMPHAL MUNICIPALITY (OCTROI) (AMENDMENT) BYE-LAWS, 1994

- | | |
|-----------------------------|---|
| Short title & Commencement. | 1. (1) These bye-laws may be called the Imphal municipality (Octroi) (Amendment) Bye-laws, 1994.
(2) It shall come into force with effect from the date of final publication in the official Gazette. |
| Amendment of bye-law. | 2. After sub-bye-law (2) of bye-laws 4 of the Imphal Municipality (Octroi) Bye-laws, 1990 the following sub-bye-law shall be inserted, namely -

4. "(3) Notwithstanding anything contained in these bye-laws the Imphal Municipal Council may, subject to prior approval of the Government and on such terms and condition as may be decided by the Government appoint an agent by public auction for collection of octroi on all or any kind of goods". |

LETKHOGIN HAOKIP

Administrator, Imphal Municipal Council

Printed at the Directorate of Ptg. & Sty., Manipur - 300-C/26-7-94

(5D)

MANIPUR



GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 402 Imphal, Saturday, December 21, 1996 (Agrahayana 30, 1916)

GOVERNMENT OF MANIPUR

SECRETARIAT : MAHUD DEPARTMENT

NOTIFICATION

Imphal, the 17th December, 1996

No. 21/1/95 - MAHUD - Whereas the State Government considers expedient to amend the Maniur Municipalities (Octroi) Bye-Laws, 1990 to meet certain eventualities;

2. And, whereas in exercise of the powers conferred under Sub-Section (2) of Section 211 of the Maniur Municipalities Act, 1994, the Governor of Manipur is pleased to confirm the following Bye-Laws, namely "The Imphal Municipality (Octroi) (Amendment) Bye-Laws, 1996" published in the Manipur Gazette Extra Ordinary No. 364 dated 23-11-96 under the Notification No. IM/186/90-95 dated 23-11-96 inviting objection/suggestion from the person likely to be affected within 15 days from the date of publication of the said Notification in the Official Gazette.

3. And whereas no objections/suggestions, have been received within the said stipulated period.

Now, therefore, the Governor of Manipur is pleased to declare that the Imphal Municipality (Octroi) (Amendment) Bye-Laws, 1996 shall come into force from the date of the publication in the Manipur Gazette.

THE IMPHAL MUNICIPALITY (OCTROI AMENDMENT) BYE-LAWS, 1996

1. (a) These Bye-laws may be called the Imphal Municipality (Octroi) (Amendment) Bye-laws, 1996.

(b) They shall extend throughout the Imphal Municipal area.

2. The existings chedules of Octroi rates appended to the Imphal Municipality (Octroi) Bye-Laws, 1990 shall be substituted by the new schedules of Octroi rates as follows:-

(31)

SCHEDULE OF GOODS AND OCTROI RATES (I)
CLASS - I
 (Articles of food and drink for men and animals)

Sl. No.	Description of goods	Rates
1	2	3
1.	Tinned milk	Exempted
2.	Tinned fish	Exempted
3.	Pickles	Exempted
4.	Tinned sweets	Exempted

CLASS - II
 (Textiles and Manufactured Articles or Dress)

1.	Lashing (Cotton)	1 % of the invoice value
2.	Cotton yarn or thread whether twisted or otherwise	Exempted
3.	Knitting wool	Exempted
4.	Mercerised cotton yarn, cotton socks	Exempted
5.	(a) Readymade cloth (Cotton, hosiery and umbrella and its parts included)	1% of the invoice value
	(b) Readymade cloth, terylene and wool other than cotton	2% of the invoice value
6.	Gunny bags, Hessian cloth and articles made thereof except those mentioned elsewhere and all articles of Jute and Coir	1.5% of the invoice value
7.	Plastic goods	1.5% of the voice value
8.	Textile cloth (cotton)	1.5% of the invoice value
9.	Textile cloth other than cotton viz Linen, Silk and artificial silk and piece goods velvets and Woolen piece goods and similar other piece goods (Plastic cloth included)	1.5% of the invoice value

CLASS - III
 (Articles of General Merchandise, Toilets, Perfumery and Washing)

1.	Talcum, Snows, Powder, Lip-sticks, Perfumes, Creams, except those mentioned elsewhere	3% of the invoice value
2.	Toilet Soaps	1.5% of the invoice value
3.	Sandal wood	1.5% of the invoice value

CLASS - IV
 (Articles of General Merchandise, Toilets, Perfumery and Washing)

1.	(All articles used for sports and games both outdoor and indoor).	1.5% of the invoice value
2.	Toys of all kinds and made of all materials including of plastic celluloid etc.	1.5% of the invoice value
3.	All kind of Jewellery except those scheduled elsewhere.	3% of the invoice value

(52)

OFFICE OF THE IMPHAL MUNICIPAL COUNCIL

CORRIGENDUM

Imphal, the 1st August, 1995

Memo no. IM/55/83-87 :- The Following corrections are made in the Imphal Municipality Scavenging Tax for Trade & House hold refuse Bye-Law 1994 published in Manipur Gazette Extra Ordinary No. 480 dated 9-3-95.

- (1) The article "a" occurring between "in" and "Municipal" in the Bye-law No. 3(i) shall be read as "the".
- (2) The phrase "Order issued" occurring between the words "of" and "for" in the proviso to Bye-law No. 5(ii) shall be read as "issue of orders".
- (3) The words "procedure" & "authorise" occurring in Bye-law No. 6(ii) shall be corrected as "procedure" and "authorised" respectively.
- (4) The word "or" occurring between "penalty" & "further" in the 4th line of Bye-law No. 9 shall be read as "a".
- (5) The word "for" occurring between "and" and "exceeding" in the 5th line of Bye-law No. 9 Shall be read as "not".
- (6) The words "delay is liable" shall be inserted between the words "day" and "after" occurring in the 5th line of Bye-law No. 9 ;
- (7) The words "offiance" occurring in the 6th line of Bye-law No. 9 shall be corrected as "offence".
- (8) The word "apportunity" occurring in the 1st line of the proviso to Bey-law No. 9 shall be corrected as "opportunity".
- (9) The word "approval" occurring in the 1st line of Bye-law No. 10 shall be corrected as "approval".
- (10) A "comma" shall be inserted between the words "Bye-law No. 11 (i).
- (11) The word "Depart" occurring in Sl. No. 19 of the list in the Annexure - I shall be corrected as "Depot".

(S. Noren Singh)

Executive Officer

Imphal Municipal Council

Imphal, the 1st August, 1995

Memo No. IM/55/83-87 ;

- Copy to :-
- 1) The Director, Printing & Stationery, Govt. of Manipur for favour of publication in the extra ordinary Gazette an make available 10 (ten) copies to this Office
 - 2) The Secretary (MAHUD), Govt. of Manipur.
 - 3) The Director (MAHUD), Govt. of Manipur.
 - 4) Order Book/Guard file.

(S. Noren Singh)

Executive Officer

Imphal Municipal Council

Imphal

CLASS – V
(Stationary and paper)

1	2	3
1.	All kinds of stationery such as pin, tag, laces, carbon paper, stencil paper, paper punche, clips, ferro paper, file boards, file cover, lead for pencil, note book, diary, tissue paper, kite paper, register, batics, forms and similar other articles.	1 % of the invoice value
2.	Type-writer, duplicating machine, its accessories and spare parts thereof such a lead type etc.	2% of the invoice value
3.	All papers except those mentioned elsewhere.	1% of the invoice value
4.	Chint paper, wall paper and ornamental paper.	1% of the invoice value
5.	Straw Board	1.5% of the invoice value

CLASS – VI

1.	Saddlery, bootshoes, leather clothes and other articles made of leather, canvas and plastic and any kind of footwear, shoelace and other accessory.	2% of the invoice value
2.	Tyre and tubes used in all vehicles.	1.5% of the invoice value
3.	Shoe and other goods made of rubber.	2% of the invoice value

CLASS – VII

(Metals and Articles made of Metals)

1.	Iron, heavy iron & galvanised iron sheets bars, cast iron or W.I. or steel pipes, girders, rails, round iron, angles, beams & steel project & iron products.	1.5% of the invoice value
2.	Wire & wire ropes.	1% of the invoice value
3.	Articles made of iron or galvanised iron sheets, galvanised iron, pipes, hose pipes, pots & pans, bath tubs, buckets, trunks, suitcases, almirahs, iron saves & tanks etc.	2% of the invoice value
4.	Articles & utensils made of brass, copper, ball metal, stainless steel etc. Muradabad and German silver except those mentioned elsewhere.	2% of the invoice value
5.	Aluminium ware and sheets.	1.5% of the invoice value
6.	Articles and wares made of E.P.S. & E.P.N.S. & similar other fancy articles such as earning jackets, toilets & other powder cases, etc. of brass and other metals.	- do -
7.	Aluminium scraps	- do -
8.	Brass	- do -
9.	Iron scraps	- do -
10.	New C.I. sheet	- do -
11.	Old pipe	- do -

(5A)

CLASS – VIII
(Machinery)

1	2	3
1.	All kinds of machinery other than exempted machinery, machinery parts, cylinder gas, cooking gas.	1.5 % of the invoice value
2.	Sewing machine and its parts	– do –
3.	VEHICLES	
	(a) Motor cars, Jeeps, tractors and trucks imported in units or in unassembled condition to form a complete units.	1% of the invoice value
	(b) Motor cycle and scooter (2 wheeler)	– do –
	(c) Cycles, tricycles, parambulator, cycle rickchaws and its accessories.	1/5% of the invoice value
	(d) Spare parts of cycles and rickshaws not specified elsewhere.	– do –
4.	Hardware such as hammers, shed files screw, saws iron nuiiso pipes, sand paper, rivets, washers, pliers, wrench, nails & similar other articles used as hardware.	1.5% of the invoice value
5.	Old motor parts (collected from Military camp)	2% of the invoice value

CLASS – IX

(Articles used for construction of building, building fittings, furniture and vheicles)

1.	Cement	1.5% of the invoice value
2.	Plywood	1.5% of the invoice value
3.	Limestone	1.5% of the invoice value
4.	Rosin	1.5% of the invoice value
5.	Lac and Keri	1.5% of the invoice value
6.	Hard board	1.5% of the invoice value

CLASS – X

(Miscellaneous items)

1.	Nylon dyes, chemical dyes and dry colours including indigo tutia & other articles used in dyeing and colouring except those scheduled elsewhere	1.5% of the invoice value
2.	Crockery.	1.5% of the invoice value
3.	Glass wares, glass panes and sheets, empty bottles and jars and other materials made of glass except those schedule elsewhere.	1.5% of the invoice value

1	2	3
4.	Enamel Wares	1.5 % of the invoice value
5.	Tobacco leaves	1% of the invoice value
6.	Gun powder and any other materials used for shooting excepting those scheduled elsewhere (this will not apply for those imported for use of Army and Police)	3 % of the invoice value
7.	Mayorpankhs	1.5 % of the invoice value
8.	All kind of brush	1.5 % of the invoice value
9.	Shoe polish	1.5 % of the invoice value

Schedule of goods and octroi rates (II)

CLASS - I

(Article of food)

- | | | |
|----|----------------|--------------------------|
| 1. | Foreign liquor | 10% of the invoice value |
|----|----------------|--------------------------|

CLASS - II

- | | | |
|----|-----------------|---------------------------|
| 1. | Scented oil | 1/5% of the invoice value |
| 2. | Coconut oil | - do - |
| 3. | Sandal wood oil | - do - |

CLASS - III

(Articles of lighting)

- | | | |
|----|---|---------------------------|
| 1. | (a) Articles of lighting and heating (except electric goods) candles, wax, lantern etc. | 1.5% of the invoice value |
| | (b) Petromax, halflamps, stoves and parts and torch light gas light. | - do - |
| 2. | Batteries cell | - do - |
| 3. | Agarbati and dhup | - do - |
| 4. | Matches | - do - |

CLASS - IV

(Scientific Apparatus, Jewellery and Instruments of Music and Amusement)

- | | | |
|----|--|-------------------------|
| 1. | All kind of apparatus, Instruments and equipment except those mentioned elsewhere. | 2% of the invoice value |
| 2. | Cinematography and camera films | - do - |
| 3. | Clock, watches, watch glasses, watch chain and spare parts thereof. | - do - |
| 4. | Radio and its spare parts | - do - |

CLASS - V

1	2	3
1.	All kind of electric and electronic goods not specified elsewhere such as refrigerators, TV, VCP, VCR, Washing Machine, Electric fan, heater and iron including their spare parts, wire, plug, bulb, switch, meter, holder shade, cable both insulated or otherwise eastern and porcelain insulators, alternative rotary electrical tools, convertors, control gears, time switches, transformers, generators and their parts electric casing and capping include block gullies heating and cooling apparatus.	3% of the invoice value

CLASS - VI

1.	Spare parts of all vehicles not specified	2% of the invoice value
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CLASS - VII

(Articles used for construction of building, buildings fitting, furniture and vehicles)

1.	Varnishes, paints, thinner mosaic, turpentines (including mineral turpentine) glue or saresh, polish dry colours, other materials used in distemping and polishing except those scheduled elsewhere including hoild linseed oil.	2% of the invoice value
2.	Enamel and synthetic paints	- do -

Class - VIII

1.	Spectacles.	1.5% of the invoice value
2.	Coal tar, Indocot wool oil	- do -
3.	Phenyle.	- do -
4.	Cigarette and cigarette mixture.	3% of the invoice value
5.	Biri	2% of the invoice value
6.	Cartridge except for use of Army and Police	3% of the invoice value

MANIPUR



GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 439 Imphal, Saturday, February 25, 1995 (Phalgune 6, 1916)

GOVERNMENT OF MANIPUR
SECRETARIAT : MAHUD DEPARTMENT

ORDERS BY THE GOVERNOR : MANIPUR
Imphal, the 8th February, 1995

No. 2/22/94-MAHUD(MUC) – In supersession of all previous orders of the State Government in this behalf and in exercise of the powers conferred by section 31 of the Cattle Trespass Act, 1871 (1 of 1871), the Governor of Manipur is pleased to transfer to the Imphal Municipal Council all functions of the State Government and the Magistrate of the District under Chapter-II and III and also under Sections 14 and 17 of Chapter - IV of the said Act. within the area subject to the jurisdiction of the Imphal Municipal Council.

This order shall come into force from the date of publication in the Official Gazette.

By order & in the name of the Governor,

A. LUTKHAM
Secretary, (MAHUD), Govt. of Manipur.

Printed at the Directorate of Printing & Stationery, Manipur/310-C/25-2-95



EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 120 Imphal, Monday, June 19, 1995 (Jyaistha 29, 1917)

OFFICE OF THE IMPHAL MUNICIPAL COUNCIL

ORDERS

Imphal, the 10th June, 1995

No. IM/54/79-88-89 (Pt-II) – Whereas this Office had issued an order vide orders of even number dated 26-9-94 revising the rate of fines for impounded cattles and charges for feeding & watering, subject to that the revised rates shall come into force on receipt of the approval of the Govt. and whereas approval of the Govt. has been conveyed vide letter No. 2/72/94-MAHUD(MUC) dated 18-5-95, now therefore in conferred by Section 5 & 12 of the Cattle Trespass Act, 1871 (Act 1 of 1871) read with Govt. orders No. 2/22/94 MAHUD(MUC) dated 8-2-95, it is hereby ordered that the scale of fine for cattles impounded, rate of charge for feeding & watering and imposition of fine per hour of detention are fixed as shown in the schedule below with immediate effect and until further orders :

SCHEDULE

Sl. No.	Type of Cattle	Scale of fine per Cattle impounded	Rate of charge for feeding & watering per cattle per day or part thereof.
1.	Buffalo (male & female)	Rs. 500/-	Rs. 10.00
2.	Horse (male & female)	Rs. 500/-	Rs. 10.00
3.	Cow, Bull, Bullock and Heifer	Rs. 500/-	Rs. 10.00
4.	Pig (male & female)	Rs. 250/-	Rs. 15.00
5.	Goat – do –	Rs. 250/-	Rs. 5.00
6.	Sheep – do –	Rs. 250/-	Rs. 5.00
7.	Calf – do –	Rs. 250/-	Rs. 5.00
8.	Faol – do –	Rs. 50/-	Rs. 5.00

* Supersession of all previous orders in this behalf and in exercise of the powers.

WARNING TO CATTLE OWNERS

Imphal, the 3rd June, 1996

All cattle owners, Pony owners of Imphal Municipality are hereby warned to keep their cattle confined in their sheds. The respective owners shall be liable for stern punishment if the cattle are again found loitering in the congested bazar areas. The appeal and steps taken up by the Traffic Police has once again proved to be a temporary deterrent only. Henceforth the Police will not be responsible for any loss of cattle or loss & damage to person or public property in case of accident caused by stray cattle.

All cattle owners are once again requested to maintain a strict civic sense and not to release their cattle in the bazar area in the general interest of the public.

TRAFFIC POLICE
IMPHAL MANIPUR

Memo No. 1/6/TCP/96 : Imphal the 3rd June 1996.

Copy to :-

1. The Director General of Police, Manipur
 2. The Inspector General of police (L/O), Manipur.
 3. The Dy. Inspector General of Police (R), Manipur.
 4. The District Magistrate (Imphal), Manipur.
 5. The Superintended of Police (Imphal), Manipur.
 6. The Executive Officer, Imphal Municipality.
 7. The News Editor, AIR, Imphal
 8. The P.T.I. / UNI.
 9. All Editors of Local Daily
 10. The CSC-Imphal/Singjamei/Lamphel PSS.
 11. The R.O.I. / R.L. Imphal
 12. Pony Keeper, Imphal.
- They are requested for wide publicity*

Dy. Superintendent of Police (Traffic)
Imphal District, Manipur.

(69)

MANIPUR



GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 480 Imphal, Thursday, March 9, 1995 (Phalguna 18, 1916)

OFFICE OF THE IMPHAL MUNICIPAL COUNCIL

NOTIFICATION

Imphal, the 16th January, 1995

No. IM/55/83-87 – Whereas draft Bye-laws namely, “The Imphal Municipality Scavenging Tax for Trade and Household Refuse Bye-laws, 1994” was published as required by section 211(1) of the Manipur Municipality Act, 1994 in Notification of even number dated 12-10-94 inviting objections and suggestions from the persons likely to be affected thereby within 15 days from the date of publication of the said Notification in the Official Gazette.

And whereas the said Gazette was made available to the public on 24-10-94.

And whereas no objection/suggestion was received within the stipulated time of 15 (fifteen) days from the date of publication 24-10-94).

Now therefore, in exercise of the powers conferred by section 209 of the Manipur Municipalities Act, 1994, the Imphal Municipal Council is pleased to make the following Bye-laws, namely, “The Imphal Municipality Scavenging Tax for Trade and Household Refuse Bye-laws, 1994” after confirmation by the Government under its letter No.2/102/93-MAHUD(MUC) dt. 6-12-94.

LETKHOGIN HAOKIP,
Administrator,
Imphal Municipal Council.

(61)

**SCAVENGING TAX FOR TRADE AND HOUSEHOLD REFUSE FRAMED
UNDER SECTION 209(XIII) AND SECTION 75(1)(E) READ WITH
SECTION 78 OF THE MANIPUR MUNICIPALITIES
ACT, 1994**

1. (i) These Bye-laws may be called the Imphal Municipality Scavenging Tax for trade and household refuse Bye-laws, 1994.

(ii) These Bye-laws extend to the whole of the Imphal Municipal area.

(iii) These Bye-laws shall come into force from the date of the publication in the Office Gazette.

2. In these Bye-laws unless the context otherwise required :

(i) "Act" means the Manipur Municipalities Act, 1994 ;

(ii) "Council" means the Imphal Municipal Council ;

(iii) "Executive Officer" means the Executive officer of the Council ;

(iv) "Government" means the Government of Manipur ;

(v) "Household" means the occupants of a house or buildings if regarded as a unit ;

(vi) "Municipal Area" means the Imphal Municipal area as notified from time to time by the Government ;

(vii) "Refuse" means the waste or any items rejected as worthless and rubbish as defined under Section 2(51) of the Act ;

(viii) "Scavenging Tax" means the tax mentioned under Section 75(i)(e) of the Act ;

(ix) "Rate of Tax" means the amount payable under Clause 3 of these Bye-laws ;

3. (i) No person shall use any premiss for trade, professions & calling in a Municipal areas unless he pays the rate of tax for sweeping, collection and disposal of the refuse and rubbish generated by his trade, professions and calling at the rate enumerated below :-

(a) Daily refuse not exceeding 5 kgs.	Rs. 120 annually
(b) Daily refuse exceeding 5 kgs. but not exceeding 20 kgs.	Rs. 360 "
(c) Daily refuse exceeding 20 kgs. but not exceeding 40 kgs.	Rs. 600 "
(d) Daily refuse for every additional 2 kgs. or part thereof beyond 40 kgs.	Rs. 180 "

(ii) Every Households shall pay for clearance of refuse and rubbish at the rate of tax given below :-

(a) Daily refuse to exceeding 5 kgs.	Rs. 40 annually
(b) Daily refuse exceeding 5 kgs. but not exceeding 20 kgs.	Rs. 90 "

(62)

- | | |
|---|------------------|
| (c) Daily refuse exceeding 20 kgs. but not exceeding 40 kgs. | Rs. 200 annually |
| (d) Daily refuse for every additional 2 kgs. or part thereof beyond 40 kgs. | Rs. 60 " |

(iii) The vendors in the market of the Council shall be liable to pay scavenging tax to be fixed by the Council for different kinds of trade not exceeding an amount of Rs. 120 annually.

(iv) The Council may remove the garden refuse and rubbish from the premises of individual households on payment of tax at the rate indicated below ;-

- | | |
|----------------------------|------------------|
| (1) Truck | Rs. 300 per trip |
| (2) Tractor | Rs. 150 - do - |
| (3) Hand-cart wheel borrow | Rs. 10 - do - |

4. Every trade or vendor in a Municipal market shall collect the rubbish or refuse in his premises and shall temporarily deposit the same in a container at such place and time prescribed by the Municipality for its final disposal.

5. (i) Assessment of refuse and rubbish generated shall be made by an Officer to be authorised in this behalf by the Council.

(ii) Any occupier or owner of holding who is not satisfied with the assessment made under Clause (I) shall appeal to the Officer authorised in this behalf by the Council.

Provided that the appeal shall be made within 15 days from the date of Order issued for the assessment.

(iii) The Officer authorised in this behalf by the Council shall dispose of the appeal within a period of 7 days from the date of filing of the appeal and his decision shall be final.

6. (i) The list of traders, professionals and calling liable to pay tax are given as Annexure-I.

(ii) The procedure laid down in Clause 5(ii) shall *mutatis mutandis* apply in the case of dispute of the type of trade, profession or calling fixed by the authorise officer under Clause 5 (ii).

7. (i) The Officer authorised in this behalf by the Council shall make annual assessment from 1st April to 31st March of the financial year and such assessment shall be completed by the end of the month of May of the year of assessment.

(ii) Tax assessed for the year shall be payable to the Council before the commencement of the month of July of the assessment year.

8. A notice of demand of tax payable shall be served to the person liable to pay tax before the end of the month of May of the assessment year.

9. If any person who has been served notice of demand of tax payable fails to pay the annual tax before the commencement of the month of July of the assessment year he shall be liable to pay a penalty not exceeding Rs. 500/- and for delay in payment of tax payable along with penalty or further penalty for exceeding Re. 1/- for each day after written notice of the offence is communicated to the offender.

Provided that no penalty shall be imposed without giving an opportunity of being heard to any person for his failure to pay the tax after the notice of demand has been served.

10. The Council with prior approval of the Govt. and on such terms and conditions to be suggested by the Council appoint any private agent or individual by public auction for collection and disposal of refuse and rubbish from Imphal Municipal area.

11. (i) Notwithstanding anything contained in clauses 7 and 8 on the enforcement of these Bye-laws the first tax shall be levied from the beginning of the month following the month of enforcement.

(ii) The assessment of tax for the remaining part of the financial year shall be made on pro-rata basis within a period of two months.

(iii) The tax shall be payable within the third month of enforcement after serving of notice of demand.

ANNEXURE - I
"LIST OF TRADERS, PROFESSION AND CALLING
WHICH ARE LIABLE TO PAY TRADE REFUSE FEE"

- Sl No.
1. Association
 2. Auctioneer
 3. Authorised Agent (except residential Officer)
 4. Auto Parts
 5. Bank
 6. Beauty Parlour
 7. Boarding House
 8. Canteen
 9. Caterer
 10. Cinema House
 11. Cinema Film Studio
 12. Cold Storage
 13. Cleaner
 14. Clearing and forwarding Agent
 15. Clinic
 16. Dentist
 17. Decorator
 18. Dissinkar

19. Deport owner
20. Diesel filling station
21. Distributor
22. Dyer
23. Engraver
24. Exporter
25. Factory
26. Film distributor
27. Film studio
28. Freight Booker
29. Godown owner
30. Health resort
31. Hair Dressing saloon
32. Holder of dealership
33. Hotel Keeper
34. Horse Dealer
35. Hydrotherapy bath
36. Importer
37. Intoxicating Drug
38. Intoxicating Liquor
39. Jatra Party
40. Loading House
41. Laundry
42. Lithographer
43. Market Owner
44. Manufacturer
45. Medicine factory
46. Merchant
47. Motor garage
48. Newspaper
49. Office establishment
50. Pathological Laboratory
51. Nursing Home
52. Opera party
53. Place of Public Entertainment
54. Petrol filling station
55. Press House
56. Printer
57. Purchase of foods for sale or transport outside
58. Photographer
59. Phototyper
60. Photoprocessing

61. Restaurant
62. Retail Trader
63. Rickshaw Manufacturing
64. Sanitorium
65. Scrap Hose
66. Soap factory
67. Shop Keeper
68. Structural Fabricating shop
69. Tannery
70. Trader
71. Thela Manufacturing
72. Vendor

THE LIST INCLUDES THE FOLLOWING TYPE OF TRADERS

1. Sweetmeat shop
2. Grocery shop
3. Meat selling shop
4. Sanitary goods shop
5. Telebhaja shop
6. Vegetable shop
7. Pan shop
8. Cloth shop
9. Readymade garments shop
10. Medicine
11. Stationery shop
12. Hot tea shop
13. Goal shop
14. Machine shop
15. Ration shop
16. Tailoring shop
17. Bakery
18. Car repairing shop
19. Holding shop
20. Book Binding shop
21. Old paper selling shop
22. Ice seller
23. Wheat grinding shop
24. Firewood shop
25. Hard metal shop
26. Clay modelling shop
27. Sweetware shop
28. Scrab ingredient shop.
29. Smithy shop
30. Consumer durable selling/servicing shop and such others ;

MANIPUR



GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 327 Imphal, Tuesday, January 19 1999 (Pausa 29, 1920)

OFFICE OF THE IMPHAL MUNICIPAL COUNCIL

NOTIFICATION
Imphal, the 5th January, 1999

No. IMC/55/98(A) – In exercise of the power conferred by clause (i) of Sub-Section (I) of Section 209 read with Section 78 and clause (m) of sub-section (I) of Section 75 of the Manipur Municipalities Act, 1994 (No. 43 of 1994) the Imphal Municipal Council hereby makes, the following bye-laws, namely, “The Imphal Municipal Council (Entry Toll on Vehicles & Animals) Bye-laws, 1998”, the same having been previously published under this Council Notification of even number dated 1-9-98 (Manipur Gazette Extraordinary No. 195 dated 22-9-98) read with Government Notification No. 2/9/96-MAHUD dated 15-5-98 (Manipur Gazette Extra-ordinary No. 56 dated 22-5-98) and having been confirmed by the Government under Order No. 2/67/98-MAHUD dated 7-12-98 as required under Sub-Section (1) and Sub-Section (2) respectively, of Section 211 of the said Act.

By order & in the name of the Council,

S. NOREN SINGH
Executive Officer
Imphal Municipal Council.

THE IMPHAL MUNICIPAL COUNCIL
(ENTRY TOLL ON VEHICLE & ANIMALS) BYE-LAWS, 1998

1. (1) These bye-laws may be called the Imphal Municipal Council (Entry Toll on Vehicles and Animals) Bye-laws, 1998.
(2) They shall extend to the whole area of impha Municipal Council.
(3) They shall come into effect from the date on which they are published in the official gazette.
2. In these bye-laws unless the subject or context otherwise requires :-
 - (a) "Act" means the Manipur Municipalities Act, 1994;
 - (b) "Check post" means a place at the limit of the Municipal area where Municipal Officers/employees/agents authorised for the purpose of assessing and realising toll on vehicle and animals entering the Municipal area are stationed ;
 - (c) "Council" means the Imphal Municipal Council.
 - (d) "Exeutive Officer" means the Executive Officer, Imphal Municipal Council.
 - (e) "Heavy vehicle" means a heavy vehicle as defind in the Motor Vehicles Act, 1988 ;
 - (f) "Light vehicle" means a light vehicle as defined in the Motor Vehicles Act, 1988 ;
 - (g) "Municipality area" means the Imphal Municipal Area.
 - (h) "Vehicle" means and includes both motorised vehicles such as bus, lorry mini bus, tempo, car, jeep, autorickshaw and two wheelers and non-motorised vehicles such as animal driven cart, and rickshaw ;
 - (i) "Schedule" means Schedule appended to this Bye-laws.
3. Every vehicle and/or animal entering the Municipality area shall be levied and payable an entry toll at the rate specified in Schedule 'A'.
Explanation :- Where a vehicle is loaded with vehicle(s) or animal(s). the vehicle(s) or the animal(s) shall be treated as load and no separate toll(s) shall be payable for such loaded vehicle(s) or animal(s).
4. The Council may determine and declare as many number and location of check posts at different convenient and suitable point(s) of entry into the Municipality area as considered necessary for the purpose of these Bye-laws.
5. (1) No vehicle and/or animal shall enter or attempt to enter the Municipality area except through a Check Post duly set-up by the Council.
(2) No vehicle and/or animal shall enter into the Municipality area without the full payment of the due entry toll at the Check Post of the entry point.
6. The owner or driver or person-in-charge of a vehicle or the owner or person-in-charge of an animal shall be liable to pay the toll on the vehicle and/or animal as the case may be for any additional entry made during a period of one day calculated from midnight to midnight.

7. The toll on vehicle and/or animal shall not be liable in respect of :-
 - (a) Vehicle and/or animal belonging to the Central and State Govt. and used solely for public or official purposes and not used or intended to be used for purpose of profit.
 - (b) Vehicle and/or animal belonging to the Council.
 - (c) Vehicle and/or animal belonging to the Red-cross Society and
 - (d) Two wheelers and other non-commercial vehicles not used or intended to be used for purposes of profit;

8.
 - (i) Any owner or person whose vehicle and/or animal makes regular entry into the Municipal area may, on an application to the Executive Officer, be allowed to compound the payment of the entry toll on such vehicle and/or animal in yearly or monthly term.
 - (ii) The amount of compounded tolls, for yearly, half-yearly and monthly shall be the amount or toll payable under bye-laws 3 for 365 days, half of the yearly amount and 1/12 (one-twelve) of the yearly amount respectively subject to the following rebate.
 - (a) 25% rebate in respect of yearly payment ;
 - (b) 12% rebate in respect of 1/2 yearly payment &
 - (c) 5% rebate in respect of monthly payment.
 - (iii) The toll shall be payable to the Council Office instead of at the Check Post in case of realisation of the tolls by the Council itself and to the agent in case of realisation of the same through the agent appointed under the provision of bye-laws 14.

9. The agent of the authorised officer(s)/employee(s) at the Check Post shall on payment of the full amount of toll, forthwith issue a formal dated receipt in the form given in the Schedule 'F' affixing the seal of the agent or the Council, as the case may be.

10. The officer/employee in Charge of a check post shall submit the amount of tolls collected statement in the form given in Schedule-B. They will also submit weekly and monthly collection statements in the form given in Schedules C and D respectively.

11.
 - (i) Every Check post shall maintain an Inspection book in the form given in schedule E. The Executive Officer or other officers authorised by the Executive Officer shall inspect the Check posts periodically; and
 - (ii) The Check posts shall be visited and inspected by the Executive Officer or any other officer/employee of the Council duly authorised by the Executive Officer in this behalf and note their observations/findings in the Inspection Books.

12. The Council shall examine the collection figures as reflected in the collection statements (daily, weekly and monthly). once in a month and decide such other arrangement/actions be taken-up for ensuring the speedy and increased collection of tolls.

13. The agent or the officer/employee-in-charge of a Check post shall display a copy of the Schedule or Rates, duly signed by the Executive Officer, in a conspicuous part of Check post.

14. The Council may, by a resolution passed in a meeting, appoint agents periodically by inviting tenders through open auction for collection of entry toll on vehicles and/or animals on such terms and conditions as may be decided by it. The agent(s) appointed under this bye-laws shall have the same power of the officer/employee of the Council in-charge of the check post in respect of collection of tolls.
15. All powers of the Council under these bye-laws or any other power that is expedient or necessary for the purpose of these bye-laws shall be exercised by the Executive Officer or any other office/employee of the Council authorised or empowered by the Executive Officer in this behalf.
16. Whenever a dispute arises as to the liability of payment of toll, the aggrieved party shall first pay the toll to authorised agent or the officer/employee in charge of the Check post and may then prefer an appeal to the Executive Officer of the Council whose decision shall be final in all such cases. The Executive Office shall clearly state in his order whether the toll paid as aforesaid shall be returned or not.
17. Every officer/employee or agent, duly authorised to realise entry roll under these bye-laws, may reasonably seek the assistance of any Police Officer on duty under section 107(6) of the Act for the different discharge of the duties under these bye-laws.
18. Any person committing a breach of any of these bye-laws shall be liable in addition to the penalties under the Act, to pay a fine not exceeding Rs. 10/- for every such breach and his vehicle and/or animal may be seized or detained by the Officer/Employee/Agent at the Check post.

SCHEDULE - 'A'
(See bye-law 3)

IMPHAL MUNICIPAL COUNCIL

Schedule of rate of entry toll on vehicle and animals

A - Vehicles :

	Loaded	Unloaded
1. Each Heavy vehicle etc.	Rs. 10/-	Rs. 5/-
2. Each light vehicle	Rs. 5/-	Rs. 3/-
3. Others (including 2-wheelers)	Rs. 2/-	Rs. 2/-

B - Animals:

1. Each Elephant	Rs. 10/-
2. Each Buffalo	Rs. 7/-
3. Each pony, Mule, Bull, Bullock, Cow, Donkey, either etc.	Rs. 5/-
4. Each ass, pig, goat.	Rs. 3/-
5. Each calf of more than 6 months old	Rs. 2/-
6. Others	Rs. 2/-

SCHEDULE - 'B'
(See bye-law 10)

IMPHAL MUNICIPAL COUNCIL

Daily return on collection of toll on entry of vehicle and animals

Name of Check post — — — — —
Date and hour of the shift — — — — —
Name of Office-in-charge — — — — —
Page of Receipt — — — — —
Block issued from — — — — —

1. Classification of vehicles	Number	Rate	Amount
(i)			
(ii)			
(iii)			
2. Classification of animals	Number	Rate	Amount
(i)			
(ii)			
(iii)			
(iv)			

Grand total

Date

Signature of the Officer-in-charge

SCHEDULE - 'C'
(See bye-laws 10)

IMPHAL MUNICIPAL COUNCIL

Comprehensive weekly Return on collection of toll on entry of vehicles and animals

Period from _____ to _____

Name of Check post Receipt No. used	Shift	Toll on vehicle No.	A/C of Amount	Toll on No.	A/C of animal Amount	Total Amount
1	2	3	4	5	6	7

Grand Total

Date _____

Signature of the Inspecting Officer

SCHEDULE - 'D'
(See bye-laws 10)

IMPHAL MUNICIPAL COUNCIL

Monthly abstract of weekly Returns on collection of toll on entry of vehicles and animals

For the month of _____ 19 _____

Name of Check Post Receipt No. used	Amount of toll of vehicle No.	Amount	on a/c No.	Amount of toll on a/c of animals Amount	Total amount of toll
1	2	3	4	5	6

Week

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Grand Total

Date _____

Signature of the Inspecting Officer-in-Charge

MANIPUR



GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 328 Imphal, Tuesday, January 19 1999 (Pausa 29, 1920)

OFFICE OF THE IMPHAL MUNICIPAL COUNCIL

NOTIFICATION
Imphal, the 5th January, 1999

No. IMC/55/98(B) – In exercise of the power conferred by clause (i) of Sub-Section (1) of Section 209 read with Section 78 and Sub-Section (2) of Section 75 of the Manipur Municipalities Act, 1994 (No. 43 of 1994) the Imphal Municipal Council hereby makes, the following bye-laws, namely, “The Imphal Municipal Council (Registration and Licensing of Shops) Bye-laws, 1998”, the same having been previously published under this Council Notification of even number dated 1-9-98 (Manipur Gazette Extra-ordinary No. 196 dated 22-9-98) read with Government Notification No. 2/91/96-MAHUD dated 15-5-98 (Manipur Gazette Extra-ordinary No. 58 dated 22-5-98) and having been confirmed by the Government under Order No. 2/67/98-MAHUD dated 11-12-98 as required under Sub-Section (1) and Sub-Section (2), respectively, of Section 211 of the said Act.

By order & in the name of the Council,

S. NOREN SINGH
Executive Officer Imphal
Municipal Council.

THE IMPHAL MUNICIPAL COUNCIL
(REGISTRATION AND LICENSING OF SHOPS) BYE-LAWS, 1998

1. (1) These bye-laws may be called the Imphal Municipal Council (Registration and Licensing of Shops) Bye-laws, 1998.
 - (2) They shall extend to the whole area of Imphal Municipal Council.
 - (3) They shall come into effect from the date on which it is published in the official gazette.
2. In these bye-laws unless the subject or context otherwise requires :-
 - (a) "Act" means the Manipur Municipalities Act, 1994.
 - (b) "Chairperson" means Chairperson of the Imphal Municipal Council.
 - (c) "Executive" means Imphal Municipal Council.
 - (d) "Executive Officer" means the Executive Officer of the Imphal Municipal Council.
 - (e) "Municipal Areas" means the Imphal Municipal Areas
 - (f) "Form" means form appended to these bye-laws.
 - (g) "Goods" means every kind of movable property other than actionable claims and money, and includes stock and shares, growing crops, grass and things attached to or forming part of the land which are agreed to be served before sale or under the context of sale.

Explanation :- (Actionable claims-means a claim in respect of which a cause of action has already matured and which subject to procedure may be enforced by suit and see also section 3 of the Transfer of Property Act, 1882 for the method of transfer of actionable claims see section 130 and 137 (ibid)

- (h) "Potpham" means selling or vending of articles spread on Lukmai or cloth on ground or platform whether under a licence or not.
- (i) "Schedule" means Schedule appended to these bye-laws.
- (j) "Shop" means and includes any premises used wholly or in part for the sale of service or for the whole sale or retail sale of goods, either for cash or credit, but does not include hotels, restaurants, eating places, potpham of markets and Hawking :
- (k) "Shop keeper" means a person owning or having charge of a shop, as defined in bye-laws (2) (j) :
- (l) "Shop Registration Number " means the number allotted to a shop after registration under these bye-laws :
- (m) "Shop Registration Certificate" means a certificate issued to a shop keeper after registration under these bye-laws.
- (n) "Shop Licence" means the licence issued to a shop keeper under these bye-laws for the purposes of keeping and running his shop :
- (o) "Shop Registration and Licence Book" means the book maintained by the Council wherein the registration and licence of the shop within the Municipal area are recorded.

- (p) "Service" means service of any description which is made available to potential users and includes the provision of facilities in connection with banking, financing insurance, transport, processing, supply of electrical or other, boarding or lodging both, housing construction, entertainment, amusement or the purveying or news or other information but does not include the rendering of any service free of charge or under a contract of personal services :
- (q) "Words and expressions used in these bye-laws and not defined but defined in the Act shall have the same meanings respectively assigned to them in the Act .
3. (i) No shop keeper run a shop or establishment within the Municipal area unless his/her shop is registered at the office of the Imphal Municipal Council under these bye-laws.
- (ii) A shopkeeper may get his/her shop establishment registered by making an application in Form-1 on payment of registration fees as specified in the Schedule.
- (iii) On receipt of application by he requisite fee under Sub-bye-law (ii) the Authority shall, on being satisfied about the correctness of the particular furnished in the application, register the shop or the establishment as the case may be and issue a certificate of registration Form-2 and shall be entered in the shop registration and licence book.
- (iv) Registration of the shop remain valid until it is cancelled or revoked on the general condition that it remains closed for period exceeding six consecutive months or that the shop licence is not renewed for two consecutive years.
4. (a) No shop keeper shall keep and run a shop within municipality area unless under a shop licence to be issued in this behalf by the Imphal Municipal Council under these bye-laws.
- (b) A shop keeper may obtain a shop licence in application in Form-I on payment of licence fees as specified in the schedule.
- (c) A shop keeper's licence shall be in Form-3 and shall be valid for one calendar year commencing from the date of issue of licence and expire automatically unless renewed within ninety days from the date of expiry.
- (d) Such shop licence shall bear the Registration number of the shop and shall be issued in the name of the shop keeper and shall not be transferable. It should be displayed at a conspicuous place of the shop.
- (e) A licence may be renewed without alteration by the authority empowered to grant such licence on payment of fee. The application for renewal of licence shall be in Form-4
- (f) Every application for the renewal of licence shall be made so as to reach the licensing authority at least thirty days before the date on which it expires.
- Provided that if the application for renewal of licence is not received within time, specified above, the license shall be renewed only on payment of a fee amounting to twice the fee ordinarily payable.
5. (1) The Executive Officer shall be the Registering and Licensing Authority who shall have the power to allow registration and issue and renew licences under these bye-laws.

- (2) All power of the Council in respect or registration and grant, issue, renewed, refusal or cancellation of a licence and all other powers and functions of the Council under these bye-laws or otherwise necessary and expedient for the purpose of these bye-laws shall be exercised by the Executive Officer or any officer/employee duly authorised by the Executive Officer in this behalf.
6. It shall be lawful for the Executive Officer or any officer/employee empowered or authorised by him/her in this behalf.
 - (a) to suspend, withheld or completely revoke the licence or registration on the ground of violation of any of the provisions of these bye-laws or the terms & conditions of licence. Provided that the shopkeeper shall be given an opportunity of being heard before such suspension, or revocation.
 - (b) to cancel or completely revoke a licence if he/she is satisfied that it has been secured by the licensee or registration through misrepresentation or fraud or if any of the instruction have not been complied with or the licensee has been convicted for contravention of any of the provisions of the Act or Rules or Bye-Laws made thereunder relating to any matter in respect of which the licence has been granted, provided that reasonable opportunity shall be afforded to the licensee to show cause before making any such order of cancellation or revocation :
 - (c) to issue to the licensee such direction as he/she may deem necessary for securing proper compliance with the bye-laws or in the interest of the public safety and health;
 - (d) to impose/collect the recover fine for contravention of any of the provision of these bye-laws.
7. An appeal shall lie against any order refusing to grant, renew a licence, suspending or withdrawing a licence or registration to the Chairperson : Provided that every appeal shall be in writing and shall be accompanied by a copy of the order appealed against and shall be presented within thirty days of the order passed.
8. The Registering and Licensing Authority may, with the approval of the Imphal Municipal Council divide the municipality area into zones, and classify the shops into categories for the purpose of carrying out these bye-laws conveniently.
9. The Council may, from time to time, make or issue orders or notification for expedient implementation or/and interpretation of these bye-law.
10. (1) If any person violate any of the provisions of these bye-laws. he/she shall be punishable with fine and if the violation/offence is a continuing one, he/she is liable to a fine as prescribed in the Schedule for each day of such violation after conviction.
 - (2) All fees and fine payable under bye-laws shall not be refundable.

S. Noren Singh
Executive Officer
Imphal Municipal Council

THE IMPHAL MUNICIPAL COUNCIL
(REGISTRATION AND LICENSING OF SHOPS)
bye-laws, 1998

SCHEDULE OF FEES AND FINES

Bye-laws	No. Clause	Subject	Range of fee	Fine which may be imposed
3.	(2)	Registration of fee for doing Business :-		
		(a) Rs. 5 lacs above	- Rs. 2,000/-	- to Rs. 3,000/-
		(b) Above Rs. 1 lac but not exceeding Rs. 5 lacs.	- Rs. 1,000/-	- to Rs. 1,500/-
		(c) Rs. 25,000/- above but not exceeding Rs. 1 lac.	- Rs. 300/-	- to Rs. 500/-
		(d) Rs. 25,000/- below	- Rs. 100/-	- to Rs. 200/-
4.	(2)	Licence fee for doing Business during the year :-		
		(a) Rs. 5 lacs above	- Rs. 1,000/-	- to Rs. 1,500/-
		(b) Above Rs. 1 lac but not exceeding Rs. 5 lacs.	- Rs. 500/-	- to Rs. 750/-
		(c) Rs. 25,000/- above but not exceeding Rs. 1 lac.	- Rs. 200/-	- to Rs. 300/-
		(d) Rs. 25,000/- below	- Rs. 50/-	- to Rs. 100/-
4.	(5)	Renewal of licence :- As stated above		
10.	(1)	Penalty :-		
		(a) Violation of any provision		- Rs. 200/-
		(b) Continuance of violation for each day		- Rs. 100/-

FORM - 2
REGISTRATION CERTIFICATE

It is hereby certified that
has been registered as
under the Imphal Municipal Council (Registration & licensing of Shops) bye laws, 1998,
this day of 19 and the
Registration No. is dated

SEAL

Signature of Registering Officer.

FORM - 3
FORM OF SHOP LICENCE
(Under Bye-Law No. 4(c) of Imphal Municipal Council)
(Registration and Licensing of Shop)
Bye-laws, 1998.

Licence No. Dated

Licence is hereby granted to Shri/Smt.
S/o., W/o. of
to run his/her business dealt
in the premises described below under shop Registration No.
dated subject to the provisions of the Manipur Municipalities
Act, 1994 and the Bye-laws made thereunder.

The licence shall remain in force till the day of
19 dated 19

Signature of Licensing Authority

DESCRIPTION OF THE LICENSED SHOP

Type of structure of Shop :-

- Schedule :-
- (a) East :
 - (b) West :
 - (d) North :
 - (e) South :

ENDORSEMENT OF RENEWALS

This licence shall be renewable without any concession in fee for one calendar year in the
absence of any contravention of any provision of the Manipur Municipalities, Act, 1994 or the
Bye-laws framed thereunder.

Date of renewal

Date of Expiry

Signature and Officer
Seal of the Licence Authority

FORM - 4

FORM OF APPLICATION FOR SHOP LICENCE RENEWAL
Under Bye-Law No. 4(c) of Imphal Municipal Council
(Registration and Licensing of Shop Bye-laws.)

1. Name of shop Keeper :
2. Father's/Husband's name :
3. Age :
4. Address :
5. Business dealt in :
6. Name of shop
(as described in sign board) :
7. Shop Registration No. :
8. Licence No. :
9. Date of expiry of licence :

Dated

Licensing Officer
Signature of Licensing Authority

Printing at the Directorate of Ptg. & Sty., Govt. of Manipur/350-C/19-1-99

MANIPUR



GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 6 Imphal, Wednesday, April 4 2012 (Chaitra 15, 1934)

OFFICE OF THE IMPHAL MUNICIPAL COUNCIL

NOTIFICATION

Imphal, the 2nd April, 2012

No. IMC/55/2010 :- Whereas the draft Bye-Laws, namely, the Imphal Municipal Council (Cleanliness & Sanitation) Bye-Laws, 2010 were published in the Gazette of Manipur, Extraordinary No. 297 dated 10-9-2010 inviting objections and suggestions from all persons in the official gazette.

WHEREAS no objection and suggestion was received within the said period from the public in respect of the said draft Bye-Laws;

And whereas thereafter the State Government has conveyed approval vide letter No. 7/107/2007-MAHUD dated 24-12-2011 to the making of said Bye-Laws as Imphal Municipal Council (Cleanliness & Sanitation) Bye-Laws, 2011.

NOW, THEREFORE, in exercise of the power conferred by section 209 (XXVI) of the Imphal Municipality Act, 1994, the Chairperson, Imphal Municipal Council is pleased to make the following Bye-Laws namely "The Imphal Municipal Council (Cleanliness & Sanitation) Bye-Laws, 2011" as appended.

S. ACHOUBI SINGH
Executive Officer,
Imphal Municipal Council.

THE IMPHAL MUNICIPAL COUNCIL
(CLEANLINESS & SANITATION) BYE-LAWS, 2011

1. **Short title, extent and commencement.**

- (1) These Bye-Laws may be called "The Imphal Municipal Council (Cleanliness and Sanitation) Bye-Laws, 2011".
- (2) They shall extend to the whole area of the Imphal Municipal Council.
- (3) They shall come into effect from the date of their publication in the official Gazette.

2. **DEFINITIONS :**

In these Bye-Laws unless the subject or context otherwise requires :

- (1) **"Act"** means the Manipur Municipalities Act, 1994;
- (2) **"Agency/ Agent"** means any entity/person appointed or authorized by Municipality to act on its behalf, for discharge of duties or functions i.e. sweeping streets, collection of waste, collection of charges/fines, etc.;
- (3) **"Bio-degradable waste"** means the waste of plants and animal origin e.g. kitchen waste, food & flower waste, leaf litter, garden waste, animal dung, fish/meat waste and any other material that gets decomposed by the action of living organism;
- (4) **"Bio-medical waste"** means any waste, which is generated during the diagnosis, treatment or immunization of human beings or animals or in research activities pertaining thereto or in the production or testing of biological and including categories mentioned in Schedule IV of this Bye-laws;
- (5) **"Bulk generator"** means the owner, occupier or any other person representing owners and occupiers of housing society/housing complexes, restaurant, hotels, markets, industrial estates and shopping complexes/malls and includes any government or public office building, or other users such as clubs, gymkhanas, marriage halls, recreation/entertainment complexes, hospitals, educational institutions, commercial establishments or other establishment sources/premises that are specifically identified and notified by the Municipality and/ or any person/agency authorized by Municipality to be so.
- (6) **"Collection"** means lifting and removal of solid waste from collection points or any other location.
- (7) **"Collection at Source"** means the collection of municipal solid waste by Municipality directly from the premises of any building or common premises of a group of buildings. This is also referred to as "point to point collection".
- (8) **"Compositing"** means a controlled process involving microbial decomposition of organic matter;

- (9) **“Construction and Demolition Waste”** means waste from building materials, debris and rubble resulting from construction, remodelling, repair and demolition operations;
- (10) **“Delivery”** means handing over any category of solid waste to a Municipality worker or any other person appointed, authorized or licensed persons by the Municipality for taking delivery of such waste or depositing it in any vehicle provided by the Municipality or by any other authorized licensed persons by the Municipality to do so;
- (11) **“Dry Waste”** means the category of municipal solid waste referred to at No. (7) of this Bye, Laws;
- (12) **“Dry Waste Sorting Centre”** means any designated land, shed, kiosk, or structure located on any municipal or government land or in public space which is authorized to receive and sort dry waste.
- (13) **“Bulk garden and horticulture waste”** means bulk waste from parks, gardens, traffic island etc. and included grass clippings, weeds, woody “brown” carbon-rich material such as pruning, branches, twigs, wood chipping, straw or dead leaves and tree trimmings, which cannot be accommodated in the daily collection system for bio-degradable waste;
- (14) **“Generator of waste”** means persons or establishments generating municipal solid waste within the limits of Municipality;
- (15) **“Hazardous household waste”** means any waste, which by reason of any of its physical, chemical, reactive, toxic, flammable, explosive or corrosive Characteristics causes danger or is likely to cause danger to health or environment, whether alone or when in contact with other wastes or substances and shall include wastes specifically listed in Schedule III of this Bye-laws and all other hazardous wastes as defined in the manner that as mandated by the Hazardous Waste (Management & Handling) Rules, 1989;
- (16) **“House - gully”** means a passage or strip of land, constructed, set apart or utilized for the purpose of serving as a drain or affording access to the latrine, urinal, cesspool or other receptacle for filthy or other polluted matter by persons employed in the removal or cleaning thereof or in the removal of such matters there from as defined under section 2 (23) of the Act.
- (17) **“Imphal Municipal Area”** means the territorial area of the Imphal Municipal Council as notified from time to time by the State Government.
- (18) **“Inert Solid Waste”** means any solid waste or remnant of processing whose physical, chemical and biological properties make it suitable for sanitary land filling.
- (19) **“Kangshi-gari”** means the bell-ringing vehicles provided by Municipality or its agents for point-to point collection of municipal solid waste.

- (20) **"Land filling"** means disposal of residual solid waste on land in a facility designed with protective measures against pollution of ground water, surface water and air fugitive dust, wind-blown litter bad odor, fire hazard, bird menace, pests or rodents, greenhouse gas emissions, slope instability and erosion;
- (21) **"Litter"** means all refuse and includes any other waste material which, if thrown or deposited as prohibited under these Bye-Laws, tends to create nuisance or a danger to life, environment, public health, safety and welfare;
- (22) **"Littering"** means putting litter in such a location that it falls, descends, blows, is washed, percolates or otherwise escapes or is likely to fall, descend, blow, be washed, percolate or otherwise escape into or onto any public place, or causing, permitting or allowing litter to fall, descend, blow, be washed percolate or otherwise escape into or onto any public place;
- (23) **"Municipal Areas"** a territorial area of a Municipality as is notified and defined under section 2(23) of the Act.
- (24) **"Municipality"** means the Nagar Panchayat and Municipal Council, as the case may be, constituted under the provisions of the Act and, where the context requires, its Agent (s);
- (25) **"Municipal Solid Waste"** includes commercial and residential waste generated within the limit of Municipality either in solid or semi-solid form excluding industrial hazardous waste, but including treated bio-medical waste;
- (26) **"Nuisance"** includes any act, omission, place or thing which causes or is likely to cause injury, danger, annoyance or offence to the sense or sight, smelling or hearing or disturbance to rest or sleep or which is or may be, dangerous to life or injurious to health or property and environment as defined under section 2(37) of the Act.
- (27) **"Nuisance Detectors" (NDs)** means those employees of Municipality, who are appointed by Municipality to detect act of Public nuisance etc. under the Bye-laws;
- (28) **"Occupier/Occupant"** includes any person, who for the time being is in occupation of, or otherwise using, any land or building or part thereof, for any purpose whatsoever as defined under section 2(38) of the Act.
- (29) **"Owner"** for the purpose of this bye-laws when used in reference to any premises, means the person who receives the rent of the said premises, or who would be entitled to receive the rent thereof, if the premises were let, and includes;
- (a) an agent or Trustee who receives such rent, on account of the owner;
 - (b) an agent or Trustee who receives the rent of, or is entrusted with, or concerned for any premises devoted to religious or charitable purposes.
 - (c) a receiver, sequestrate, or manager, appointed by any court of competent jurisdiction to have the charge of, or to exercise the right of an owner of the said premises ; and
 - (d) the head of a Government department in respect of properties under their respective control;

- (30) **“Person”** means any person or persons and shall include any shop or establishment or firm or company or association or body of individuals whether incorporated or not and their agents; assignee etc;
- (31) **“Point to Point collection”** means the system of collection of municipal solid waste from specific pick-up points as designated by Municipality, up to which the generator must bring the collected and stored waste for delivery to a kangshi-gadi or any other vehicles so appointed by the Municipality;
- (32) **“Premises”** includes buildings, tenements in a building, house, outhouse, stable, shed, hut and any other structure whether of masonry, brick, mud, wood, metal or any other martial whatsoever and lands of any tenure whether open or enclosed, whether built upon or not being used for the time being for purposes of residence, trade, industry, service, business, government or any other public or private purpose including wedding, banquets, meetings, exhibitions, organized events, etc.. It also includes any portion of a public road that is permitted by the Municipality to be used for the time being for parking of vehicles, street vending, storage of materials at a work site or for any public or private purpose whatsoever other than the movement of vehicles’
- (33) **“Processing”** means the process by which solid waste is treated for processing for the purpose of recycling or making it suitable for land filling;
- (34) **“Public courtyard”** means the public place in front of or adjacent to any premises, extending to the kurb side including the footpath kerb and water table;
- (35) **“Public Nuisance”** means any act, omission, place or thing being which causes or is likely to cause nuisance in any public place;
- (36) **“Public place”** for the purpose of this bye-law includes any road, viaduct, lane, footway, alley or passage, highway, causeway, bridge, whether a thorough fare or not over which the public have a right of passage, and such places to which the public has access such as parks, garden, recreation grounds, playgrounds, government and municipal buildings, public hospitals, markets, slaughter houses, court, etc.
- (37) **“Receptacle”** means container, including bins and bags used for the storage of any category of municipal waste as prescribed by Municipality from time to time;
- (38) **“Recycling”** means the process of transforming segregated solid waste into raw materials for producing new products, which may or may not be similar to the original products;
- (39) **“Refuse”** means any waste matter generated out of different activities. processes either degradable/non-degradable/inert in nature in either solid or semi-solid form which can not be consumed, used or processed by the generator in its existing form.
- (40) **“Sanitation”** means the promotion of hygiene and the prevention of disease and other consequence of ill health related to environment factors;

- (41) **"Schedule"** means schedule appended to these By-laws.
- (42) **"Source"** means the premises in which waste is generated'
- (43) **"Stabilized biodegradable waste"** means the biologically stabilized (free of pathogens) waste resulting from the mechanical/biological treatment of biodegradable waste, only when stabilized such waste can be used with no further restriction.
- (44) **"Storage"** means the temporary containment of municipal solid waste in a manner so as to prevent littering, attraction to vectors, stray animals and excessive foul odour,
- (45) **"Transportation"** means conveyance of Municipal Solid Waste from place to place, hygienically through specially designed transport system, so as to prevent foul odour, littering, spillage, unsightly condition and accessibility to vectors.
- (46) **"Ward"** means an administrative ward of a municipality unless specified otherwise;

3. PROHIBITION OF LITTERING, OTHER NUISANCES AND ENSURING ZERO GARBAGE IN PUBLIC PLACES.

- (1) No person shall throw or deposit litter in any occupied/unoccupied public place except in authorized public or private litter receptacles.
- (2) No person shall throw or deposit litter on any occupied, open or vacant private property, except in authorized private or public receptacles.
- (3) No person shall throw or deposit litter upon any street, road, side walk, playground, garden, traffic island or other public places from any vehicles either moving or parked.
- (4) No person shall drive or move any truck or other vehicle filled with waste/litter unless such vehicle are so designed to cover the waste/litter and loaded as to prevent any litter from being blown off or deposited upon any road, sidewalks, traffic islands, playground, garden or other public place.
- (5) No person shall cook, bathe, spit, urinate, defecate, feed animal or birds, repair/wash vehicles, utensils or any type of storage in any public place except in such public facilities or convenience specifically provided for any of these purposes.
- (6) Every owner or occupier of premises, other than residential premises, shall be responsible for maintaining clean "public courtyards"

4. SEGREGATION, STORAGE, DELIVERY AND COLLECTION OF MUNICIPAL SOLID WASTE :

- (1) Every generator of Municipal Solid Waste shall separate the waste at source of waste generation into the following six categories and shall store separately, without mixing it for delivery in authorized private/public receptacles.

- (i) Bio-degradable (wet) waste.
 - (ii) Specified hazardous waste.
 - (iii) Bio-medical waste.
 - (iv) Construction and demolition waste.
 - (v) Bulk garden and horticulture waste including recyclable tree trimmings, and
 - (vi) All other non-biodegradable (dry) waste including recyclable and non-recyclable waste.
- (2) The Municipal may separately notify different stage for implementation of sub-by-law (1) by initially limiting these above categories taking into account the level of awareness among generators of waste as well as availability of infrastructural support in the city.
 - (3) The Municipality shall separately notify from time to time the mandatory colour coding and other specification of receptacles prescribed for storage and delivery of different types of solid waste to enable safe and easy collection without any manual handling of spillage of waste, which generators of different types of solid waste shall have to adhere to.
 - (4) It shall be the duty of every generator of municipal solid waste, either owner or occupier of every land and building to collect or cause to be collected from their respective land and building, the segregated waste and to store and deliver the same to either municipal worker or vehicle deployed by Municipality for the purpose.
 - (5) Segregated Bio-degradable Municipal Solid Waste (as per the list in Schedule II) if not composted by the generator, shall be stored by generator of such waste within their premises and its delivery shall be ensured by every such generator to the "Kangshigari" or to the bio-degradable waste collection vehicle provided by the Municipality or its Agents at such times as the Municipality may notify from time to time.
 - (6) Local composting of waste shall be promoted to minimize transportation of waste.
 - (7) Specified household hazardous waste (as listed in schedule III) shall be stored and delivered by every generator of waste to the collection vehicle, which shall be provided weekly periodically by Municipality or any other agency authorized by the Manipur Pollution Control Board (MPCB) for collection of such waste or to a centre designated for collection of such waste for disposal in a manner that is mandated by the Government or the Manipur Pollution Control Board.
 - (8) Untreated bio-medical waste (as listed in Schedule IV) shall be collected & stored in specified type of covered receptacles and delivered by every generator of such waste to the collection vehicles which shall be provided weekly/periodically by Municipality or any other Agency authorized by the Manipur Pollution Control Board, or to a centre designated for collection of such waste, for disposal in a manner that is mandated in accordance with the Bio-medical Waste (Management & Handling) Rules, 1998.

- (9) Construction and Demolition waste shall be stored and delivered separately at such spot and at such time as notified by Municipality or its agent from time to time for collection of such waste. Small generator (household level) shall be responsible to segregate the construction & demolition waste at source by contacting a local help-line of Municipality or the Agent who shall then send a vehicle to pick up such segregated construction & demolition waste on payment of necessary charges by the said generator and transport this waste to a processing centre. The details of local help line of Municipality shall be available in the respective Ward Offices of the Municipality.
- (10) All other Non-biodegradable (dry) Waste both recyclable and non-recyclable shall be stored and delivered by every generator of waste to the dry waste collection vehicles, which shall be provided by municipality or its agents as provided in sub bye-laws (3) at such spots and at such times as may be notified by the municipality from time-to-time for collection of such waste, or to the licensed dry waste sorting centres. Non biodegradable waste shall be handled as in accordance with the Municipality Solid Wastes (Management and Handling) Rules, 2000
- (11) Bulk garden and horticultural waste shall be kept unmixed and composed at source. The Municipality shall notify Instructions/guidelines with regard to pruning of trees and storage and delivery of tree trimmings including collection schedules. Municipality shall continue to collect and transport segregated garden and horticultural waste by charging suitable fees as notified by it from time to time.
- (12) Disposal by burning of any type of solid waste at roadsides or any private or public premises is prohibited.

5. OBLIGATORY DUTIES OF MUNICIPALITIES :

- (1) Municipality shall take action against the Private Transport Contractor and/or Municipality employees, if any worker of the contractor or any municipal employees mixes segregated waste at any point of collection, or fails to pick up waste as per the specified time schedule.
- (2) Municipality shall provide adequate infrastructure facilities to assist citizen's compliance with these Bye-laws, in addition to waste collection services, litter bins, dry waste sorting centres, and composting centres shall be set up, wherever possible and essential toilet shall be provided with the participation of Community Based Organization to prevent nuisance such as defecating/urinating, washing and bathing on public places.
- (3) The Municipality shall, facilitate information about composting as well as recycling of dry waste through dry waste sorting centres and through its website.
- (4) The Municipality shall provide for the collection of the municipal solid waste from specific pick-up points on a public or private road up to which the generator must bring the collected and stored waste for delivery to a "Kangshi-gari" that shall be provided by Municipality. The services of the "Kangshi-gari" shall be provided by Municipality for point-to-point collection of waste according to the route plans as such time and at such spot as notified by the Municipality in advance for specified types of waste for different localities.

- (5) Municipality shall provide for the collection of municipal solid waste from premises of a building or group of buildings from waste storage receptacles kept on the premises to which Municipality vehicle/workers shall be provided access at such times as may be notified by the Municipality.
- (6)
 - (a) Municipality shall provide and maintain suitable community bins on public roads or other public spaces, as determined by the Municipality itself or through an Agent as an interim arrangement till Municipality make provision for collection at source or point-to-point collection by "Kangshi-gari" at the required frequencies and shall notify the same on Municipality website from time to time.
 - (b) Segregated waste shall be delivered by the concerned generators to such community bin, and thereafter collected by Municipality or its Agents to ensure compliance of segregation and avoidance of public nuisance and health hazards. Every community bin shall have at least two separate receptacles for biodegradable and non-biodegradable waste. Details of all such places including the arrangements and schedules of waste collection from such places shall be available at the Ward Office and on Municipality website.
 - (c) Municipality shall ensure that at no point of time the community bins are not overflowing nor exposed to open environment, preventing their scattering by rag pickers stray animals or birds etc.
- (7) In order to regulate and facilitate the sorting of the recyclable and non-recyclable waste, the Municipality shall provide dry waste sorting centres. These dry waste sorting centres shall be on Municipality land or land belonging to the Government or other bodies, made available especially for this purpose, or in the form of sheds or kiosks, provided at suitable public places and shall be manned/operated by registered cooperative societies of rag pickers/licensed recyclers or any other Agents authorized/appointed by Municipality. The non-recyclable waste, which remains after sorting, shall be transported from such sorting centres from time-to-time to waste disposal site for processing or land filling. Such centre shall be fenced/screened in such a way that waste shall not be visible to passers by.
- (8) The daily and weekly time schedules and routes of Municipality's collection of different types of municipal solid waste shall be fixed and notified in advance by the Municipality. Details shall be available at all Ward Offices and on the Municipality website. Similarly the arrangements for the collection of construction and demolition waste and garden and horticultural waste, by Municipality or its agents shall be made available to the public as well as to the bulk generators of waste by the Municipality.
- (9) Executive Officer or any authorized Officer/Agent of Municipality shall have the right to enter, at all reasonable times, with such assistance as he considers necessary, any place for the purpose of (i) performing any of the functions entrusted to him by Municipality or (ii) determine whether any provision of these Bye-laws has been complied with.
- (10) The Municipality shall strengthen the existing system of Nuisance Detectors by providing suitable uniform and vehicles to Nuisance Detectors.

- (11) Citizen information Service: The Municipality shall publicise the provision of the Bye-laws through the media or signs, advertisement leaflets, announcement on radio and television, newspaper articles and through any other appropriate means, so that all citizen are made aware about their legal duties and about Municipality's recycling, refuse & anti-litter services and fines.
- (12) The Municipality shall designate officers under their control who shall be responsible for implementing the obligatory responsibilities of Municipality, specified under these Bye-laws in accordance with the micro-plans and time schedules for implementation during the financial years. The specific plans and time schedules and achievements against the same along with reasons for short falls, if any, shall also be shared publicly by the Municipality through the Municipality website.
- (13) To ensure greater transparency and public accessibility, the Municipality shall provide all necessary information that is required to be publicized through its website.
- (14) Municipality shall co-ordinate with other government agencies and authorities, to ensure compliance of these Bye-laws, within areas under the jurisdiction or control of such bodies.

6. OBLIGATORY RESPONSIBILITIES OR MUNICIPALITY AND/OR GENERATORS OF WASTE IN CASE OF SOME SPECIFIC CATEGORIES/ SITUATIONS : Keeping in mind the particular nature of some situations, the following responsibilities are specifically mandated.

- (i) Cleanliness drives shall be conducted by Municipality with the help of local councillor, citizen organization, Government/corporate bodies for the cleanliness or areas inside the Municipality, from time to time.
- (ii) Every owner/occupier of any premises other than designated slaughter houses and markets, who generates poultry, fish and slaughter waste as a result of any commercial activity, shall store the same separately in closed, hygienic condition and deliver it at a specified time, on a daily basis to Municipality collection vehicle provided for this purpose. Deposit of such waste in any community bin is prohibited and shall attract fines as indicated in the schedule of fines.
- (iii) All vendors/hawkers shall keep their biodegradable and other waste unmixed in containers/bins at the site of vending for the collection of any waste generated by that vending activity. It shall be the responsibility of the generator/vendor to deliver this waste duly segregated to the "Kangshi-gari" of Municipality or to nearest designated community bins. Failing which fine shall be imposed as per the schedule of fines. Each Vendor/hawker shall be responsible to maintain clean public 'courtyard'.
- (iv) (a) It shall be the responsibility of the owner/occupier of premises with house-gullies to ensure that no waste is dumped or thrown in the house-gully, and to segregate and deliver any solid waste to the waste collection vehicle which shall be provided by Municipality at such spot and at such times as may be notified by Municipality;

- (b) Where owners/occupier of such premises wish to avail of the services of Municipality for the cleaning of the house gully, they must apply to the Municipality and pay suitable prescribed charges as notified by Municipality from time to time. It shall be the responsibility of the owners/occupiers to provide access to the house gully for cleaning purposes.
- (v) It shall be the responsibility of the owner of any pet animal to promptly scoop/clean up any litter created by pet animal on the street or any public place, and take adequate steps for the proper disposal of such waste possibly by their own sewage system.
- (vi) (a) For public Gatherings and events/puja, organized in public places/water bodies for any reason (including procession, exhibitions, circus, fair, political rallies, commercial, religious, socio cultural events, protests and demonstrations etc.) where Police/Municipality permission is required, it shall be the responsibility of the organized of the event or gathering to ensure the cleanliness of that area as well as all appurtenant areas.

(b) The Organizer of the event shall pay required deposit with the concerned ward office/Municipality for the duration of the event, which shall be refunded on the completion of the event on notifying that the said public place has been restored back to a clean state, and any waste generated as a result of the event has been collected and transported to designated sites, to the satisfaction of Ward office/Municipality. This deposit shall be only for the cleanliness of the public place and does not cover damage to property. In case the Organizer of the event wishes to avail the service of Municipality for the cleaning collection and transport of waste generated as a result of that event, they shall apply in advance to the concerned Ward office/Municipality and pay the necessary charges in advance as may be fixed for this purpose by Municipality.
- (vii) Every owner or occupant of private property shall maintain authorized refuse receptacles on private premises provided the receptacles are not visible from public street/roads and side walks.
- (viii) It shall be the responsibility of the car/vehicle owner who parks their vehicles on public places, streets, roads overnight and also during day time in public commercial area due to which road/street sweeping is not effected, to get that place cleaned or otherwise pay fine as specified in Schedule I.
- (ix) The government/semi-government, statutory bodies shall be responsible for implementation of these Bye-laws within the public premises owned/occupied by them.
- (x) No person shall display or stick or hang poster/hoardings/banners paintings on wall, tree-trunks or street poles etc. in public places without obtaining prior permission of Municipality.

7. PENALTIES FOR CONTRAVENTION OF THESE BYE-LAWS :

Whom so ever contravenes any of the provision of these Bye-laws or fails to comply with any requisitions made under any of the Bye-laws shall be punished with a fine as mentioned in Schedule -I.

SCHEDULE - I
(Schedule of fines, See Bye-law 7)

Fine applicable for breach of Bye-laws 3, 4 and 6.

No.	Description	Fine	
		Rs.	
1.	Littering on road/streets/public places	Rs.	200/-
2.	Spitting	Rs.	100/-
3.	Creating Bathing Nuisance	Rs.	100/-
4.	Urinating	Rs.	200/-
5.	Defecating	Rs.	100/-
6.	Feeding animals/birds in non-designated areas	Rs.	200/-
7.	Washing vehicles	Rs.	500/-
8.	Washing utensils/clothes/any other object	Rs.	200/-
9.	For not maintaining clean public courtyard:		
	a) for owner/occupiers of single premises	Rs.	400/-
	b) for more than one owner/occupier	Rs.	500/-
10.	For delivering waste that is not segregated and stored as specified in separate bins		
	a) individual	Rs.	100/-
	b) bulk generator	Rs.	500/-
11.	For not delivering bio-degradable waste in a segregated manner as specified	Rs.	100/-
12.	For not delivering "dry" waste in a segregated manner as specified	Rs.	100/-
13.	For not delivering garden waste and tree trimmings as specified	Rs.	100/-
14.	For disposal of waste burning	Rs.	100/-
15.	For not delivering (non-household) fish poultry and meat waste in a segregated manner as specified	Rs.	1,000/-
16.	a) For vendor/hawker without a container/waste basket	Rs.	10/-
	b) for a Vendor/hawker who does not deliver waste in segregated manner as specified	Rs.	10/-
17.	For not keeping a house-gully clean	Rs.	500/-
18.	For littering by pet/owned animal	Rs.	200/-
19.	For not cleaning-up after public gathering/events within 4 hours	Forfeiture of the cleanliness deposit	
20.	Uncleanliness due to Car/Vehicles parking on the road at the sweeping	Rs.	500/-
21.	Sticking of posters Banners, hoardings	Rs.	500/-

SCHEDULE – II
[See bye-laws 4 (5)]

List of biodegradable and recyclable wastes

Bio-degradable waste	Recyclable waste
<p>“Bio-degradable waste” means “Wet” waste of plant and animal origin.</p>	<p>“Recyclable waste” means “dry” waste that can be transformed through a process into raw materials for producing new products, which may or may not be similar to the original products.</p>
<p>“Kitchen waste” including tea leaves, egg shells, fruits and vegetable peels.</p> <p>Meat and bones.</p> <p>Garden and leaf litter including flowers.</p> <p>Animal litter.</p> <p>Soiled Paper.</p> <p>Coconut shells.</p> <p>Ashes.</p>	<p>Newspaper, paper, books and magazines.</p> <p>Glass</p> <p>Metal objects and wire</p> <p>Plastic</p> <p>Cloth Rags</p> <p>Leather</p> <p>Rexine</p> <p>Rubber</p> <p>Wood/furniture</p> <p>Packaging</p>

SCHEDULE - II
[See bye-laws 4 (7)]

Specified hazardous waste :

Specified Household hazardous Waste :

- * Aerosol cans
- * Batteries from flashlights and button cells
- * Bleaches and house hold kitchen and drain cleaning Agents & its containers
- * Car batteries, oil filters, car care products and consumable
- * Chemical and solvents and their containers
- * Cosmetic items, chemical-based Insecticides and their containers
- * Light bulbs, tube-light and compact fluorescent lamp (CFL)
- * Discarded medicines and its containers
- * Paints, oil, lubricants, glues, thinner, and their containers
- * Pesticides and herbicides and their empty containers
- * Photographic audio/video tapes and their containers
- * Styrofoam and soft foam packaging of furniture packaging and equipments
- * Thermometers and mercury-containing products.

SCHEDULE - II
[See bye-laws 4 (8)]

List of Bio-medical Waste :

Bio-medical waste : means any waste, which is generated during the diagnosis, treatment of immunization of human being or animals or in research activities pertaining thereto or in the production of testing of biological.

Category No. 1 : Human Anatomical Waste

(human tissue, organs, body parts)

Category No. 2 : Animal Waste

(animal tissues, organs, body parts carcasses, bleeding parts, fluid, blood and experimental animals used in research, waste generated by veterinary hospitals colleges, discharge from hospitals, animal houses)

Category No. 3 : Microbiology & Biotechnology Waste

(Wastes from laboratory cultures, stocks or specimens of micro-local autoclaving/microorganisms live or attenuated vaccines, human and animal cell culture used in research and infectious agents from research an industrial laboratories, wastes from production of biological toxins, dishes and devices used for transfer of cultures)

Category No. 4 : Waste sharps

(Needles, syringes, scalpels, blades, glass, etc. that may cause puncture and cuts, This includes both used and unused sharps)

Category No. 5 : Discarded Medicines and Cytotoxic drugs :

(Waste composing of outdated, contaminated and discarded medicines)

Category No. 6 : Solid Waste

(Items contaminated with blood, and body fluids including cotton dressings, soiled plaster casts, beddings, other material contaminated with blood)

Category No. 7 : Solid Waste

(Waste generated from disposable items other than the waste sharps such as tubing's catheters intravenous sets etc.)

Category No. 8 : Liquid Waste

(Waste generated from laboratory and washing, cleaning, house-disinfection by chemical keeping and disinfecting activities)

Category No. 9 : Incineration Ash

(ash from incineration of any bio-medical waste) disposal in municipal landfill

Category No. 10 : Chemical Waste

(chemicals used in production of biological, chemicals used in chemical treatment@@ and disinfection, as insecticides, etc.) discharge into drains for liquids and secured landfill for solids.

MANIPUR



GAZETTE

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

No. 276(B) Imphal, Monday, October 27, 2008 (Kartika 5, 1930)

**GOVERNMENT OF MANIPUR
SECRETARIAT : LAW & LEGISLATIVE AFFAIRS DEPARTMENT**

NOTIFICATION

Imphal, the 27th October, 2008

No. 2/54/2008-Leg/L.—The following Act of the Legislature, Manipur which received assent of the Governor of Manipur on 27-10-2008 is hereby published in the official Gazette :

**THE MANIPUR MUNICIPALITY DISCLOSURE ACT, 2008
(Manipur Act No. 6 of 2008)**

An
Act

to provide for transparency and accountability in the functioning of municipalities.

Be it enacted by the Legislature of Manipur in the Fifty ninth Year of the Republic of India as follows:

1. Short title, extent and commencement :- (1) This Act may be called the Manipur Municipality Disclosure Act, 2008.

(2) It extends to such Municipalities as may be notified by the State Government.

(3) It shall come into force on such date as the State Government may, by notification in the official Gazette, appoint.

2. Definitions :- In this Act unless there is anything repugnant in the subject or context :-

- (a) "Assets" means all immovable assets vest in the municipalities;
- (b) "Municipality" means an institution of self-government constituted under section 3(1) of the Manipur Municipalities Act, 1994 (No. 26 of 1994);
- (c) "State Government" means the State Government of Manipur.

MANIPUR



GAZETTE

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

No. 394 Imphal, Friday, January 23, 2009 (Magha 3, 1930)

GOVERNMENT OF MANIPUR
SECRETARIAT: MAHUD DEPARTMENT

NOTIFICATION

Imphal, the 20th January, 2009

No. 7/69/2006-MAHUD.— In exercise of the power conferred under Sub-Section (3) of Section 1 of Manipur Municipality Disclosure Act, 2008 (Manipur Act No. 6 of 2008), the Governor of Manipur is pleased to appoint the 1st February, 2009 as the date on which the said Act shall come into force.

By orders & in the name of Governor,

S. SUNDERLAL SINGH,
Secretary (MAHUD),
Government of Manipur.

Printed at the Directorate of Printing & Stationery, Govt. of Manipur/500 - C/23-1-2009.

SCHEDULE - II
[See bye-laws 4 (7)]

Specified hazardous waste :

Specified Household hazardous Waste :

- * Aerosol cans
- * Batteries from flashlights and button cells
- * Bleaches and house hold kitchen and drain cleaning Agents & its containers
- * Car batteries, oil filters, car care products.and consumable
- * Chemical and solvents and their containers
- * Cosmetic items, chemical-based Insecticides and their containers
- * Light bulbs, tube-light and compact fluorescent lamp (CFL)
- * Discarded medicines and its containers
- * Paints, oil, lubricants, glues, thinner, and their containers
- * Pesticides and herbicides and their empty containers
- * Photographic audio/video tapes and their containers
- * Styrofoam and soft foam packaging of furniture packaging and equipments
- * Thermometers and mercury-containing products.

SCHEDULE - II
[See bye-laws 4 (8)]

List of Bio-medical Waste :

Bio-medical waste : means any waste, which is generated during the diagnosis, treatment of immunization of human being or animals or in research activities pertaining thereto or in the production of testing of biological.

Category No. 1 : Human Anatomical Waste

(human tissue, organs, body parts)

Category No. 2 : Animal Waste

(animal tissues, organs, body parts carcasses, bleeding parts, fluid, blood and experimental animals used in research, waste generated by veterinary hospitals colleges, discharge from hospitals, animal houses)

Category No. 3 : Microbiology & Biotechnology Waste

(Wastes from laboratory cultures, stocks or specimens of micro-local autoclaving/microorganisms live or attenuated vaccines, human and animal cell culture used in research and infectious agents from research an industrial laboratories, wastes from production of biological toxins, dishes and devices used for transfer of cultures)

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(Items contaminated with blood, and body fluids including cotton dressings, soiled plaster casts, beddings, other material contaminated with blood)

Category No. 7 : Solid Waste

(Waste generated from disposable items other than the waste sharps such as tubing's catheters intravenous sets etc.)

Category No. 8 : Liquid Waste

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Category No. 9 : Incineration Ash

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(chemicals used in production of biological, chemicals used in chemical treatment@@ and disinfection, as insecticides, etc.) discharge into drains for liquids and secured landfill for solids.

MANIPUR



GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 276(B) Imphal, Monday, October 27, 2008 (Kartika 5, 1930)

GOVERNMENT OF MANIPUR
SECRETARIAT : LAW & LEGISLATIVE AFFAIRS DEPARTMENT

NOTIFICATION

Imphal, the 27th October, 2008

No. 2/54/2008-Leg/L.—The following Act of the Legislature, Manipur which received assent of the Governor of Manipur on 27-10-2008 is hereby published in the official Gazette :

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An

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Be it enacted by the Legislature of Manipur in the Fifty ninth Year of the Republic of India as follows:

1. Short title, extent and commencement :- (1) This Act may be called the Manipur Municipality Disclosure Act, 2008.
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- (3) It shall come into force on such date as the State Government may, by notification in the official Gazette, appoint.
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 - (c) "State Government" means the State Government of Manipur.

MANIPUR



GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 394 Imphal, Friday, January 23, 2009 (Magha 3, 1930)

GOVERNMENT OF MANIPUR
SECRETARIAT MAHUD DEPARTMENT

NOTIFICATION

Imphal, the 20th January, 2009

No. 7/69/2006-MAHUD.— In exercise of the power conferred under Sub-Section (3) of Section 1 of Manipur Municipality Disclosure Act, 2008 (Manipur Act No. 6 of 2008), the Governor of Manipur is pleased to appoint the 1st February, 2009 as the date on which the said Act shall come into force.

By orders & in the name of Governor,

S. SUNDERLAL SINGH,
Secretary (MAHUD),
Government of Manipur.

Printed at the Directorate of Printing & Stationery, Govt. of Manipur/500-C/23-1-2009.

3. **Obligation of Municipality :-** Every Municipality shall maintain and publish all the records duly catalogued and indexed, in a manner and form which enables the Municipality under this Act to disclose the required information as specified in Part-A and Part-B of the Schedule appended to this Act at quarterly intervals.

4. **Manner of disclosure :-** Manner of disclosure shall include -

- (a) Newspaper in Manipuri and English language or Website;
- (b) Notice boards of the Municipality;
- (c) Ward offices;
- (d) Any other mode, as may be prescribed, by the State Government under this Act, rules or notification issued from time to time.

5. **Power to make rules :-** (1) The State Government may, by notification in the official Gazette, make rules to carry out the provisions of this Act.

(2) Every rule made under this Act shall be laid, as soon as may be after it is made before the Legislature of Manipur, while it is in session, for a total period of thirty days which may comprise in one session or in two more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, the House agrees in making any modification in the rule or the House agrees that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect as the case may be, so however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

SCHEDULE PART -A

1. Particulars of the Municipality.
2. A statement of the councils, committees and other bodies consisting of two or more person constituted as its part or for the purpose of its advice, and minutes of the meetings of those councils, committees and other bodies.
3. A directory of its officers and employees.
4. The particulars of officers who grant concession, permits or authorization for each activity.

PART-B

1. Audited financial statements of balance sheet, receipts and expenditures, and cash flow on annual basis, within two months and statutorily audited financial statements for the full financial year, within three months of the end of the financial year.
2. The service levels being provided for each of the services being undertaken by the Municipality.

3. Particulars of all plans, proposed expenditure, actual expenditures on major services provided or activities performed and reports on disbursements made.
4. Details of subsidy programmes on major services provided or activities performed by the Municipality; and manner and criteria of identification of beneficiaries for such programmes.
5. Particulars of the Master plan; city development plan, vision documents or any other plan concerning the development of the Municipal area.
6. The particulars of major works as may be defined in the Rules to be made under this Act, together with information on the value of works, time of completion, and details of contract.
7. The details of the municipal funds i.e. income generated in the previous year by the following -
 - (a) Taxes, duties, cess and surcharge, rent from the properties, fees from licenses and permission;
 - (b) Taxes, duties, cess and surcharge, rent from the properties, fees from licenses and permission that remain uncollected and the reasons thereof;
 - (c) Share of taxes levied by the State Government and transferred to Municipality and the grants released to the Municipality;
 - (d) Grants released by the State Government for implementation of the schemes, projects and plans assigned or entrusted to the Municipality, the nature and extent of utilization;
 - (e) Money raised through donation or contribution from public or non Governmental agencies.
8. Annual budget allocated to each ward.

A. SUKUMAR SINGH,
Secretary (LAW), Govt. of Manipur.

MANIPUR  **GAZETTE**

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

No. 13

Imphal, Monday, April 8, 2013

(Chaitra 18, 1935)

OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL

(101)



EXTRAORDINARY
PUBLISHED BY AUTHORITY

p. 13

Imphal, Monday, April 8, 2013

(Chaitra 18, 1935)

OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL

NOTIFICATION

Imphal, the 4th April, 2013

IMC/E/529/2010 : Whereas, the "Draft Imphal Municipal Council Building Bye- Laws, 2012" as notified by the Imphal Municipal Council under notification of even no. dated 05-07-2012 has been previously published in the Manipur Gazette Extra-ordinary No.116 dated 07-07-2012 as required under the provisions of section 211(1) of the Manipur Municipalities Act, 1994:

And whereas, the Government of Manipur has confirmed the "Draft Imphal Municipal Council Building Bye- Laws, 2012" under the provisions of section 211(2) of the Manipur Municipalities Act, 1994 as conveyed vide Government letter No.2/11/2011-MAHUD(MUC) dated 07-03-2013 for publishing the said Bye-Laws as "Imphal Municipal Council Building Bye-Laws, 2013";

Now, therefore, in pursuance of section 212 of the Manipur Municipalities Act, 1994, the "Draft Imphal Municipal Council Building Bye- Laws, 2012" is hereby published in the Manipur Gazette Extra-ordinary as "Imphal Municipal Council Building Bye-Laws, 2013".

THE IMPHAL MUNICIPAL COUNCIL BUILDING BYE-LAWS, 2013

**CHAPTER-I
PRELIMINARY**

Under Section 209(1) (iv to vii) of the Manipur Municipalities Act, 1994 (Act No.43 of 1994)

- (1) These bye-laws may be called "The Imphal Municipal Council Building Bye- Laws, 2013."
- (2) It extends to the whole of the Imphal Municipal Area.
- (3) These Bye-Laws shall come into force from the date of notification of the Bye-Laws in the official Gazette.

2. In these Bye-Laws unless there is anything repugnant in the subject or context:

- (1) "Advertising sign" means any sign, either free, supported attached to a building or their structure which advertise an individual, a firm, a society or any establishment. It does not include signs of size 0.3 sq.m. or less.
- (2) "Alley" means a secondary public thoroughfare which affords a means access to the abutting property.
- (3) "Antenna" means any structure or device used to receive or transmit electromagnetic waves, including both directional antennas, such as panels, micro wave dishes and Omni-directional antennas such as whips but not the satellite earth stations. This definition does not include any structure erected solely for residential or non-commercial individual use such as television antennas, satellite dishes etc.
- (4) "Authorized Officer" means Off [2] of the Board duly authorized by the Council for the purpose of these Bye-laws.
- (5) "Approved" means approved by the Council.
- (6) "Basement" means the lower storey of a building which is minimum 2/3rd of the floor height below the finished ground level.
- (7) "Bazar" means a 'market' which is defined under Section 3(26) of the Assam Municipal Act, 1956 as extended to Manipur.
- (8) "Council" means the Imphal Municipal Council.
- (9) "Building" means a house, hut, shed or other roofed structure, for whatsoever purpose and of whatsoever material constructed and every part thereof, but not include a

- tent, or other merely temporary shelters including any kind of temporary shed erected on ceremonial or festive occasions.
- (10) "Building line" means the line upto which the plinth of a building adjoining on a street or on an extension of a street or on a future street may lawfully extend. It includes the lines proscribed, if any, in any scheme.
- (11) "Ceiling Height" means the vertical distance between the floor and the ceiling.
- (12) "Chajja" means a sloping or horizontal structural overhang usually provided over opening on external walls to provide protection from sun and rain.
- (13) "Chairperson" means Chairperson of the Imphal Municipal Council.
- (14) "Chimney" means an upright shaft containing and enclosing one or more flues.
- (15) "Conversion" means the change of occupancy or premises to an occupancy or use requiring additional occupancy permit.
- (16) "Covered Area" means ground area covered by the building immediately above plinth level, but does not include the space covered by:
- garden, rockery, well and well structures, plant nursery, water pool, swimming pool, (if uncovered) platform round a tree, tank, fountain, bench, chabutra with open top and unenclosed on sides by walls and the like;
 - Drainage, culvert, conduit, catch-pit, gully-pit, chamber, gutter and the like; and
 - compound wall, gate, unstoreyed porch and portico, slide swing uncovered staircases, areas covered by chajja and the like.
- (17) "Drain" includes a sewer, pipe, ditch, channel and any other device for carrying off sewage, offensive matter, polluted water, sullage, waste water, rain water or sub-soil water, and any ejectors, compressed air mains, sealed sewage mains and special machinery or apparatus for raising, collecting, expelling or removing sewage or offensive matter to the sewage outfall.
- (18) "Drainage" means act, process, method or means or drainage, mode of discharge of water, the system of drains.
- (19) "Dwelling" means a building or a portion thereof which is designed or used wholly or principally for residential purposes.
- (20) "Exit" means a passage, channel or means of egress from any building, storey or floor area to a street or other open space of safety.

(21) "Height of Building" means the vertical distance measured in the case of flat roofs from the average level of the centre line of the adjoining street to the highest point of the building adjacent to the street wall; and in the case of pitched roofs, upto the point where the external surface of the outer wall intersects the finished surface of the sloping roofs and in the case of gables facing the road, the mid-point between the eave's level and the ridge. Architectural features serving no other function except that of decoration shall be excluded for the purpose of taking heights. If the building does not abut on a street, the height shall be measured above the average level of the ground around the contiguous to the building.

(22) Licensed Architect/Engineer/Town Planner/Firm etc. Means a qualified Architect/Engineer/Town Planner/Firm etc who has been given license by Municipal Council and the license shall be valid for one calendar year after which it shall be renewed annually."

Note: Presently, the legislation for profession of architecture is applicable in the country in the form of Architects Act, 1972. Whereas, for other professions and professionals like engineers, developers/promoters for taking up any project there is no legislative framework available/applicable in the country. In the absence of any such legislation, the appropriate qualifications, service conditions, professional fees and charges in the engineering profession etc. are varying and are not based on any uniform formula. Keeping the above in view, the qualifications/responsibilities and duties of Professionals are given in Appendix A.

(23) "Lifetime Building" means those buildings which are of post earthquake importance such as hospital building, power house building, telephone exchange building and the like.

(24) "Multi-storeyed Building or High Rise Building" means a building above 4 storeys, and/or a building exceeding 15 meters or more in height. However, chimneys, cooling towers, boiler rooms/lift machine rooms, cold storage and non working areas in case of industrial buildings and water tanks and architectural features in respect of other buildings may be permitted as a non high rise building. Building less than 15 meters including still/basement/packing floors stand excluded from the definition of high rise buildings.

(25) "Foundation" means that part of a structure which is below the lowermost floor and which provides support for the superstructure and which transmits loads of the superstructure to the bearing materials.

(26) "Permissible building line" means a line upto which the plinth of a building adjoining on a street or on an extension of a street or on a future street may lawfully extend. It includes the lines prescribed, if any, in any scheme.

(27) "Public building" means a building used or intended to be used either ordinarily or occasionally as a church, chapel, temple, mosque or any place of public worship.

dhamashala, college, school, theatre, cinema, public concert room, public hall, Mandob, public bath, hospital, hotel, restaurant, lecture room or any other place of public assembly.

- (28) "Residential building" means a building used or constructed or adopted to be used wholly or principally for human habitation, and excludes garages, stables and other outhouses appurtenant thereto.
- (29) "Side yard" means a yard between the building and the side line of the plot and extending from the front line of the rear line of the plot and being the minimum horizontal distance between a side boundary line and the sides of the building or any other than steps unenclosed balconies or unenclosed porches.
- (30) "Set-back line" means the set back line given under Byelaw No. 24.
- (31) "Special building" means those buildings with large scale activities at a time such as hotel of 3 Star categories and above, public institutions, hospitals, shopping malls & multiplexes, educational institutions having a plinth area of 1000 sq. metre or more/ educational buildings above Ground + 1 storey irrespective of the size of the plinth area etc.
- (32) "To erect" means
- i. To erect a new building on any site whether previously built upon or not;
 - ii. To re-erect any building of which portion have been down, burnt or destroyed.
 - iii. Conversion from one occupancy to another; and
 - iv. To carry out alterations
- (33) "To make alterations" means to make any modifications in any existing building by way of addition or alterations or any other change in the roof, window, door compound, sanitary and drainage system in any respect whatsoever. Providing a window and providing inter communication doors shall be considered to be material alterations. It is further included:
- Conversion of any building or any part thereof for human habitation as one dwelling house into more than one dwelling house or vice-versa.
- i. Conversion of a building or part thereof suitable for human habitation into a dwelling house or vice versa.
 - ii. Conversion of a dwelling house or a part thereof into a shop, warehouse or factory or vice versa, and

- iii. Conversion of a building used or intended to be used for one purpose such as shop, warehouse or factory etc. into one or another purpose.

(34) "To re-erect" means

- i. A construction for a second time
- ii. A construction of a building or part thereof for subsequent further times on the same plan as has been previously sanctioned.

(35) "Bazar area" means the area bounded on the
 North—By Khojathong Bazar.
 South—By the Cachhar Road.
 East—By the Imphal Dinsapur Road.
 West—By Nagri and Nambul River.

CHAPTER II ADMINISTRATION

3. Particulars to accompany application of re-erecting a building:—Every person who intends to erect or re-erect or alter a building shall give notice in writing to the Chairman of his intention in the form prescribed at Appendix 'A' with duplicate copy of Town Planning Department, Government of Manipur and such notice shall be accompanied by Plans and Statements in triplicate as required under Bye-law 5. The Plans may be ordinary prints on ferro paper. One set of such Plans shall be retained in the office of the Chairman for record after the issue of the permit or a refusal. One copy of such plan shall be retained in the office of Town Planning Department.
4. Every government department, as far as possible shall comply with all the provisions of these bye-laws. They shall also notify with plans, their intention, to the Chairman but may not wait for the permit for starting the work. Where objections have been pointed out by the Board, it shall be obligatory for the department to take necessary action to obviate the objections as laid down in the Government Building Act, 189 (4 of 1899).
5. Plans accompanying Notice:—The following shall accompany the notice:—
 - (1) Site plan—The site plans sent with an application for permit shall be drawn to a scale of not less than 8-m to 1 cm (or 64 ft. to 1 in) and shall show:
 - (a) the boundaries of the site and of any contiguous land belonging to the owner thereof;
 - (b) the position of the site relating to neighbouring streets;
 - (c) the name of the street in which the building is proposed to be situated;

- (d) all existing building standing on the site;
 - (e) the position of the building and of all other buildings, if any, which the applicant intends to erect upon his contiguous land referred to in (a) in relation to:
 - (i) the boundaries of the site, and in case where the site has been partitioned the boundaries of the portion owned, by the applicant and also of the portion owned by the other owners;-
 - (ii) all adjacent streets, buildings and premises within a distance of 12 m (or 40 ft.) of the site and of the contiguous land, if any referred to in (a); and
 - (iii) if there is no street within a distance of 12-m. (or 40 ft) of the site; the nearest existing street;
 - (f) the means of access from the street to the building and to all other buildings, if any, which the applicant intends to erect upon his contiguous land referred to in (a);
 - (g) the position and the number of storeys of all other buildings within 12 m. (or 40 ft.) of the site.
 - (h) the position, forms and dimensions of kitchens, staircases, privies, urinals, drains, cesspools, stables, cattle sheds, cow-houses, wells and other appurtenances of the buildings;
 - (i) free passage or way in front of the building;
 - (j) space to be left about the building to secure a free circulation of air; admission of light and access for scavenging purposes;
 - (k) the width of the street, if any, in front of the building, if any, at the side or rear of the building; and
 - (l) such other particulars as may be prescribed by the Road;
 - (m) north point; and
 - (n) the width of front, side and rear yard, existing road side trees, lamp and Telephone posts.
- (2) **Building plans:**— The plans of the building and elevations and sections accompanying the notice shall be accurately drawn to a scale of 1m to 1cm (or 8 ft. to 1 in) and coloured. Adequate arrangement for proper drainage shall also be indicated. The plans shall include;
- (a) floor plans of all floors together with the covered area, access to buildings and

basement plan. Such drawing shall clearly indicate the sizes and spacing of all supporting members, sizes of, room. Sizes of windows, ventilators, door openings and stair rooms;

- (b) exact location of essential services e.g. WC, sink, bath and the like;
 - (c) sectional drawing showing clearly the sizes of footing, thickness of basement walls and all roof slabs and floor slabs, wall construction, sizes and spacing of framing members, ceiling heights and parapet heights with their materials. The section should indicate the drainage and slope of the roof. At least one section should be taken through the staircase,
 - (d) all street elevation
 - (e) details of served privy, if any;
 - (f) dimensions of the projected portions beyond the permissible building line;
 - (g) terrace plan indicating the drainage and the slope of the roof; and
 - (h) indication of the north line;
 - (i) The plans of the building and elevations and sections accompanying the notice shall be accurately drawn to scale of 1 in. to 1 cm. (or 8ft. to 1 inch) and coloured showing different types of works. Adequate arrangement for proper drainage shall also be indicated.
 - (j) building plans for bamboo houses, huts and sheds may have no sections and elevations.
- (3) Private Water supply and Sewage Disposal System— Plan and sections of Private water supply and sewage disposal system, if any, shall also be included,
- (4) Every person who intends to erect, re-erect or make material/structural alteration shall obtain building permit by giving an application in writing to the Council in the prescribed form given in Form I to VI duly signed by the "Licensed Architect/Engineer/Town Planner etc."
- (5) Specifications:— Specifications, both general and detailed, giving kind and grade of materials to be used, duly signed by the registered architect/engineer, shall accompany the notice.
- (6) Building Plans for Lifeline and Special Buildings:— The following additional information shall be furnished/indicated in the building plans in addition to the item specified 5(1), 5(2) and 5(3):
- i. Access to fire appliances/vehicles with details of vehicular turning circle and

- clear motorable access way round the building.
- ii. Size (width) of main and alternate staircase along with balcony approach, corridor ventilated lobby approach;
 - iii. Location and details of lift enclosure;
 - iv. Location and size of fire lift;
 - v. Smoke stop lobby/door where provided;
 - vi. Refuse chutes; refuse chamber, services duct, etc.
 - vii. vehicular parking spaces
 - viii. Refuge area if any;
 - ix. Details of building service-air conditioning system with position of dampers, mechanical ventilation system, electrical services, boilers, gas pipes etc.
 - x. Details of exits including provision of ramps etc. for hospitals and special risks.
 - xi. Location of generator, transformer and switchgear room;
 - xii. Smoke exhaustor system if any;
 - xiii. Details of fire alarm system network;
 - xiv. Location of centralized control, connecting all fire alarm system, built in fire protection arrangements and public address system etc.
 - xv. Location and dimension of static water storage tank and pump room;
 - xvi. Location and details of fixed fire protection installations such as sprinklers, wet risers, hose reels, drenchers, co 2 installation etc. and
 - xvii. The proper signs/symbols and abbreviation of all fire fighting systems shall be
 - xviii. Service Plants: The services plans shall include all details of building and plumbing services, and also plans, elevations and sections of private water supply, sewage disposal system and rainwater harvesting system, if any (Part 8 'building Services' and Part 9 'Plumbing Services' of the National Building Code).
 - xix. Specifications: Specifications, both general and detailed, giving type and grade of materials to be used, duly signed by the registered architect, structural engineer shall accompany the plans.

xx. **Structural Sufficiency Certificate:** The plans shall be accompanied by structural sufficiency certificate signed by the structural engineer and the owner jointly to the effect that the building is safe against various loads, forces and effects, the building is safe against various loads, forces and effects including due to natural disasters, such as, earthquake, landslides cyclones, floods, etc. stipulated under chapter VII of this Bye-law, Part 6 'Structural Design' of the National Building Code and other relevant Codes in Form IV. The structural engineer shall also have the details to substantiate his design.

6. **Deviations during construction:**-(i) If during the construction of a buildings any deviation of a substantial nature from the sanctioned plan is intended to be made, sanction of the Council shall be obtained before the change is made.

(ii) The Council may arrange from time to time, during the course of construction of a building for such inspection as the council may consider necessary.

7. **Fees-**

(i) No notice as referred to above in bye-law 3 shall be deemed valid unless and until the person giving notice has paid the fees given below to the Council and an attested copy of the receipt of such payment is attached with the notice:

For R.C.C., masonry & brickworks:	
1. Cost of the application Form (Form I-VI)	Rs. 100/- per set
2. Buildings of plinth area upto 200 square	Rs. 100/- per square metre
3. Building of plinth area from 200 square metre and above	Rs. 120/- per square metre
4. For additional storey above Ground +1	Rs. 100/- per square metre
5. Application Fees for Cinema, Theatre, multiplex, Hotels with Conference Halls in addition to the normal fees	Rs. 10,000/- in addition to normal fees at Sl. 1 to 3.
Loadbearing buildings	
1. The plinth area upto 200 square metre	Rs. 50/- per square metre
2. The plinth area from 200 square metre and above	Rs. 100/- per square metre
Revalidation of already approved Building Plans	
1. Revalidation of Plans	Rs. 1,000/- per Annum
Installation of Communication Towers	
1. Fee for installation of Towers	Rs. 1,00,000/- per unit
2. For every Service Provider in case of sharing in addition to fee for installation of Towers.	Rs. 50,000/- per unit
3. Renewal fee for every service provider	Rs. 50,000/- per unit
Opening of ATM booths	
1. Application fee for one booth	Rs. 10,000/-
Application for a Filling Station	
Application fee for a filling station	Rs. 40,000/-

- (2) The owner shall be allowed to re-submit the revised proposal after complying with all the objections raised by the Council within a period of one year from the date of rejection after which fresh shall have to be paid. In the event of a building permit not issued, 50% of the fees so paid shall be returned to the owner".
8. (i) If within 30 days of the receipt of the notice under Bye-law 3 of these bye-laws, the Council fails to intimate in writing to the person, who has given the notice of its refusal or sanction, the notice with its plans and statements shall be deemed to have been sanctioned provided nothing shall be construed to authorise any person to do anything in contravention of or against the terms of lease or titles of the land or against any other bye-laws, regulation or ordinance, operating on the site of the work.
- (ii) Once the plan has been scrutinized and objections have been pointed out, the owner giving notice shall modify the plan to comply with the objections raised and re-submit it. The Council shall scrutinize the re-submitted plan and, if there be no further objections, the plan shall not be rejected.
- (iii) Notwithstanding anything contained therein the structure contravenes any bye-law or is adjudged structurally unsound, the person shall be deemed liable under these bye-laws.
9. Occupancy certificate: No building hereafter erected, re-erected or altered materially shall be occupied in whole or in part until the issue of an occupancy certificate in the form prescribed in Appendix-B by the authorised officer of the Council, affirming that such building conforms in all respects to the requirements of these bye-laws and is fit for occupation.
10. Unsafe-building:- All buildings or structures which are structurally unsafe, insanitary or not provided with adequate means of egress or which in relation to existing use constitute a hazard to safety or health for any reason of in-adequate maintenance, dilapidation or abandonment are, for the purpose of this bye-law, unsafe buildings. All such buildings shall be considered to constitute danger to public safety which shall be abated by repairs or demolition or as otherwise directed by the Council.
11. Examination of Unsafe Buildings:-The authorised Officer of the Council shall examine every building reported to be unsafe or damaged, and shall make a written record of such examination.
12. Notice to owner and occupier:- Whenever the Council, from the report of the authorized officer, find any building or structure, or portion thereof, to be unsafe as defined under Bye-law 10, it shall give to the owner and the occupier of such building or structure a written notice stating the defects thereof. This notice shall require the owner or the occupier within 30 days to complete specified repairs or improvements or to demolish and remove the building or structure or portion thereof.

13. In case the owner or occupier fails, neglects or refuse to comply with the notice to repair or to demolish the said building or structure or portion thereof, the Council shall cause the danger to be removed whether by demolition or repair of the building structure or portion thereof or otherwise.
14. **Cases of Emergency:-** In cases of emergency, which in the opinion of the Council, involves imminent danger to human life or health, the decision of the Council shall be final. The Council shall forthwith or with such notice may be possible, promptly cause such building, structure or portion thereof to be rendered safe or removed for this purpose. The Council may at once enter such structure or land on which it stands, or abutting land or structure, with such assistance and such cost as may be deemed necessary. The Council may also get the adjacent structures vacated and protect the public by an appropriate fence or such other means as may be necessary.
15. **Costs:-** Costs incurred under byelaws 13 and 14 shall be charged to the owner of the premises involved. Such cost shall be a charge on the premises in respect of which or for the benefit of which the same have been incurred and shall be recoverable as an arrear of revenue.
16. **Building or structure over Municipal Drain:-** Any masonry building or structure shall not be constructed or extended, over any municipal drain or land.
17. (1) The Executive Officer to sign Form VII, Building Permission Sanction to convey approval of the Building Plan."
- (2) Before he signs the passed plans under the byelaw the Chairperson shall obtain a no objection certificate from the Town Planning Department of the Government of Manipur in respect of the particular plan.
- (3) The sanction once accorded shall remain valid for 1(one) year. The sanctioned plan may be renewed/revalidated and the Executive Officer to sign Form X, form for revalidation of already approved Building Plan on payment of fee prescribed in Section 7(1).
18. Enforcement of the Bye-laws without prejudice to the operation of any other law, it shall be the duty of the Council to take necessary actions to institute proceedings against any person who contravenes any of the provision of these bye-laws.
19. Whoever erects, materially alters or commences to erect, materially alters any building without the previous sanction of the council or violates the building permission sanction issued by the Council or contravenes with the provisions of this bye-laws or who interferes or obstruct any authorized personnel in the discharge of his duties shall be guilty of an offence. The Council shall:
- i. Punish the person as per the provisions of the Manipur Municipalities Act, 1994.

- ii. Take suitable action which may include demolition of un-authorized work, sealing of premises, prosecution and criminal proceeding against the offender, in pursuance of relevant laws in force, as decided by the Council.
- iii. Take suitable action against licensed technical personnel and license may be withdrawn in case of an offence as decided by the Council.
- iv. The Council reserves the right to take action and to debar/blacklist the licensed technical personnel, if found to have deviated from professional conduct or to have made any misstatement or on the account of misrepresentation of any material fact or default either in authentication of a plan or in the supervision of the construction against the building byelaws and the sanctioned building plans.
- v. If the Council finds at any time any violation of the building byelaws or misrepresentation of fact, or construction at variance with the sanction or building byelaws, inclusive of prescribed documents, the Council shall be entitled to revoke the sanction and take appropriate action against such professional and such professional shall not be authorized to submit fresh plans till finalization of the case.

Before debarring or blacklisting a professional if found to be indulging in professional misconduct or here she/he has misrepresented any material fact as per (a) and (b) above, the Council shall give him a show cause notice with personal hearing and shall pass an order to debar him/her for submission and supervision of the construction with full justification for the same. An appeal against this order shall lie with the Appellate Authority.

20. Conviction no bar to further prosecution. The conviction of any person under the provision of these byelaws for failing to comply with any of the said requirements or obligation shall not operate as a bar to further prosecution under this bye-law for any subsequent failure on the part of such person to comply.
21. Officers not liable for damages:- Any officer of the Council acting in good faith and without malice shall be free from liability for acts done in the performance of the official duties under any provision of these bye-laws.

CHAPTER - III SPECIFIC REQUIREMENTS

22. Projections:- No projection of any sort whatsoever extending more than 23cm. (or 9 in) below a height of 4.3 m. (or 14ft.) such as projection on the level of chabutara, Chajja, cornice, water spouts, drains, pipes, advertisement boards and the like shall project over the land of the road or over any drain or over any portion outside the boundaries of the site, provided that projections arising out of the vertical part of the rain water spouts projecting at the road level or the water pipe may be permitted in accordance with the drainage plan.

23. Sun-shades over windows and ventilators:-

- (a) Notwithstanding anything contained in these byelaws, no projection of any sort shall be permitted over the land of the road or over any drain or any other portion outside the boundaries of the site below a height of 4.3 m. (or 14ft.) from the ground level.
- (b) Sunshades provided above a height of 4.3 m. (or 14ft.) from the ground level shall be permitted to project upto a maximum width of 60 cm. (or 24 in) if the road over they project exceeds 9 m. (or 30ft.) in width.
- (c) No projection of any sort whatsoever shall be permitted on roads less than 9m. (or 10ft.) in width or on roads having no footpaths.

24. No construction shall be permitted beyond the set back line as provided below

- (i) Minimum set back line of the Pallel road from the crossing of the said road and Rifle Range road upto the junction of Pallel road and Keishamthong road is 6 m. (20 ft.) from that part of the boundary of the plot which abuts on the road.
- (ii) Minimum set back line of any other public road in the Municipal area is 1.5 m. (5ft.) from that part of the boundary of the plot which abuts on the road.
- (iii) Minimum set back line of the National Highway, State Highway, Major Roads and road which are considered to be important in the Municipal area is 3 m. (10ft.) from that part of the boundary of the plots which abuts on the road.

Name of the roads are indicated as the following:-

- (1) Kangchup and Uripok Road.
- (2) Sagolband Road
- (3) Mayang Imphiel Road
- (4) Nagamapal Road and Nityajuanda Leirak Road
- (5) Tiddan Road
- (6) Pallel Road
- (7) Yairipok Road
- (8) Ayangpalli Road
- (9) Nongmeibung Tejipati Road

- (10) Ukhrul Road
 - (11) Dimapur Road
 - (12) Thangmeiband Road
 - (13) Road running from Lilashing Khongnangkhang to Lamlong Road
 - (14) Kongha to Singjamei then to Pishumthong
 - (15) Khagempali Road continuing Mayaikoibi then to Naoremthong
 - (16) Uripok Laishram Leirak road linking Lamphel road in the west and north of the Hospital then Lamphel approach road in the north of Lilashing Khongnangkhang.
- (iv) For residential plots, the minimum set back from the boundary of the plot in the front, rear and both sides is 1.5 m. (5 ft.) and 0.75 m. (2 1/2 ft.) respectively. This will not, however, affect the set back line given in (i) above. And in the case of twin building, it will be treated as one building for the purpose of side set back.
 - (v) In the bazar area, the side set back is 2 1/2 ft. other set back lines in the front and rear will remain the same as applicable to the roads concerned stated above.
 - (vi) In case of corner plots side space the roads shall not be less than 1.5 m. (5 ft.) from the boundary of the public road.
25. (i) **Habitable Room-** The height of all rooms for human habitation shall not be less than 2.75 m. (or 9 ft.). The size of the habitable room shall not be less than 9.5 sq. metres (or 100 sq. ft.) with a minimum width of 2.4 m. (or 8 ft.). Habitable room shall be provided for the purpose of light and ventilation with windows, doors, ventilators and other apertures having a total area of not less than 1/8th of the floor area of the room excluding doors.
- (ii) **Bath room, WCs and Stores-** The height of all such rooms measured from the floor to the lowest point in the ceiling shall not be less than 2.4 m. (or 8 ft.). Nothing on the ground floor shall be constructed in such a way as to leave a headway of less than 2.4m. (or 8 ft.) provided that in the case of a passage under the landing the minimum headway may be kept as 2.1 m.(or 7 ft.). The size of a bath room shall not be less than 1.5 x 1.2 m. (or 5' x 4' ft.) or 1.8 sq. metres or (20 sq. ft.) if it is combined bath room and water closet its floor areas shall not be less than 2.8 sq. metres (or 30 sq. ft.). The minimum floor area of a W.C. shall be 1.1 sq. metres (or 12 sq. ft.) Bath room and w.c.'s shall be provided with natural light and ventilation by windows and ventilators.

- (iii) Kitchen:- The height of the kitchen measured from the floor to the lowest point the ceiling shall not be less than 2.75 m. (or 9 ft).

Every kitchen shall have a floor area of not less than 4.8 sq. m. (or 50 sq. ft.) if there is store or 5.6 sq. metres (or 60 sq. ft.) if there is no store and shall not be less than 1.8 m. (or 6 ft.) in width of any part. A kitchen which is intended for use as dining room also shall have a floor area of not less than 9.5 sq. metres. (or 100 sq. ft.) with a minimum width of 2.4 m (or 8 ft.).

Every kitchen shall be provided with a flue and properly ventilated with doors, windows and ventilators to be standard prescribed for habitable rooms.

26. Stair Case:-

- (i) The minimum clear width of stair cases in case of residential buildings shall not be less than 1 m. (or 3 ft.).
- (ii) In case of public buildings a stair case shall be provided for every 300 persons which are expected to use the building. No stair case shall be less than 1.5 m. (or 5 ft.) in width and the farthest corner of the building shall not be more than 18 m. (or 60 ft.) distant from the stair case.

The minimum riser and minimum width of tread of stair case shall be as follows:

Type of building	Maximum riser	Minimum Tread width
Public building	15 cm. (or 6 inch)	30 cm. (or 12 inch)
Domestic buildings	19 cm. (or 7 1/2 inch)	25 cm. (or 10 inch)

- (iii) No flight of stair case should consist of more than 16 steps a time. After that there should be a landing or half landing.
- (iv) The minimum clear head room in any stair case shall be 2.1 m. (or 7 ft.) as measured from the top of the riser upto the lowest portion of the ceiling perpendicular above it. Every stair case shall be properly lighted and ventilated.

27. Drainage and Sanitation:- Sites containing Deposited Refuses- No building shall be constructed on any site, on any part of which there is deposited refuse, excreta or other offensive matter to which the Public Health Authority object until refuse has been removed there from and the site has been prepared or left in a manner suitable for building purpose to the satisfaction of the Council.

Provided that, where it is intended to find a building on piles or on reinforced concrete pillars, the Council may approve the erection of such building after the refuse has been appropriately treated by chemical or in some other manner to the satisfaction of the council and has been covered by a layer of sand or other suitable materials to a depth of not less than 0.6 m. (or 2 ft.) or by a layer of cement concrete not less than 15 cm. (or 6 in) thick.

28. Privy, Type to be allowed in an area:-

- (i) The Council shall determine in each case whether the premises shall be served by a connected latrine or septic tank or other type, provided that it shall be a connected latrine if a sewer is within 30 m. (or 100 ft.) of the site, provided further that until the sewer begins to function a served latrine may be permitted subject to the condition that it shall be converted into a connected latrine as and when required by the Council.
- (ii) The Council may refuse to permit the construction of any latrine or urinal at a particular place, if in its opinion, such latrine or urinal would be a nuisance in the neighbourhood or would be objectionable to the occupants of the neighbouring buildings.
- (iii) Every house should have one latrine, pit latrines should be at least covered and away from the tank, living room and kitchen by at least 25 ft.
- (iv) Cow-sheds should be 25 ft. away from living rooms, kitchen, tank.

29. Rain water Pipes:-

- (a) (i) Rain water pipe shall be at least 75 mm. (or 3 in) in diameter and be constructed of cast iron, wrought iron glazed stoneware, asbestos or other equally suitable material and shall be securely fixed.
- (ii) A rain water pipe conveying rain water shall discharge directly or by means of a channel into or over an inlet to a surface drain or shall discharge freely in a compound drain to a surface drain, but in no case shall it discharge directly into any closed drain.
- (iii) Whenever a rain water pipe cannot discharge into or over an inlet to a surface drain or in a compound drain to a surface drain and if a street drain within 30 m (or 100 ft.) from the boundary of the premises, such rain water pipe shall discharge into a gully which shall be connected with the street drain.
- (iv) If such street drain is not available within 30 m.(or 100 ft.) of the boundary of the premises, a rain water pipe may discharge over a street provided its outlet is not more than 30 cm. (or 1 ft.) above the surface of the street.
- (v) A rain water pipe shall not discharge into or connect with any soil pipe or soil ventilation pipe or any waste pipe or any waste ventilation pipe, nor shall it discharge into a sewer unless specifically permitted to do so by the Council in which case such discharge into a sewer shall be intercepted by means of a gully trap.
- (b) All sullage drains of a building shall be connected to the back street or land and not on the main road on which the building abuts without the special permission of the Council.

30. The penalty for the infringement of any of the bye-law Nos. 22 to 29 shall be (a) a fine not exceeding Rs. 500/- and in the case of continuing infringement a daily fine not exceeding Rs. 100/- for each day after written notice of the offence is served by the Chairperson or the authorised officer.

CHAPTER - IV
HEALTH, SANITATION AND OTHER REQUIREMENT

31. Every person who erects a building shall provide a means of access to such building a clear way, not less than 3.6 m. (or 12 ft.) in which upto 3 storeys and 5 m. (or 16 ft.) in width beyond three storeys from a street to the entrance door of such building, such pathway to be, so long as it is used as a means of access to that building maintained free from any obstruction and shall not at any time cause or permit any portion of any building below a height of 5 m. (16 ft.) to overhang or project over or into such passage.
32. No building shall be erected so as to deprive any other building of the means of access as provided in this chapter.
33. Every person who erects a building shall indicate upon any plan, required to be furnished by him in accordance with these byelaw, the whole area of such means of access by a distinguishing colour and description.
34. Every person who erects a building shall not at any time erect or cause or permit to be erected or re-erected any building which in any way encroaches upon or diminished the area so set apart for this purpose.
35. the space so set apart shall be separately distinguished from any house gully or open space required to be provided under any other byelaw enforced by the Council.
36. Every such means of access shall be drained and lighted to the satisfaction of the Board and manhole covers OT other drainages, water or any other fittings laid in such means of access shall be flush with the finished surface level so as not to obstruct the safe travel over the same.
37. A person who under takes construction work on building shall not reduce the access to any building previously existing below the minimum width as required under Byelaw 31.
38. The means of access under these byelaws shall not be deemed to be suitable and sufficient until they have been approved by Board who shall have power to prescribe the width of the clear way which he shall communicate.
39. **Access to Dwelling Units and Rooms-** In every building containing more than one dwelling, access shall be provided to each dwelling unit without the necessity of passage through any other dwelling unit.

40. **Open Space Requirements:-**

Open Air Space:- Every room intended for human habitation shall abut on an interior or exterior open air space or on an open verandah opening on to such interior or exterior open space.

41. **Joint Open Air Space:-** Every such interior or exterior open air space unless the latter is a street, shall be maintained for the benefit of such building exclusively and shall be entirely within the owner's own premises.

42. If such interior or exterior open air space is intended to be used for the benefit of more than one building belonging to the same owner, then the width of such open air space shall be equal to one-half of the height of the tallest building on such open air space.

43. **Open Space to be open to Sky** Every open space, whether exterior or interior, provided in pursuance of any regulation or bylaw or under an agreement lodged with the Board shall be kept free from any erection thereon, shall be open to the sky. Every open space or chowk provided under these bylaws shall have a suitable and sufficient access. No open drain, except for rain water, shall be constructed in any open space required by these bylaws.

44. **Open Space Around Residential Buildings**(a) **Front Open Space:**

(1) Every residential building shall have a front of minimum width 3 m. (or 10 ft.) and in the case of two or more sides a width of an average of 3 m. (or 10 ft.) and in no case shall not be less than 1.8 m. (or 6 ft.). Such a yard shall form an inseparable part of the site of the building.

(2) In the case of residential building whose rear boundary abuts a public road, no erection, re-erection or material alteration of that building shall be undertaken if the opposite edge of the back street on which the building abuts, straight lines drawn downwards and outwards from the line of intersection of the true surface of any rear wall of the building with the roof perpendicular to that line form an angle of more than 63° to the horizontal.

(3) **Rear Open Space to Extend throughout the Rear Wall-**The Rear open space provided under the foregoing clauses shall be co-extensive with the entire face of the rear wall. If a building abuts on two or more public roads, such rear open space shall be provided throughout the entire face of the rear wall. Such rear wall shall be the wall and the opposite side of the face of the building abutting on the wider street unless the Board otherwise directs.

(b) **Side Open Space**

(1) Every residential building shall have a permanently open air space not less than

1.2 m. (or 4 ft.) on both sides other than its front and rear, and such side open space shall form an inseparable part of the site. If any of the sides of such building abuts on public road then the side open space shall be equal to the minimum front open space prescribed under this bye-law.

- (2) Every habitable room not receiving light and air from either the front or rear of a building in accordance with 45° to 60° rules shall have the whole of one side thereof abutting an open space a permanently inseparable part of the site.
45. Open Space for Building other than Residential:- The rules applicable to residential building with regard to front open space, rear open space and side open space and the angles 45° and 63¹/₂° governing erection, re-erection or material alteration of a residential building shall also be applicable to business and industrial building with the approval off the Chief Commissioner.
46. Safeguard against Reduction of Open Space:- No construction work on a building shall be allowed if such work operation to reduce an open air space of any other adjoining building belonging to the same over to an extent less than what is prescribed by any of the byelaws in force at the time of the proposed work or reduce further such open space if it is already less than that prescribed.
47. Building Abutting on Two public roads:- If a building abuts on two or more public roads of different widths, the building shall be deemed for the purpose of the bye-law to face upon the road that has the greater width and the height of the building shall be regulated by the width of the road and may be continued at this height to a depth of 13.5m (or 44 ft.) along the narrow road subject to conformity with bye-laws 44 and 45.
48. Bazar Area:- In new Bazar area and continuous shops provision shall be made for an arcade of 1.8 m. (or 6 ft.) width to be built by the allottee as public passage.
49. Additions or Extension to a Building:- No addition or extension to a building shall be allowed unless the addition or extension is such as would be permissible if the whole building was re-constructed from the Plinth with the open space required under these bye-laws applicable to the site of the building at the time of purposed addition; and no addition or extension to a building shall be allowed which would diminish the extent of air space below the minimum requirement under these bye-laws.
50. Building line:- The front of every building shall be in the same line as far as possible and the Council shall see that the building or buildings are constructed in the same line after giving the provision for set back mentioned in Bye-law 2.4.
51. Covered Area:- Subject to Bye-law Nos. 24 and 44 the maximum covered area of buildings of different classes shall be as under:-
- (i) In a bazar or market area:- The covered area shall not exceed 80% of the area of the site provided that sufficient off-street parking facilities for loading and unloading of

vehicles are provided on the same plot off the building.

- (ii) In case of Industrial building: The covered area shall not exceed 60 % of the total site area. Bye-law Nos. 24 and 44 will not affect this provision.
- (iii) In residential area the covered area shall not be more than 2/3 of the plot area

CHAPTER-V CINEMA, THEATRE AND PUBLIC ASSEMBLY HALLS

- 52. (i) No person shall erect a building intended to be used as cinema, theatre, or public assembly hall, or convert the use of any exist building to any such purpose, unless such building is set back at least 6 m. (or 20 ft.) from the regular line of the public road if no such regular line exists.
 - (ii) Cinema building shall conform also to the provisions laid down by the Cinematograph Act in force and the rules framed thereunder.
53. If any portion of such building is intended to be used as a domestic building, such portion (except accommodation for the caretaker and his family) shall comply with the provisions of the bye-laws for domestic building.

CHAPTER-VI GENERAL REQUIREMENTS

54. (1) (i) All buildings under this chapter shall conform to the following general requirement in regards to water supply, drainage and sanitation.
- (ii) All premises intended for human habitations, occupancy or use shall be provided as far as possible with a supply of pure and wholesome water, neither connected with unsafe water supply, nor subject to hazard of back flow.
 - (iii) Plumbing fixtures, device and appurtenances if any shall be supplied with water in suffucient volume and at pressure adequate to enable them to function satisfactorily and without undue noise under all normal conditions of use.
 - (iv) Plumbing shall be designed and adjusted to use the minimum quantity of water consistent with proper performance and cleaing.
 - (v) Devices for heating and storing water, if any shall be so designed and installed as to prevent dangers from explosion thought over-heating.
 - (vi) Every building having plumbing fixtures installed and intended for human habitation, occupancy, or use on premises abutting on a public road, alley or easement in which there is a public sewer shall have connection with the sewer.

- (vii) Each family dwelling unit on premises abutting on a sewer or with a private sewage-disposal system shall have, at least, one water closet and one kitchen type sink.
- (viii) All other structures for human occupancy or use on premises abutting on a sewer or with a private sewage-disposal system shall have adequate sanitary facilities but in no case less than one water-closet and one other fixture for cleaning purposes.

(2) WATER SUPPLY:

- (i) Water supply shall be provided for residential building, office buildings, factories, hospitals, Nurses home and medical quarters, hostels, restaurants, cinemas, concert halls, theatres, art Galleries, Libraries, Museums, Bus Stations, Schools, Colleges, and such other buildings as may be required by the Board for drinking and other necessary uses.
- (ii) There shall be at least one tap from the piped water supply from drinking purposes for one or two houses.

(3) DRAINAGE AND SANITATION REQUIREMENTS:

(A) There shall be at least one water tap and arrangements for drainage in the vicinity of each water closet or group of water closets in all buildings.

(B) Residences.

- (i) Dwellings, with individual conveniences shall have at least the following fittings:-
 - (a) One bath room provided with a tap.
 - (b) One water closet; and
 - (c) One nallah or sink either in the floor or raised from the floor.

Where only water closet is provided in a dwelling, the bath and water closet shall be separately accommodated.

(C) Buildings other than Residences:

- (i) The requirements for fittings for drainage and sanitation in the case of buildings other than residences shall be in accordance with Table- I to X as follows:-

Table I Office building

Table II Factories

Table III	Cinemas, concert halls and theatres
Table IV	Art galleries, libraries and museums
Table V	Hospitals, indoor and outdoor patient wards
Table VI	Hospitals, administrative buildings, medical staff quarters and nurses' homes.
Table VII	Hotels
Table VIII	Restaurants
Table IX	Schools
Table X	Hostels

CHAPTER VII STRUCTURAL SAFETY

55. (1) **Structural Design:-** For any building construction work under the jurisdiction of these bye-laws, structural design/retrofitting shall only be carried out by a structural Engineer on Record (SER) or Structural Design Agency on Record (SDAR). Proof checking of various design/reports shall be carried out by the Council as per Table-VI wherever applicable.

Generally, the structural design of foundations, elements of masonry, timber, plain concrete, reinforced concrete, pre-stressed concrete and structural steel shall conform to the provision of part VI Structural Design Section-1 loads, Section-2 foundation, Section-3 wood, Section-4 masonry, Section-5 concrete & Section-6 Steel of National Building Code of India (NBC), taking into consideration the Indian Standards as given below.

(2) **For General Structural Safety:**

- (a) IS 456-2000" Code of Practice for plain and reinforced concrete
- (b) IS 800-1984" Code of Practice for general construction in steel
- (c) IS 801-2975" Code of Practice for use of Cold formed Light Gauge Steel Structural Members in General Building Construction
- (d) IS 875 (Part 2): 1987 Design Loads (other than earthquake) for buildings and structures part 2 Imposed Loads
- (e) IS 875 (Part 3): 1987 Design Loads (other than earthquake) for buildings and structures part 3 Wind Loads
- (f) IS 875 Part 4): 1987 Design Loads (other than earthquake) for buildings and structures part 4 Snow Loads

57. Review of Structural Design :

- a) The Council shall create a Structural Design Review Panel (SDRP) consisting of Senior Structural Design Engineers on Record and Structural Design Agencies on Record, whose task will be to review and certify the design prepared by Structural Engineer on Record or Structural Design Agency on Record whenever referred by the competent authority
- b) The Reviewing Agency shall submit addendum to the certificate or a new certificate in case of subsequent changes in structural design.
- c) Table below gives requirements of SDRP for structures of different complexities.

PROOF CHECKING REQUIREMENTS FOR STRUCTURAL DESIGN

No.	TYPE OF STRUCTURE	SUBMISSION FROM SER OR SDAR	TO BE PROOF CHECKED
1	Highrise building, buildings above 1000 square metre plinth area and more than Ground+2 and above	Structural Design Basis Report	To be checked
		Preliminary design	To be checked
		Structural design/drawings	To be checked
2	Public buildings with more than 1000 square metre plinth area and more than Ground+2 and above	Structural Design Basis Report	To be checked
		Preliminary design	To be checked
		Structural design/drawings	To be checked
3	Lifetime & Special buildings and Special Structures	Structural Design Basis Report	To be checked
		Preliminary design	To be checked
		Structural design/drawings	To be checked

Notes :

- * Public buildings means assembly of large number of people including schools, hospitals, courts etc.
- * Special structure means large span structures such as a stadium, assembly halls or tall structures such as water tanks, TV tower, chimney, etc. and the requirement of third party verification will depend on the type of structure.

Supervision :

All construction including load bearing buildings upto 3 storeys shall be carried out under supervision of the Construction Engineer on Record (CER) or Construction management Agency on Record.

59. Building Service :

The planning, design and installation of lifts and escalators shall be carried out in accordance of Part VIII Building Services, Section 2 Electrical Installations, Section 3 Air Conditioning & Heating, Section V Installation of Lifts & Escalators of National Building Code of India, 2005.

Fire Safety Detection and Distinguishing System :

- a) The Council while according permission shall follow the Code of Practice and Standards Requirement recommended in the national Building Code of India.

b) Fire protection and extinguishing system shall conform the accepted standards and shall be installed as recommended in the National Building Code of India and to the satisfaction of Directorate of Fire Service.

Chapter - VIII

RAIN WATER HARVESTING & RECYCLING OF WASTE WATER

61. Rain Water Harvesting :

a) **Water Harvesting :** Water harvesting through storing of water runoff including rainwater in all existing and new buildings on plots of 100 square metre and above will be mandatory. The plans submitted shall indicate the system of storm water drainage along with points of collection of rain water in surface reservoirs or in recharge wells.

b) **Soft Cover :** Provision for soft cover should be included in the plan for building sites :

- i. For any building having a minimum covered area of 500 square metre, the applicant should provide soft cover of at least 15% of the plot area.
- ii. For any other building, having lesser covered area, the soft cover should be at least 10% of the plot area.

62. Recycling of waste water :

All buildings having a covered area of 500 Sq.mts or minimum discharge of 10,000 litre and above per day shall incorporate waste water recycling system. The recycled water should be used for non drinking purposes.

63. Incentive for rainwater harvesting/Recycling of Waste water :

The incentives in terms of rebate of 10% on building permission fees will be given by the Council for owners or their successors-in-interest who undertake both recycling of waste water and rain water harvesting structures.

64. Energy Conservation Building :

Building or building complexes having a connected load of 100 KW will be regulated as per the Energy Conservation Code 2007 as amended. Generally buildings or complexes having air conditioned area of 1,000 sq.m. or more will also fall under this category.

Chapter - IX

FACILITIES FOR PERSONS WITH DISABILITIES

65. Applicability :

These Byelaws are applicable to all private and public buildings (proposed and existing) used by the public and shall not be restricted to a single floor or storey but shall allow free & full accessibility to the entire building.

66. Definitions :

- a) **Non-Ambulatory Disabilities :** Impairment that regardless of cause or manifestation, for all practical purpose, confines individuals to wheelchairs.
- b) **Semi-Ambulatory Disabilities :** Impairments that cause individual with difficulty or insecurity, individuals using braces or crutches, arthritis, and those with pulmonary and cardiac ills may be semi-ambulatory.
- c) **Hearing Disabilities :** Deafness or hearing handicaps that might make individual insecure in public area because he is unable to communicate or hear warning signals.
- d) **Sight disabilities :** Total blindness or impairments affecting sight to the extent that the individuals functioning in public areas in insecure or exposed to danger.
- e) **Wheel Chair :** Chair used by disable people for mobility. The standard size of the wheel chair shall be taken as 1050mm x 750mm.

67. Guiding/Warning Floor Materials :

The floor materials to guide or warn the visually impaired persons with a change of colour or material with different texture and easily distinguishable from the rest of the surrounding floor materials is called guiding/warning floor materials. The materials with different texture give audible signals with sensory warning when a person moves on this surface with walking stick, it is meant to give the directional effect or warn a person when at critical places.

68. Visual Signage :

Appropriate identification of specific facilities within a building for the persons with disabilities should be done with proper signage. Visually impaired persons make use of other senses such as hearing and touch to compensate for the lack of vision, whereas visual signals benefit those with hearing disabilities.

Signs should be designed and located so that they are easily readable by using suitable letter size (not less than 20 mm) high. For visually impaired persons, information board in Braille on the wall at a suitable height and it should be possible to approach them closely. To ensure safe walking there should not be any protruding sign which creates obstruction in walking. Public address system may also be provided in busy public areas. The symbols/information should be in contrasting colour and properly illuminated because people with limited vision may be able to differentiate amongst primary colours.

69. Site Planning :

To accommodate the persons with disabilities and elderly people each building and its site should be planned and designed as an integral unit from the very beginning of the design process.

a) Walks and Paths :

Walking should be smooth, hard level surface suitable for walking and wheeling. The minimum walkway width should be 1200 mm. And for moderate two ways traffic should be 1650 mm - 1800 mm. Longitudinal walk gradient should be 3 to 5% (30mm to 0.50 mm in meter). When walk exceed 60 meter in length it is desirable to provide rest area, adjacent to walk at convenient

intervals with space for bench seats. For comfort the seat should be between 350 mm to 425 heights but not over 450 mm. Texture change in walkways adjacent to sitting will be desirable for blind persons.

b) **Parking :** For parking of vehicles the following provisions shall be made :

- i. Surface parking for two car spaces shall be provided near entrance for the persons with disabilities with maximum travel distance of 30 m from building entrance.
- ii. The width of parking shall be a minimum of 3.60 m
- iii. The information stating that the space is reserved for wheel chair users shall be conspicuously displayed.
- iv. Guiding floor materials shall be provided for a device, which guides visually impaired persons with audible signals, or other devices, which served the same purpose, shall be provided.

c) **Building requirements :**

The specified facilities for the building for persons with disabilities shall be as follows :

- a. **Approach to plinth level :** Every building should have at least one entrance accessible to the disabled and shall be indicated by proper signage. This entrance shall be approached through a ramp together with the stepped entry.
- b. **Ramped Approach :** Shall be finished with non-slip materials. Minimum width of ramp shall be 1000 mm with maximum gradient 1:12 length of ramp shall not exceed 9.0 m having 800 mm high handrails on both sides.
- c. **Exit/Entrance Door :** Minimum clear opening of the entrance door shall be 900 mm.
- d. **Entrance Landing :** Entrance landing shall be provided adjacent to ramp with a minimum dimension of 1800 mm x 2000 mm, finishes shall have a non-slip surface with a texture traversable by a wheel chair.
- e. **Corridor connecting the entrance/exit for the handicapped :** The corridor shall be provided as follows :
 - i. "Guiding floor materials" shall be provided for device than emit sound to guide visually impaired persons.
 - ii. The minimum width shall be 1500 mm.
 - iii. in case of level difference, slope ways shall be provided with a slope of 1:2.
- f. **Handrails** shall be provided for ramps/slope ways.
- g. **Stairways :** One of the stairways near the entrance/exit for the disabled shall have the following provisions :
 - i. The minimum width shall be 1350 mm.
 - ii. Height of riser shall not be more than 150 mm.
 - iii. Maximum number of riser on flight shall be 12.
 - iv. Handrails shall be provided on both sides.

- b. **Lifts** : Wherever lifts is required as per byo-laws, provision for at least 1 lift shall be made for the wheel chair user with the following cage dimensions of lift recommended for passengers lifts of 13 persons capacity.

Clear internal depth - 1100 mm.

Clear internal width - 2000 mm.

Entrance door width - 900 mm.

- i. A handrail not less than 600 mm long at 900 mm - 1000 mm above floor level shall be fixed adjacent to the control panel
 - ii. The lift lobby shall be of minimum 1800mm x 1800 mm or more.
 - iii. The time of an automatically closing door should be minimum of 5 seconds and the closing speed should not exceed 0.25 metre/sec.
 - iv. The Cage interior should be provided with a device that audibly indicates the floor the cage has reached and indicates that the cage has reached and indicates that the cage door for entrance/exit is either open or closed.
- i. **Toilets** : One special W.C. in a set of toilet shall be provided for the use of disabled with essential provision of wash basin near the entrances for the handicapped. The minimum size of a toilet shall be 1500 mm x 1750 mm. The minimum clear opening of the door shall be 900 mm and the door shall swing out. Suitable arrangement of vertical horizontal handrails with 50 mm clearance from wall shall be made in the toilet. The W.C. seat shall be 500 mm from the floor.
- j. **Drinking Water** : Suitable provision of drinking water shall be made for the disabled near the special toilet provided for them.

CHAPTER - X

PARKING SPACES FOR ALL TYPES OF BUILDINGS

70. Parking Space

- 1) No off-street parking space shall be less than 15sq.m. (3.0 m in width and 5.0 m in length), for a motor car, with a minimum head room of 2.4 m, if parked in a covered area.
- 2) The minimum width of circulation driveway to be provided for adequate maneuvering of vehicles shall be 4.00 m for cars and 5.00 m for trucks exclusive of parking space referred to in (1) above. However, a projection from a height above 5.50 m from the ground level may be permitted keeping the mandatory open space open to sky.
- 3) The parking layout plan shall be so prepared that the parking space for each vehicle becomes directly accessible from driveway or circulation driveway or aisles. However stack car parking arrangement will be allowed in such a way that every car can be moved by shifting not more than one car.
- 4) The Parking spaces shall be located beyond the mandatory setback spaces as provided in these Bye-Laws.

5) For building with different uses, the area of parking space shall be worked out on the basis of respective uses separately and parking spaced to be provided for the total number of vehicles thus required.

6) In case of a plot containing more than one building, parking requirement for all buildings shall be calculated on the basis of consideration of the area of respective uses.

7) The Minimum Off-street Parking space shall be as shown in table below.

No.	Type of use	Open parking space for a (four) wheelers	Open parking space for 2 (two) wheelers
1	Residential building	1 car for every 60 sq. metre of floor space	1 for every 40 sq. metre of floor space
2	Theatres, cinemas, auditorium	1 car for every 10 seats	1 for every 5 seats
3	Retail business	1 car for every 20 sq. metre of sales area	1 for every 10 sq. metre
4	Office building	1 car for every 20 sq. metre of floor space	1 for every 20 sq. metre of floor space
5	Hospital	1 car for each cabin 1 car for every 10 beds 1 car for every 2 doctors	1 for every bed
6	Restaurants	1 car for every 5 seats	1 for every 4 seats

CHAPTER - XI MISCELLANEOUS PROVISIONS

71. Installation of Communication Towers :

1) Definition : Communication tower shall include antennae fixtures, fabricated antenna, tower to install the telephone lines and transmission towers. This will not include the antennas installed for domestic purpose, namely television antennas or dish antennas.

2) Application for permission :

i. Location : The telecommunication infrastructure shall be either placed on the building roof tops or the ground or open space within the premises.

ii. Installation of base station antenna shall be allowed only on :

- a. The building which abuts on minimum 9.00 metre wide road in order to reduce the risk caused by an earthquake or wind related disaster.
- b. The existing sites of the Cell Towers abutting on roads having ROW less than 9.00 metre could only be regularised after specific clearance from the Fire Department regarding the width of the road.

- c. The base station antennas should at least be at least 3 metre away from the nearby building and antennas should not directly face the building. Further, the lower end of the antenna should be at least 3 metre above the ground or roof.
- d. Sign Boards/Warning signs are to be provided at Base Station Antenna sites which should be clearly visible and identifiable. A warning sign should be placed at the entrance of each zone.
- e. "Warning Sign" should discourage longer stay in the zone, even for the maintenance person. The sign board may contain the following text :
1. Danger! RF Radiations, Do not enter.
 2. Restricted Area
- f. The Operator shall display on board (minimum size 24" x 48") at conspicuous space of the building at Ground Floor the following details :
1. Operators Name & Address
 2. Contact Persons name, Address & Tel No.
 3. Address of Complaint Redressing Authorities with Tel No.
 4. Police Control Room : 000
 5. Fire Control Room : 000
 6. Ambulance : 000
 7. Details of Insurance Policy.
- g. The operators, who have erected Cell Towers without permission, shall apply to the Council for regularisation within 30 days.
- h. No towers shall be permitted to be erected within 100m radius of schools, colleges, hospitals, nursing homes, religious institutions, lifeline buildings and the like. Antenna should not face hospitals nursing homes, religious institutions, lifeline buildings and the like and should be placed at a minimum of 3mts above the base.
- III. Type of structure :
- a) Steel fabricated tower or antennas on M.S. pole
 - b) Pre-fabricated shelters of fibre glass or P.V.C. on the building roof top/terrace for equipment.
 - c) Masonry Structure/Shelter on the ground for equipment.
- IV. Requirement : Every applicant has to furnish the following :
- a) Obtain/procure the necessary permission from the "Standing Advisory Committee on Radio Frequency Allocation" (SACFA) issued by Ministry of Telecommunications.
 - b) Site plan in the scale of 1:200.
 - c) Before erection of cell tower, application shall be filed by the owner(s) and the mobile service provider. Copy of the agreement between the service provider and the owner shall also be submitted along with the application.
 - d) Drawing of tower with complete details including specifications of foundations and design parameters.
 - e) Height of the tower along with its elevation.
 - f) In case the tower is in the vicinity or adjoining to high or low tension line then the distance from the same shall be clearly indicated in the drawings. NOC from the MeSEB has to be furnished accordingly.
 - g) Erection of Tower shall only be permitted only on regularized buildings.

- h) Produce the structural stability certificate from any one of the 6 (six) institutions are required to be obtained by the Cellular and Basic Cellular Operators.
- Manipur Institute of Technology, Imphal
National Institute of Technology, Imphal
National Institute of Technology, Silchar
Indian Institute of Technology, Guwahati
Central Building Research Institute, Roorkee
Rail India Technical & Economic Services Ltd. (RITES), Delhi.
- i) In case it is a roof top tower, the applicant has to produce/submit approved buildings plans along with the structural safety certificate from the registered structural engineer that the building can take the additional load of the tower. The certificate is to be vetted by any one of the following institutions :
- Manipur Institute of Technology, Imphal
National Institute of Technology, Imphal
National Institute of Technology, Silchar
Indian Institute of Technology, Guwahati
Central Building Research Institute, Roorkee
- j) For Ground Base Towers, a soil test report has to be submitted.
- k) Submission of undertaking from the Operator that the installation of cell Tower does not cause any adverse effect to the health of human being of the area.
- l) Indemnity bond to take care of any loss or injury due to accident caused by the tower (including a declaration to the effect that the application shall take special precaution for fire safety and lightning and he shall be solely responsible for paying all kinds of compensation and damages and would be responsible for any civil or criminal case arising there from).
- m) The Service provider company shall provide 3rd Party Insurance and details of the Insurance shall be depicted on the Display Board.
- n) Mobile companies shall indicate the capacity of tower or antenna in megawatt.
- o) In case the tower is proposed in residential areas or in the vicinity thereof or near public or semi-public buildings, NOC from owners of adjoining buildings and requisite stakeholders shall have to be obtained.
- p) In case the mobile tower is proposed to be installed in the vicinity of any airport, NOC from the Airport authorities shall be submitted.
- q) Generator sets installed at the tower site to cater to the power requirements of the antenna should conform to the noise and emission norms and other requirements prescribed by the Manipur Pollution Control Board.
- r) The Cellular & basic Telecom Operators shall produce a certificate from the Manufacturer of the D.G set to the effect that set installed meets the following standards and guidelines as laid down in the Noise Pollution (Regulation and Control) Rules, 2000 as notified by the Ministry of Environment and Forest vide its notification dated 14th February, 2010.
- s) A certificate from Manipur Pollution Control Board indicating fulfilment of "o" & "p" above.
- t) Any other information/data required by the Council.

3) Projections :

- i. No Pager and/or Telephone Tower shall project beyond the existing building envelop of the building on which it is erected in any direction.
- ii. The distance of the tower from the electric line or pole or tower thereof shall not be less than the height of tower plus requisite distance from respective high or low tension line.

4) Inspection of tower :

The Executive Officer of the Council or his authorised representative shall inspect the wireless telecommunication towers to :

- i. Conduct inspections of the telecommunication tower and other facility once in every 6 (six) months to ensure its structural safety and continuing compliance with these bye-law.
- ii. Conduct inspections to check abandonment or discontinuation of use and issue notice of discontinuation/notice for removal of the structures within 30 days from the date of notification.

5) Penalties for violation of Bye-law :

Whoever erects, materially alters or commences to erect, materially alters any transmission tower without the previous sanction of the council or violates the Tower permission sanction issued by the Council or contravenes with the provisions of this bye-laws or who interferes or obstruct any authorised personnel in the discharge of his duties shall be guilty of an offence. The Council shall :

1. Punish the person as per the provisions of the Manipur Municipalities act, 1994.
2. Take suitable action which may include demolition of un-authorized works, sealing of premises, prosecution and criminal proceeding against the offender, in pursuance of relevant laws in force, as decided by the Council.
3. Take suitable action against licensed technical personnel and license may be withdrawn in case of an offence, as decided by the Council.
4. Impose a fine of not exceeding Rs. 5,000/- (Rupees five thousand) only payable within one month from the date of final notification and to a further fine not exceeding two hundred rupees for every day during which the operator continues to violate this Bye-law. Final notification shall be issued only after the operator is given a reasonable opportunity of being heard for showing cause within a period of 30 days.

6) Renewal of No objection Certificate (NOC) :

1. NOC issued by the Council is valid for 5 (five) years only. The NOC shall be got renewed on payment of requisite fee as prescribed in section 7(1).
2. The Towers existing for more than 5 (five) years are also required to be renewed within 3 (three) months from the date of notification of this bye-law in the gazette on payment of requisite fee.
3. The Council reserves its right to withdraw permission/NOC at any time without assigning any reason.

- 7) **Sharing of tower/Co-location of Tower :**
The telecom operators may share the towers for fixing their respective antennas. The same are required to adhere to the proscribed technical requirements, so as to curtail multiplicity of towers as well as to optimize the use of the existing ones.

72. **Gasoline (Motor Fuel) Filling Stations and Gasoline Filling cum Service Stations :**

1) **Definitions :**

- a) The term "Filling station" is a piece of retail business engaged in supplying and dispensing of Gasoline (Motor Fuel) and motor oil essential for the normal operation of automobiles.
- b) The term "Filling cum Service Station" is a place of retail business engaged in supplying goods and services essential for the normal operation of automobiles. These include dispensing Gasoline and Motor oil the sales and services of tyres, batteries and other automobiles accessories and replacement item and washing and lubrication. They do not include the body of tender work, painting or other major motors repairs and over hauling.

2) **Information accompanying Notice :**

- i. Clearance of installation of the Petrol Pump under provisions of the Petroleum Act, 1934 read with Petroleum rule, 1973 rules 155 of the Petroleum Rule 1937 sanctioned by the District Magistrate.
- ii. N.O.C. obtained from Public Works Department for all proposals whether in the National Highway, State Highway etc. While N.O.C. is issued, due consideration are to be given on factors like congestion of the locality, movement of vehicles traffic in the particular read etc.
- iii. Layout plans for installation of the facilities at the retail outlet such as underground tank, pipeline, dispensing pump, sale room/office drainage, toilets, electrical layout approved by the Explosive Department, Government of India.
- iv. Photocopy of receipt of the application fee issued by the Council.

3) **Layout Plans**

- i. The distance to be kept from the dispensing pump of the three side i.e. side and rear should not be less than 1.5 meters distance from a residential house. The frontage should conform as per the Indian Road Congress 13-1967 (IRC-13-1967). For installation of Petrol Pump the recommended practice for location and layout of roadside, motor filling and motor fuel filling-cum service station should conform as per the Indian road congress 12-1983 and 13-1967 (IRC-12-1983), (IRC-13-1967).
- ii. The following shall be applicable for locating the petrol pump cum service stations.

A) Minimum distance from the road intersections.

- (i) For minor roads having less than 30mt R/W : 50 mt.
 - (ii) For major roads having R/W 30 mt. or more 100mt.
- B) The minimum distance of the property line of pump from the center line of the Road should not be less than 15 meters on roads having less than 30 mt. R/W. In case of roads having 30 mt. or more R/W the R/W or the road should be protected.
- C) Plot Size
- (i) Only filling stations 30 mt. x 17 mt. and small size 18 mt. x 15 mt. (for two and three wheelers)
 - (ii) Filling-cum-service station minimum size 36 mt. x 30mt and maximum 45 mt. x 33 mt.
 - (iii) Frontage of the plot should not be less than 30 mt.

73. Automated Teller Machine (ATM) :

- 1) **Definition :** ATM stands for Automated Teller Machine and basically used to perform bank transactions like withdrawal of money and to view bank statements.
- 2) **Requirement :** Every applicant has to furnish the following :
 - 1) Site plan in the scale of 1:200 prepared by a licensed architect.
 - 2) A photocopy of the receipt of the Application Fee issued by the Council.
 - 3) Before opening, application shall be filed by the owner(s) and the Bank. Copy of the agreement between the Bank and the owner shall also be submitted along with the application.
 - 4) NOC from Transport Department, Traffic Police and PWD. While N.O.C. is issued, due consideration are to be given on factors like congestion of the locality, movement of vehicles traffic in the particular road, recommendations of the Master Plan for Greater Imphal etc.
 - 5) Any other informatin/ data required by the Council.

74. **Sanction/Approval for construction/installation :** All Building Plan Sanctions, Revalidation, installations of Towers, Issue of permission for erection of filling stations and opening of ATM booths shall be examined under this Bye-law and issue NOC or Refusal for sanction within 30 days of the receipt of notice as envisaged under Section 8(1) after obtaining Planning permission under Section 17(2) of this Bye-law.

75. **Repeal :** The Imphal Municipality Building Bye-laws, 1969 shall be deemed to have been repealed the date of commencement of the Imphal Municipal Council Building Bye-laws, 2012.

APPENDIX -A

A.1. QUALIFICATIONS OF THE TECHNICAL PERSONNEL

The qualifications of the technical personnel and their competence to carry out different jobs for building permit and supervision for the purpose of licensing by the Authority shall be as given below.

A.1.1. ARCHITECT :

The qualifications of Architect eligible for license will be such Degree or Diploma, which makes him eligible for such membership, or such qualifications listed in Scheduled XIV of Architect Act, 1972 and shall be registered under the Council of Architecture. Practice of profession of Architecture by the registered architect should be strictly as per provision of the Architects Act, 1972 and their competence be as per comprehensive services as specified in Architect (Professional Conduct) Regulation, 1989.

A.1.2. REGISTERED STRUCTURAL ENGINEER (RSE)

On the basis of their academic qualifications and experience, Structural Engineers shall be "Registered" in three "Grades". The eligibility criteria for registration in each "Grade" and the "Scope of Work" which can be entrusted to the Structural Engineer of each "Grade" are given below. The registration may be cancelled permanently or for a specified period for unprofessional conduct.

Grade- I

Scope of Work : To prepare structural design and structural drawings of high rise buildings, Educational Institutes, Hospitals, Public Buildings, Special Structures, Lifeline Buildings and the likes.

Eligibility :

B.E. Civil or equivalent with minimum 5 years experience (after attaining the degree) in structural design work at a responsible position as a structural designer OR;

M.E. Structures/Earthquake Engineering or Ph.D in Structural Engineering with minimum 2 years of experience (after attaining the degree) in structural design work at a responsible position as structural designer.

The experience as stated above shall be under a Structural Engineer on Record (This requirement shall be waived for the first ten years of the promulgation of these Regulations).

Grade- II

Scope of work : To prepare structural design and structural drawings of various buildings having ground floor+3 upper floors (Plinth Area upto 2000 square metre).

Eligibility :

B. E. Civil or equivalent with minimum 2 years experience (after attaining the degree) in structural design work at a responsible position as a structural designer OR;

M.E. Structures/Earthquake Engineering or Ph.D in Structural Engineering
The experience as stated above shall be under a Structural Engineer on Record.

Grade-III

Scope of work : To prepare structural design and structural drawings of various buildings G+2 and upto 200 sq. meters total floor area.

Eligibility B.E. (Civil)/Diploma in Civil engineering +AMIE

A.2. REGISTRATION OF PROFESSIONALS :

The Council shall register Town Planners (RTP), Architects (RA), Structural Engineers (RSE), Structural Design Agencies (RSDA), Geo-Technical Engineers (RGT), Construction Engineers (RCE), Construction Management Agency (RCMA), Quality Audit Agencies (RQAA), Developers (RD); wherever applicable, till such time there is no legislative frame for the professionals like engineers and others similar to Architects Act, 1972. Application for registration shall be submitted by these professionals to the Council. Registration shall be valid for a period of one year and shall be renewable.

A.2.1. REGISTERED CONSTRUCTION ENGINEER (RCE) :

- 1) The requirements for registration shall be :
 - a) B.E. Civil, or equivalent with two years experience in construction OR;
 - b) Diploma in Civil Engineering with seven years experience in construction.
 - c) B. Arch or its equivalent with two years of experience in construction.

The experience as stated above shall be under one or more Construction Engineer on Record of under one or more reputed construction companies. Such company of companies established within or outside the area of jurisdiction of the Council shall be of minimum ten years of standing.
- 2) The registration shall be renewed every one year.
- 3) The registration may be cancelled for unprofessional conduct permanently or for a specified period.

A.2.2. REGISTERED CONSTRUCTION MANAGEMENT AGENCY (RCMA)

- 1) The requirement for registration shall be
 - a) Owner of a proprietary firm shall be an RCE
 - b) Fifty percent partners of a partnership firm shall be RCE
 - c) A designed officer of a limited company shall be RCE
- 2) The registration shall be renewed every one year.
- 3) The registration may be cancelled for unprofessional conduct permanently or for a specified period.

A.2.3. REGISTERED QUALITY AUDITOR (RQA)

- 1) The requirements for registration shall be :
 - a) B.E. Civil; or equivalent with five years experience in testing of building materials including concrete and/or experience in quality control work with a reputed construction agency
 - b) M.E. (Civil) or equivalent with two years experience as above
 - c) B. Arch or equivalent with five years of experience in quality control aspects of construction
 - d) The experience as stated above shall be under one or more registered quality inspector/s of one or more reputed construction agencies of minimum ten years of standing from within or outside the area of jurisdiction of the Council.
- 2) The registration shall be renewed after every one year.

- 3) The registration may be cancelled for unprofessional conduct permanently or for a specified period.

A.2.4. REGISTERED QUALITY AUDIT AGENCY (RQAA)

- 1) The requirement for registration shall be
 - a) Owner of a proprietary firm shall be QAR
 - b) Fifty percent partners of a partnership firm shall be QAR
 - c) A designed officer of a limited company shall be QAR
- 2) The registration shall be renewed every three years
- 3) The registration may be cancelled for unprofessional conduct permanently or for a specified period.

A.2.5. REGISTERED GEO-TECHNICAL AGENCY (RGA)

For foundation work, where required as per Regulation services of a Geo-Technical Agency on Record

- 1) The requirement for registration shall be
 - a) Owner of a propriety firm shall be M.E. (or equivalent) in Geo-Technical Engineering with minimum 10 years of experience
 - b) Fifty percent of a partnership firm shall have educational qualifications as in (i) but a minimum 5 years experience
 - c) A designated officer of a limited company shall have qualifications as (i)
 - d) The experience as stated above shall be under one or more Geo-Technical Agency on Record. Such agencies established within or outside the area of jurisdiction of the Council shall be of minimum ten years of standing
 - e) The agency has a Registered Laboratory. Any individual possessing qualifications as in (i) and hiring services of either RGA or Registered Testing Laboratory shall also be eligible for registration.
- 2) The registration shall be renewed every one year
- 3) The registration may be cancelled for unprofessional conduct permanently or for a specified period.

A.2.6. TOWN PLANNER ON RECORD (TPR)

The qualifications, responsibility and the professional charges shall be applicable as prescribed by the institute of Town Planners, India for their members for rendering professional services.

B.1. APPOINTMENT OF PROFESSIONALS :

The Owner/Developer shall appoint Town Planner on Record (TPR), Architect on Record (AR), Engineer on Record (ER), Structural Engineer on Record (SER), Structural Design Agency on Record (SDAR), Geotechnical engineer on Record (GER), Construction Engineer on Record (CER), (CMAR), and Quality Auditor on RRecord (QAR) and Quality Audit Agency on Record (QAAR) as required. A proper written agreement(s), in a standard format(s), should be entered upon with such professional(s) engaged.

B.1.1. The Owner/Developer shall appoint the following professionals, out of the registered professionals described in B.1 above for every project as required.

- Town Planner on Record (TPR)
- Architect on Record (AR)
- Structural Engineer on Record (SER)

- Structural Design Agency on Record (SDAR)
- Geo-Technical engineer on Record (GTR)
- Construction Engineer on Record (CER)
- Construction Management Agency on Record (CMAR)
- Quality auditor on Record (QAR)
- Quality Audit Agency on Record (QAAR)

B.1.2. The Owner/Developer shall submit a list of the appointed professionals on Record with the application for building permission to the Council (Consent/undertaking from these professionals needed in the required format at the time of seeking building permission)

B.1.3. In case the Owner/Developer changes any of the professional on Record intimation to that effect shall be sent to the competent authorities, along with a no-objection certificate from the professional who is being changed.

B.2 GENERAL DUTIES AND RESPONSIBILITIES OF PROFESSIONALS :

- 1) Each professional shall clearly indicate on every plan, document and submission, prepared by him the details of his/her designation with registration number and date full name and his/her address below the signature for identification.
- 2) The Structural Engineer on Record and Architect on Record shall be responsible for adhering to the provisions of the relevant and prevailing 'Indian Standard Specifications'. They will not be held responsible for the severe damage or beyond the design forces provided in the above 'Indian Standard Specifications'.

B.2.1. STRUCTURAL ENGINEER ON RECORD (SER) :

Duties and Responsibilities :

- 1) At the time of seeking permission from Council for starting construction, the owner shall submit an undertaking from SER or SDAR that
 - a) The SER/SDAR is agreeable to accept the assignment to prepare designs, drawings
 - b) The designs shall be carried out according to relevant national codes and specifications and good engineering practice.
 - c) A structural design report giving salient features of the structure, loads and soil characteristics and capacity, etc shall be submitted in the prescribed format.
- 2) In the case of high-rise buildings and special structures, SER/SDAR shall
 - a) prepare preliminary design of the structure in addition to the Report indicated in 1 (c) above.
 - b) Get required soil (geo-technical) investigation done from an approved laboratory and submit the report concerning the same in prescribed format to the Authority
 - c) Get the Preliminary Design checked through third party verification by a member of Structural Design Review Panel and submit a certificate concerning the same to the Council. Provided that in case of high rise buildings having seven or more structural floors and special structures detailed design verification of major structural components will be required.
- 3) All Reports and other submissions to the Council by and on behalf of the SDAR shall only be signed by Registered Structural engineer (SER) as a proprietor, partner or as a designated officer of the company.
- 4) To prepare a report of the structural design.

- a) To prepare detailed structural design and to prescribe the method and technique of its execution strictly on the basis of National Building Code or relevant Indian Standard Specifications.
- b) To prepare detailed structural drawings and specifications for execution indicating thereon, design live loads, safe soil bearing capacity, specifications of material, assumptions made in design, special precautions to be taken by contractor to suit the design assumptions etc. wherever applicable.
- c) To advise the Owner/Architect/Engineer for arranging for tests and their reports for soil, building material etc. for his evaluation and design consideration.
- d) To prepare the revised calculations & drawings in case of any revision with reference to the earlier submission of drawings & design in a particular case.
- e) To inform in writing the Council within 7 days, if for any reason, he/she is relieved of his appointment/responsibilities as the registered structural designer for the development.

B.2.2. CONSTRUCTION ENGINEER ON RECORD (CER)

All construction work shall be carried out under the supervision of a Construction Engineer on Record.

- 1) To adhere strictly to the structural drawings, specifications and written instructions of the Structural Engineer on Record and Architect on Record/Engineer on Record
- 2) To follow the provision of N.B.C. or I.S. specifications as regards materials, components, quality control and the process of construction
- 3) To provide for safety of workers and others during excavation, construction and erection
- 4) To provide safe and adequate temporary structure required for construction and erection
- 5) To bring to the notice of the structural designer and Architect/Engineer any situation of circumstances which in his opinion are liable to endanger the safety of the structure
- 6) To deposit with the Authority one set of working drawings of the works executed along with the progress certificates before proceeding with the next stage of the work
- 7) He/she shall be in overall charge of the site and responsible for overall supervision of the work
- 8) He/she shall ensure that all the work under his charge is carried out in conformity with the approved drawings and as per the details and specifications supplied by the registered Architect/Engineer
- 9) He/she shall take adequate measures to ensure that no damage is caused to the work under construction and adjoining properties
- 10) He/she shall also ensure that no undue inconvenience is caused in the course of his/her work to the people in the neighbourhood.
- 11) He shall also ensure that no nuisance is caused to traffic & neighbouring people by way of noise, dust, smell, vibration etc. in the course of his/her work

B.2.3. CONSTRUCTION MANAGEMENT AGENCY ON RECORD (CMAR)

Construction work for a high-rise building or Special structures shall be carried out by a Construction management Agency on Record.

Duties and responsibilities:

- 1) At the time of seeking permission from Council for starting construction of a highrise building or special structures, the Owner shall submit, an undertaking from CMAR that
 - a) The CMAR is agreeable to accept the assignment to execute the project as per designs, drawings and specifications

- h) The CMAR shall install a Quality Assurance programme by retaining an independent Quality Audit Agency on Record (QAAR) and submit a certificate concerning the same to the Owner/Developer as well as to the Council. The appointed QAAR shall be acceptable to the Owner/Developer. (The text is put in italics as it does not specifically apply/relate for registration.)
- 2) Upon completion of the construction work of the high-rise building and special structures the CMAR shall intimate to the Owner/Developer that the work has been carried out according to the design drawings and specifications and written instructions of SDAR as per guidance of the QAAR
- 3) The CMAR shall submit a report and certificate in the prescribed format from the QAAR that the quality assurance programme has been satisfactorily carried out on the construction work. This report and certificate shall be submitted to the Owner/Developer for final submission to the Authority
- 4) All Reports and other submissions to the competent Authority by and on behalf of the CMAR shall only be signed by Construction Engineer on Record (CER) as a proprietor, partner or as a designated officer of the company.

B.2.4. QUALITY AUDITOR ON RECORD (QAR)

The construction work of a high-rise building executed by CMAR shall be under an independent quality inspection programme prepared and implemented under the supervision of an independent QAR.

B.2.5. QUALITY AUDIT AGENCY ON RECORD (QAAR)

For all high-rise construction and special structures, it will be necessary to have an independent Quality Inspection Programme, which will be determined and executed by an independent quality audit Agency on Record (QAAR).

- 1) At the time of seeking permission from Council for starting construction of a high rise building, lifeline buildings or special structures CMAR shall submit an undertaking from QAAR that:
 - a) The QAAR is agreeable to accept the assignment to implement the quality inspection programme and that the appointed QAAR is acceptable to the Owner/Developer
 - b) The QAAR will get all the testing of building materials, concrete etc. done by an independent approved testing laboratory.
- 2) During construction of a high-rise building and special structures the QAAR shall carry out necessary testing of materials as well as non-destructive testing of structural components with the help of approved testing laboratory and submit to the CMAR and the owner/developer the reports as per quality inspection programme
- 3) Upon completion of the construction of high-rise building or the special structure the QAAR shall submit the report and certificate in the prescribed format based on the quality inspection programme. This report and certificate will be submitted to the CMAR and the owner/developer for final submission to the Authority
- 4) All reports and other submission to the CMAR by QAAR shall only be signed by Quality auditor on Record (QAR) as proprietor, partner or as a designated officer of the company.

B.3.6. GEO-TECHNICAL AGENCY ON RECORD (GAR)

All buildings described in Section 57 shall have, for foundation work, services of a Geotechnical Agency on Record.

Duties and Responsibilities :

- a) To carry out soil investigation at proposed locations as per specifications of Structural Engineer on Record (SER) of Structural Design Agency on Record (SDAR)
- b) To recommend various type foundation for proposed structure and loading with supporting calculations.
- c) To enable SER or SDAR to take site decision to case strata different than soil investigation report is met with
- d) To list out precautionary measures so that there is no damage to adjacent property

C. DEVELOPER :**Duties and responsibilities :**

- 1) To obtain and submit to the Council/Authority, along with application for development permission, each progress report and application for occupation certificate.
- 2) To appoint an Architect on Record/Engineer on Record and Structural Engineer on Record
- 3) To obtain at relevant stages certificates from them, for submission to the Council, that in designing the real estate development and providing detailed drawings and specifications for it they have complied with requirements as laid out in the GDGR Regulations.
- 4) To appoint a registered ChR as site supervisor
- 5) To obtain and adhere to the quality assurance procedure prepared by the registered site supervisor
- 6) To adequately enable the site supervisor to carry out his responsibilities
- 7) To certify along with the site supervisor that construction of the real estate development has been carried out as per the design, detailed drawings and specifications provided by the Architect on Record/Engineer on Record and Structural Engineer on Record
- 8) To obtain building permission from the Authority prior to commencement of construction of the real estate development
- 9) To regularly submit progress reports and certificates as required by the Authority
- 10) To inform in writing the Authority within 7 days, if for any reason he ceases to be the developer or is relieved of his responsibilities as the developer of the real estate development
- 11) To inform in writing the Authority within 7 days, if for any reason any of the registered professionals appointed by him have been relieved of their responsibilities or have resigned.
- 12) The appointment of the registered Architect/Engineer on Record shall mean that he (the Developer) has authorized the Architect on Record/Engineer on Record to do all things necessary and to take all adequate measures for preparing the design, drawings and specifications for the project and to appoint on his behalf appropriate persons, to act as registered, clerk of works site supervisor, required for the proper execution of the project and to retain on behalf of the owner any other specialist or expert required on the work of the project
- 13) He shall not cause or allow any deviations from the approved drawings in the course of the execution of the project against the instruction of Architect on Record/Engineer on Record/Site Supervisor on Record/Clerk of Works on Record/Structural Engineer on Record and shall bear all responsibility for any irregularity committed in the use and function of the building or its parts for which the approval has been obtained.
- 14) When no registered construction contractor or site supervisor is required to be appointed he shall be responsible for their duties and responsibilities under the byelaws.
- 15) He shall not commence the use of building or shall not give the possession to occupy the building in any one before obtaining the occupancy certificate from the Authority

- 16) He shall provide adequate safety measures for structural stability and protection against fire hazards likely from installation of services like electrical installation, plumbing, drainage, sanitation, water supply etc. wherever required under the regulations.
- 17) He shall exhibit the names of registered persons only on site and no additional names will be exhibited/displayed
- 18) He shall explain the construction design and to intended use as per approved plan only, to the prospective purchaser of the premises under construction
- 19) He shall make available copies of titles for the land, approved plans and all certificates issued to the Authority under these Byelaws.

D. OWNER :

In relation to any property, includes any person who is for the time being, receiving or entitled to receive, whether on his own account or on account of or on behalf of or for the benefit of any other person or as an agent, trustee, guardian, manager or receiver for any other person or for any religious or charitable institution, the rents or profits of the property, and also includes a mortgaging possession thereof.

E. Annual Rate of License/Annual Fees of Technical Personnel :

Annual license fee of Town Planner on Record (TPR), Architect on Record (AR), Structural Engineer on Record (SER), Structural Design Agency on Record (SDAR), Geo-Technical Engineer on Record (GER), Construction Engineer on Record (CER), Construction Management Agency on Record (CMAR), Quality Auditor on Record (QAR) and Quality Audit Agency on Record (QAAR) is Rs. 5,000/- (Rupees five thousand) only per year. For the Architects on Record who had already registered with the Council of Architecture, New Delhi, no payment of fee is required at the time of registration.

**APPENDIX -B
STRUCTURAL DESIGN BASIS REPORT**

This report to accompany the application for Building Permission.

In case information on items 3, 10, 17, 18 and 19 cannot be given at this time, it should be submitted at least one week before commencement of construction.

Part I General Data			
No.	Description	Information	Notes
	Address of the building		
	• Name of the building		
	• Plot number		
	• Subplot number		
	• TPS scheme		
	a. Name		
	b. Number		
	• Locality/Township		
	• District		
	Name of the owner		
	Name of builder on record		
	Name of Architect/Engineer on record		

5.	Name of Structural Engineer on record		
6.	Use of the building		
7.	Number of storeys above ground level (including storey to be added later, if any)		
8.	Number of basements below ground level		
9.	Type of structure <ul style="list-style-type: none"> ▪ Load bearing ▪ R.C.C. frame ▪ R.C.C. frame and shear walls ▪ Steel frame 		
10.	Soil data <ul style="list-style-type: none"> ▪ Type of soil ▪ Design safe bearing capacity 		IS : 1893 Cl.6.3.5.2 IS : 1904
11.	Dead load (unit weight adopted) <ul style="list-style-type: none"> ▪ Earth ▪ Water ▪ Brick masonry ▪ Plain cement concrete ▪ Reinforced cement concrete ▪ Floor finish ▪ Other fill materials ▪ Piazza floor fill and landscape 		IS : 875 Part 1
12.	Imposed (Live) loads <ul style="list-style-type: none"> ▪ Piazza floor accessible to Fire Tender ▪ Piazza floor not accessible to Fire Tender ▪ Floor loads 		IS : 875 Part 2
13.	Cyclone/Wind <ul style="list-style-type: none"> ▪ Speed ▪ Design pressure intensity 		IS : 875 Part 3
14.	Seismic zone		IS : 1893 (2002)
15.	Importance factor		IS : 1893 (2002) Table 6
16.	Seismic zone factor (Z)		IS : 1893 Table 2
17.	Response reduction factor		IS : 1893 Table 7
18.	Fundamental natural period - approximate		IS : 1893 CL. 7.6
19.	Design horizontal acceleration spectrum value (A_h)		IS : 1893 CL. 6.4.2
20.	<ul style="list-style-type: none"> ▪ Expansion/Separation joints 		

- Enclose small scale plans of each floor on A4 sheets.
- In case terrace garden is provided, indicate additional fill load and live load.
- Indicate on a small scale plan on A4 sheet.

Part 2		Load bearing masonry buildings																									
Sl. No.	Description	Information	Notes																								
1	<ul style="list-style-type: none"> Building Category 		IS : 4326 Cl. 7 read with IS : 1893 <table border="1"> <tr> <td>Zone</td> <td>II</td> </tr> <tr> <td>Bldg</td> <td>III</td> </tr> <tr> <td></td> <td>IV</td> </tr> <tr> <td></td> <td>V</td> </tr> <tr> <td>Ordinary</td> <td>B</td> </tr> <tr> <td></td> <td>C</td> </tr> <tr> <td></td> <td>D</td> </tr> <tr> <td></td> <td>E</td> </tr> <tr> <td>Important</td> <td>C</td> </tr> <tr> <td></td> <td>D</td> </tr> <tr> <td></td> <td>E</td> </tr> <tr> <td></td> <td>E</td> </tr> </table>	Zone	II	Bldg	III		IV		V	Ordinary	B		C		D		E	Important	C		D		E		E
Zone	II																										
Bldg	III																										
	IV																										
	V																										
Ordinary	B																										
	C																										
	D																										
	E																										
Important	C																										
	D																										
	E																										
	E																										
2	Basement provided																										
3	Number of floors including ground floor (all floors including stepped floors in hill slopes)																										
4	Type of wall masonry																										
5	Type and mix of mortar		IS : 4326 Cl. 8.1.2																								
6	Re : size and position on openings (see note No. 1) <ul style="list-style-type: none"> Minimum distance (b_s) Ratio $(b_1 + b_2 + b_s) / l_1$ or $(b_1 + b_2) / l_1$ Minimum pier width between consequent opening (b_c) Vertical distance (h_v) Ratio of wall height to thickness 4 Ratio of wall length between cross wall to thickness 		IS : 4326 Table 4, Fig. 7																								

1	2	3		4
7	Horizontal seismic band <ul style="list-style-type: none"> ■ At plinth level ■ At window sill level ■ At lintel level ■ At ceiling level ■ At eave level of sloping roof ■ At top of gable walls ■ At top of ridge walls 	IP NA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	TP <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	(See Note No. 2) IS : 4326 CL 8.4.6 IS : 4326 CL 8.3 IS : 4326 CL 8.4.2 IS : 4326 CL 8.4.3 IS : 4326 CL 8.4.3 IS : 4326 CL 8.4.4
8	Vertical reinforcing bar <ul style="list-style-type: none"> ■ At corners and T junction of walls ■ At jambs of doors and window openings 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	IS : 4326 CL 8.4.8 IS : 4326 CL 8.4.9
9	Integration of prefab roofing/flooring elements through reinforced concrete screed	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	IS : 4326 CL 9.1.4
10	Horizontal bracings in pitched truss <ul style="list-style-type: none"> ■ In horizontal plane at the level of ties ■ in the slopes of pitched roofs 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

Notes :

1. Information in item 6 should be given on separate A4 sized sheets for all walls with large number of openings
2. IP. Indicates "Information Provided"
3. TP indicates "Information to be provided"
4. NA indicates "Not applicable"
5. Tick mark one box.

Part 3 Reinforced concrete framed buildings			
Sl.No.	Description	Information	Notes
1	Type of building <ul style="list-style-type: none"> ■ Regular frames ■ Regular frames with shear walls ■ Irregular frames ■ Irregular frames with shear walls ■ Soft storey 		IS : 1893 CL. 7.1
2	Number of basements		
3	Number of floors including ground floor		
4	Horizontal floor system <ul style="list-style-type: none"> ■ Beams and slabs ■ Waffles ■ Ribbed floor ■ Flat slab with drops ■ Flat plate without drops 		
5	Soil Data <ul style="list-style-type: none"> ■ Type of soil ■ Recommended type of foundation <ul style="list-style-type: none"> - Independent footings - Raft - Piles ■ Recommended bearing capacity of soil ■ Recommended, type, length, diameter and load capacity of piles ■ Depth of water table ■ Chemical analysis of ground water ■ Chemical analysis of soil 		IS : 1498
6	Foundations <ul style="list-style-type: none"> ■ Depth below ground level ■ Type <ul style="list-style-type: none"> ■ Independent ■ Interconnected ■ Raft ■ Piles 		
7	System of interconnecting foundations <ul style="list-style-type: none"> ■ Plinth beams ■ Foundation beams 		IS : 1893 CL. 7.12.1
8	Grades of concrete used in different part of building		

1	2	3	4
9	Method of analysis used		
10	Computer software used		
11	Torsion included		IS : 1893 CL. 7.9
12	Base shear a. Based on approximate fundamental period b. Based on dynamic analysis c. Ratio of a/b		IS : 1893 CL. 7.5.3
13	Distribution of seismic forces along the height of the building		IS : 1893 CL. 7.7 (provided sketch)
14	The column of soft ground storey specially designed		IS : 1893 CL. 7.10
15	Clear minimum cover provided in ■ Footing ■ Column ■ Beams ■ Slabs ■ Walls		IS : 456 CL. 26.4
16	Ductile detailing of RC frame ■ Type of reinforced used ■ Minimum dimension of beams ■ Minimum dimension of columns ■ Minimum percentage of reinforcement of beams at any cross section ■ Maximum percentage of reinforcement at any section of beam ■ Spacing of transverse reinforcement in 2-d length of beams near the ends. ■ Ratio of capacity of beams in shear to capacity of beams in flexure ■ Maximum percentage of reinforcement in column		IS : 456 CL. 5.6 IS : 13920 CL. 6.1 IS : 13920 CL. 7.1.2 IS : 456 CL. 26.5.1.1(a) IS : 13920 CL. 6.2.1 IS : 456 CL. 26.5.1.1.(b) IS : 13920 CL.6.2.2 IS : 13920 CL.6.3.5

1	2	3	4
	<ul style="list-style-type: none"> ■ confining stirrups near ends of columns and in beam-column joints <ul style="list-style-type: none"> a. Diameter b. Spacing ■ Ratio of shear capacity of columns to maximum seismic shear in the storey 		IS : 456 CL. 26.5.3.1 IS : 13920 CL. 7.4

General Notes

1. A certificate to the effect that this report will be completed and submitted at least one month before commencement of construction shall be submitted with the application for Building Development Permission.
2. In addition to the completed report following additional information shall be submitted, at the latest, one month before commencement of construction.
 - 2.1 Foundations.
 - 2.1.1 In case raft foundation has been adopted indicate K value used for analysis of the raft.
 - 2.1.2 In case pile foundations have used give full particulars of the piles, type, dia, length, capacity.
 - 2.1.3 In case of high water table indicate system of countering water pressure, and indicate the existing water table, and that assumed to design foundations.
 - 2.2 Idealization for earthquake analysis.
 - 2.2.1 In case of a composite system of shear walls and rigid frames, give distribution of base shear in the two systems on the basis of analysis and that used for design of each system.
 - 2.2.2 Indicate the idealization of frames and shear walls adopted in the analysis with the help of sketches.
 - 2.3 Submit framing plants of each floor.
 - 2.4 In case of basements, Indicate the system used to contain earth pressures.

Part 4		Buildings in structural steel	
1	Adopted method of Design	<input type="radio"/> Simple <input type="radio"/> Semi-rigid <input type="radio"/> Rigid	IS : 80; CL. 3.4.4 IS : 800; CL. 3.4.5 IS : 800; CL. 3.4.6
2	Design based on	<input type="radio"/> Elastic analysis <input type="radio"/> Plastic analysis	IS : 00; Section-9 SP : 6 (6)
3	Floor construction	<input type="radio"/> Composite <input type="radio"/> Non-composite <input type="radio"/> Boarded	
4	Roof construction	<input type="radio"/> Composite <input type="radio"/> Non-composite <input type="radio"/> Metal <input type="radio"/> Any other	
5	Horizontal force resisting system adopted	<input type="radio"/> Frames <input type="radio"/> Braced frames <input type="radio"/> Frames and shear Walls	Note : Seismic force As per IS : 1893 would depend on system
6	Slenderness ratios maintained	Members defined in Table 3.1, IS : 800	IS : 800; CL. 3.7
7	Member of deflection limited to	Beams, Rafters Crane Girders Purlins Top of columns	IS : 800; CL. 3.13
8	Structural members	<input type="radio"/> Encased in concrete <input type="radio"/> Not encased	IS : 800; Section-10
9	Proposed thickness Specified for corrosion materials	<input type="radio"/> General weld-able <input type="radio"/> High strength <input type="radio"/> Cold formed <input type="radio"/> Tubular	IS : 2062 IS : 8500 IS : 801, 811 IS : 806
10	Minimum metal protection	<input type="radio"/> Hot rolled sections <input type="radio"/> Cold formed sections <input type="radio"/> Tubes	IS : 800; CL. 3.8 CL. 3.8.1 to CL. 3.8.4 CL. 3.8.5 CL. 3.8.5
11	Structural connections	<input type="radio"/> Rivets <input type="radio"/> CT Bolts <input type="radio"/> SHFG Bolts <input type="radio"/> Black Bolts	IS : 800; Section-8 IS : 1929, 2155, 1149

		<input type="checkbox"/> Welding-fitted Shop (Specify welding type proposed) <input type="checkbox"/> Composite	IS : 6639, 1367 IS : 3757, 4000 IS : 1363, 1367 IS : 816, 814, 1395 7280, 1613, 6419 6560, 813, 9595
12	Minimum five rating Proposed with method	<input type="checkbox"/> Ratinghours <input type="checkbox"/> Method proposed-- - In luminescent painting - Spraying - Quilting - Fire retardant boarding	IS : 1641, 1642, 1643

FORM I

BUILDING PLAN APPLICATION FORM

To,
The Executive Officer,
Imphal Municipal Council, Imphal

Sub: Building Plan Application.

Sir/Madam,

I/We hereby apply for permission to undertake development and carry out:

1. Construction of.....storied building.
2. Re-construction of an existing building.
3. Alteration/addition to the existing building.
4. Revalidation/Renewal of plan for construction of all.....storied building.
5. Certificate of Undertaking as per Form I(d).
6.(if any other please specify)

In respect of Patta No.....Dag No.....Village No.....
at.....Ward No.....of Imphal
Municipal Council. The said land and building shall be used for.....purpose.

I/We enclosed herewith the following 4 (four) plans, other details and specifications duly signed by me and the Architect/Engineer/Group Agency.....bearing Registered No.....Licence No.....who has/have prepared the plan, designs etc. And who will supervise the developments.

I/We the owner(s) of every part of the land/building to which this application relates. Request permission for the above development may kindly be considered.

The Building permit fee as required under bye-laws.....has been deposited vide receipt No.....dated.....(photocopy enclosed).

Place:

Signature of Owner(s)

Date:

Name of Owner(s)

FORM II
CERTIFICATE OF UNDERTAKING BY ARCHITECT

With respect to the building work of erection, re-erection or for making alteration in the building located at..... Putta No.....
Dag No..... Village No..... of Ward No.....
of Imphal Municipal Council; I certify that I am a Licensed Architect duly registered with the Council Vide Registration No..... or that I am an Architect by profession and duly registered with the Council of Architecture, New Delhi vide Registration No.....

1. That I have been engaged as an Architect for preparing the Building plans and to supervise construction in respect of building of Sri/Smt..... situated at ward No..... of Imphal Municipal Council.
2. That I have personally inspected that site. The plot has been demarcated at site and the size, shape and area of plot available at site tallies with the land document.
3. That there is no construction in existence at the plot and no construction shall be started before sanction of the building plans.
4. That there is no encroachment on the Municipal land/road/other property and road widths as shown in the layout plan are available at site.
5. That the proposal have been prepared strictly in accordance with the Building Byelaws/rules/regulation and practice of the Council and no misinterpretation on inference of provision of Building Bye-law has been done while preparing the plans.
6. The construction shall be carried out strictly in accordance with the sanctioned building plans and in case any deviation is carried out, I shall inform the Council within 48 hours.
7. That in case the owner dispenses with my services at any stage whatsoever, I shall inform the Council within 48 hours.
8. That mandatory setbacks have been proposed and shall be maintained in accordance with the setbacks marked in the layout plan/Master Plan/byelaws.
9. That nothing has been concealed and no misrepresentation has been made while preparing and submitting the building plans.
10. That in case anything contrary to the above is found or established at any stage, the Council shall be at liberty to take any action as it may deem fit including revocation of sanction of building plans and debarring me for submission of building plans with the Council and also lodge a complaint with the Council of Architecture for appropriate action/take action as deemed fit. (Strike out whichever is inapplicable).

Signature of owner
with date

Signature of the Registered Architect/
Architect on Record with Registration No. & date.

Name :

Address :

FORM III

CERTIFICATE OF UNDERTAKING BY STRUCTURAL ENGINEER ON RECORD (SER)
 (Only in respect of Lifeline & Special Building and Special Structures)

With respect to the building work of erection, re-erection or for making alteration in the building located at.....Patta No.....Dug No.....Village No.....of Ward No.....of Imphal Municipal Council, I certify that I am a Licensed/ Registered Structural Engineer duly registered with the Council vide Registration No.....

1. That I have been engaged as a Registered Structural Engineer for preparing the Structural Design Basis Report, detailed structural design and detailed structural drawings for preparing the Building plans of Shri/Smt.....situated at ward No..... of Imphal Municipal Council.
2. That I am fully conversant of my duties and responsibilities under the regulations and assure that I shall fulfil them in all respects.
3. That I have prepared and signed a structural design basis report (SDBR).
4. That I undertake to carry out a detailed structural design and prepare structural drawings of the proposed building as per the latest Indian standard Specifications, their structural safety requirements for all situations including natural disasters like cyclone & earthquake etc., as applicable, as stipulated under Chapter VII of this Bye-law, Part-6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes.
5. That undertake to supply the owner and the Registered Construction Engineer the detailed structural drawings. If my services are terminated, I undertake to intimate the Council in writing.

Signature of owner
with date

Signature of the Structural Engineer
on Record with Registration No. & date.

Name :

Address :

Tel.No. :

FORM IV

CERTIFICATE FOR STRUCTURAL SAFETY

With respect to the building work of erection, re-erection or for making alteration in the building located at.....Putta No.....Dag No.....and Village No.....of Ward No.....of Imphal Municipal Council, I certify that the structural plans and details of the building submitted for approval satisfy the structural safety requirements for all situations including natural disasters like cyclone & earth quake etc., as applicable, as stipulated under Chapter VII of this Bye-law, Part-6 (Structural Design) of the National Building Code of India, 2005 and other relevant codes; and the information given therein is factually correct to the best of my knowledge. I will be responsible and liable for action by the Council if the plan/design contain misrepresentation or fraudulent information and the construction is made in deviation of approved plan or if there is any structural failure due to wrong/unsafe structural design. If my services are terminated, I undertake to intimate the Council in writing.

Signature of owner
with date

Signature of the Registered Structural
Engineer on Record with Registration & date.

Name :

.....

Address :

.....

FORM V

CERTIFICATE OF UNDERTAKING BY CONSTRUCTION ENGINEER ON RECORD (CER)

With respect to the building work of erection, re-erection or for making alteration in the building located at.....Patta No.....Dag No.....Village No.....of Ward No..... of Iruphal Municipal Council, I certify that I am a Licensed/Registered Construction Engineer on Record duly registered with the Council vide Registration No.....

1. That I have been engaged as a Construction Engineer on Record for Building plans of Shri/Smt.....situated at Ward No.....of Iruphal Municipal Council.
2. That I am fully conversant of my duties and responsibilities under the regulations and assure that all the works under my charge shall be executed in accordance with the drawings and specifications prepared for this project.

Signature of owner with date

Signature of the Construction Engineer on Record with Registration No. & date.

Name :

Address :

Tel. No.

(156)

FORM VI
STATEMENT OF THE PROPOSAL AND CERTIFICATE
 By the owner and Registered Architect

With respect to the building work of erection, re-erection or for making alteration in the building located at..... of Sliet/Smt..... of Patta No..... of Dag No..... of Village No..... of Ward No..... of Imphal Municipal Plot Area :..... Square Metro.

AREA STATEMENT

DESCRIPTION	PERMISSIBLE	PROPOSED SQ. MT.	REMARKS SQ. MT.
Maximum Ground Coverage			
Basement			
Ground Floor			
First Floor			
Second Floor			
Third Floor			
Total Floor Area			
Floor Area Ratio			
Maximum height (in metres) Permissible ; Proposed :			
Sethbacks	PERMISSIBLE	PROPOSED (in metres)	
Front			
Rear			
Left			
Right			
Parking Spaces			
Parking Spaces			
Parking (No. of Cars)	Ground Floor covered parking	Open Space Parking	

We hereby certify that

1. Plot is lying vacant and no construction shall be started before sanction.
2. The plot is free from all encumbrances.

Signature of Owners(s)

Name.....
 (in block letters)
 Address.....
 Dated :

Signature of Registered Architect

Name.....
 (in block letters)
 Address.....
 Dated :

FORM VII

OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL.

HPS No.....

Imphal, the 00/00/0000

to,

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

Subject : Building Permission Sanction

Sir/Madam,

With reference to your application dated.....for the grant of sanction to construction/
re-construction/alteration/addition in the building to carry out the development specified in the said application
situated in/at.....Ward No.....of Imphal Municipal Council, I
am to state that the Council subject to the following conditions and corrections done in the plans has
sanctioned the same on.....

- (1) The plans are valid upto.....day.....months.....year.
- (2) The construction will be undertaken as per sanctioned plan only and no deviation from the
bye-laws will be permitted without prior sanction. Any deviation done against the bye-laws
is liable to be demolished and the supervising licensed Architect/Engineer on Record
engaged on the job will run the risk of being black listed.
- (3) It will be the duty of the owner of the plot and the Architect/Engineer preparing the plans to
ensure that the sanctioned plans are as per prevalent Master Plan/Zonal Plan/Building
Bye-laws. If any infringement of bye-laws remains unnoticed, the Council reserves the
right to amend the plans as and when infringement come to the notice and Council will stand
indemnified against any claim on this account.
- (4) A Notice in writing shall be sent to Council before commencement of the constructions of
the building as per bye-laws. Similar notice will be sent to Council when the building has
reached upto foundation/foundation base/plinth level and at any other level as desired by the
Council.
- (5) The owner shall not occupy or permit to occupy the building or use or permit to use the
building or any part thereof affected by any such work until occupancy certificate is issued by
the Council.

- (6) Council will stand indemnified and kept harmless from all proceedings in court and before other authorities of all expenses/claims which the Council may incur or become liable to pay as a result or in consequences of the sanction accorded by it to these building plans.
- (7) Building permission accorded cannot be construed as evidence in respect of right title interest of the plot over which the plan is approved.
- (8) Any dispute arising out of the land record or in respect of right/title/interest after this approval, the plan shall be treated automatically cancelled during the period of dispute.
- (9) The doors and window leaves shall be fixed in such a way that they shall not, when open project on any street.
- (10) The owner will not convert the house into more dwelling units on each floor than the sanctioned.
- (11) The building shall not be constructed within minimum distance as specified in Indian Electric Rules from voltage lines running on side of the plot.
- (12) The sanction will be void if auxiliary conditions mentioned above and other conditions imposed hereunder are not complied.
- (13) The owner will use the premises for the use, which has been sanctioned.
- (14) The owner will not proceed with the construction without having the supervision of an Architect/Engineer as the case may be. If he/she changes his Architect/Engineer he/she shall inform the Council about the appointment of new Architect/Engineer within 48 hours, with a proper certificate from him.
- (15) The permission is valid for a period of one year with effect from the date of issue.
- (16) Other conditions, if any.....

Yours faithfully,

Encl: 2 sets of sanctioned plan.

Executive Officer,
Imphal Municipal Council.

FORM VIII
OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL

Imphal, the 00/00/0000

BPS No.....

To,

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

Subject: Refusal of Building Permission Sanction

Sir/Madam,

With reference to your application dated.....for the grant of sanction to construction/re-construction/alteration/addition in the building to carry out the development specified in the said application situated in/at.....Ward No.....of Imphal Municipal Council, I am to inform you that the sanction has been refused by Council as the work does not comply with the following provisions of Manipur Municipality Act, 1994 and Bye-laws made there under.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Yours faithfully,

Executive Officer,
Imphal Municipal Council.

Encl: A set of plan.

(160)

FORM IX

FORM FOR NOTICE FOR COMMENCEMENT OF BUILDING WORK

Imphal, the 00.....0000

To,

The Executive Officer,
Imphal Municipal Council,
Imphal

Sub : Notice for commencement of work.

Dear Sir,

I/We hereby certify that the building work of erection, re-erection or for making alteration in the building located at.....Patta No.....Dag No.....Village No.....of Ward No.....of Imphal Municipal Council will commence on 00.00.0000 as per your permission vide office communication No. BPS/0000/0000-IMC dated 00.00.0000 under the supervision of Shri/Smt.....Architect/Construction Engineer on Record/Supervisor/Group, License No.....and in accordance with the plans sanctioned.

Signature of Owner(s) :
Name(s) of the Owners (in block letters) :
Address :

[62]

FORM X

OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL

BPS Revalidation No.....

Imphal, the 00/00/0000

To,

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

Subject : Revalidation of Building Plans

Sir/Madam,

With reference to your application dated.....for the grant of sanction to construction/re-construction/alteration/addition in the building to carry out the development specified in the said application situated in/at.....Ward No..... of Imphal Municipal Council, I am directed to inform you that your building plan which were sanctioned on.....vide this office BPS No.....have been revalidated up to

Original sanctioned plan submitted by you is also returned herewith and kindly acknowledge receipt.

Yours faithfully,

Encl: A set of plan.

Executive Officer,
Imphal Municipal Council.

(162)

FORM XI

INTIMATION OF COMPLETION AT DIFFERENT STAGES OF CONSTRUCTION WORK

Imphal, the 00,.....,0000

To,

The
Executive Officer,
Imphal Municipal Council,
Imphal

Sub: Intimation of completion at different stages of construction work.

Dear Sir,

I/We hereby certify that the building work of erection, re-erection or for making alteration in the building of Shri/Smt..... located at..... Patta No..... Dag No..... Village No..... of Ward No..... of Imphal Municipal Council has been completed up to footing trench/column up to plinth/plint/slab level in accordance with your permission vide office communication No. BPS/0000/0000-IMC dated 00.00.0000 under my supervision and in accordance with the sanctioned plan.

You may please fix a convenient date and time to confirm the same.

Yours faithfully,

Signature of Licensed Architect/Engineer/Supervisor

Name :.....
(in block letters)

Address :.....
.....

(168)

FORM XII

FORM OF NOTICE OF COMPLETION

Imphal, the 00,....., 0000

To

The Executive Officer,
Imphal Municipal Council,
Imphal

Sub: Notice of Completion.

Dear Sir,

I/We hereby give notice that I/We have completed the erection of building/execution of the building situated at..... Patta No.....Dag No..... Village No..... of Ward No..... of Imphal Municipal Council in pursuance of the sanction granted by the Council vide office communication No. BPS/0000/0000-IMC dated 00.00.0000.

Permission to occupy or use the building may be granted.

Yours faithfully,

Signature of owner

Name of Owner:.....
(in Block letters)

Address of the owner

(164)

FORM XIII

FORM FOR CERTIFICATE OF ARCHITECT/ENGINEER/SUPERVISOR
(To be submitted along with notice of completion)

To,

The Executive Officer,
Imphal Municipal Council,
Imphal

Sub: Notice of Completion.

Dear Sir,

I/We hereby certify that the erection, re-erection or material alteration in/at building of Shri/Smt.....situated at.....Ward No.....of Imphal Municipal Council has been supervised by me and has been completed on 00.00.0000 according to the plans sanctioned, sanction granted by the Council vide office communication No. BPS/0000/0000-(MC dated 00.00.0000). The work has been completed to our best satisfaction, the workmanship and all the materials (type & grade) have been used strictly in accordance with general and detailed specifications under our supervision and as per Building Bye-Laws. No provisions of the building Bye-Laws and condition prescribed or order issued there under have been transgressed in the course of the work. The building is fit for use for which it has been erected/re-erected or altered and constructed.

2. Certificate:

- a. Certified that the building(s) has been constructed according to the sanctioned plan and structural design (one set of structural drawings as enclosed is enclosing) which incorporate the provisions of structural safety as specified in relevant prevailing IS codes standards/Guidelines.
- b. Further, certified that water harvesting as well as waste water re-cycling systems has been provided as per the sanctioned building plan.
- c. It is also certified that construction has been done under our supervision and guidelines and adheres to the drawings submitted and the records of supervision have been maintained by us.
- d. Permission to occupy or use the building may be granted.

Signature of Structural Engineer

Signature of Registered Architect

Name.....

Name.....

License No.....

License No.....

Address.....

Address.....

Dated:

Dated:

[66]

FORM XIV

OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL

Imphal, the 00/00/0000

BPS No. BPS/0000/0000-IMC

To,

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

Subject: Completion-cum-Occupancy Certificate.

Sir/Madam,

With reference to your notice of completion dated..... for the issue of completion cum occupation in respect of the building plan sanctioned by the Council vide office communication No. BPS/0000/0000-IMC dated 00.00.0000 has been inspected with reference to building bye-laws in respect of the structural safety, hygienic and sanitary conditions inside and in the surroundings and is declared fit for occupation/release of water/electricity connections and permitted to be occupied.

Yours faithfully,

Executive Officer,
Imphal Municipal Council.

(166)

FORM-XV

OFFICE OF THE
IMPHAL MUNICIPAL COUNCIL

BPS No. BPS/0000/0000-IMC

Imphal, the 00/00/0000

To,

.....

.....

.....

Subject: Rejection of Completion-cum-Occupancy Certificate

Sir/Madam,

With reference to your notice of completion dated for the issue of completion cum occupation certificate in respect of the building plan sanctioned by the Council vide office communication No. BPS/0000/0000-IMC dated 00.00.000 has been inspected with reference to building bye-laws in respect of the structural safety, hygienic and sanitary conditions inside and in the surroundings and is rejected for the reasons given below:

1.....

2.....

3.....

4.....

Yours faithfully,

Executive Officer
Imphal Municipal Council

(167)

FORM-XVI
INDEMNITY BOND FOR BASEMENT

(To be submitted on non-judicial stamp paper of Rs. 10/- duly attested by Oath Commissioner)
This Indemnity Bond is executed by Shri/Smt..... S/O, D/O, W/O
Shri/Smt..... hereinafter called the owners in favour
of Imphal Municipal Council, its successors or entitled.

Whereas the owner has submitted to the Imphal Municipal Council the plans for, sanction of basement/
4storey building and above in the plot located at.....
Patta No..... Dag No..... and Village No.....
of Ward No..... of Imphal Municipal Council under the provisions of the Act and and Rules and
Building Regulations made there under:

And whereas the owners have agreed to sanction the aforesaid construction subject to the conditions that the
owner shall indemnify the Council in the event of any loss or damage being cause to the adjoining building on
account of the construction of the said basement either at the time of digging of its foundations or in the
course of its construction or even thereafter and also against any claim of any concern thereto.

And, whereas, the owners have farther agreed to execute an indemnity bond to the above affect and also to
abide by the terms imposed by the Council to the grant of sanction for construction of the basement/4storey
and above building.

Now this deed witnesses:

1. That in consideration of the sanction of the plans by Imphal Municipal Council for construction
of the basement the executants undertakes that he/she shall at all times keep authority free from any
liability, loss or damages flowing from any injury or damage caused to the adjoining built-up properties
or to any person as a consequence of the construction of at the time of digging of its foundations
or during the course of its construction at any time thereafter.
2. The owner agreed and undertakes that in the event of any claim being made by any person or
persons against Imphal Municipal Council either in respect of the sanction granted by the Council
to the owner for the construction of basement or in respect of the construction or manner of
construction of the basement by the owner of the consequences flowing from the said sanction the
executants shall be responsible and liable and not authority.
3. The owner agreed and undertake to indemnify the Council fully in respect of any amount which
the Council may be required to pay to any person either by way of compensation or on any other
account as a result of any claim or suit or any other proceedings concerning the sanctioning of the
construction of the basement or the making thereof and also in respect of the costs and expenses
which the Council may incur on defending any action.
4. Without prejudice to the above undertaking the owners hereby binds itself to pay to the Council
to the full extent any amount which the Council may be required to pay to any person in connection
with, relating to or concerning the sanctioning of the basement or the making thereof.

- 5. The owner further agrees and undertakes that this bond shall remain in full force and effect till the owner faithfully observes/performs the undertaking herein before contained.
- 6. In witness whereof the owner above named has signed this bond this _____ day of _____ at Imphal.

Indemnifier

Witness:

(Signatures)

Name

Full Address:.....

(Signatures)

2. Name

Full Address:.....

N.B. Council will ask for this Bond for building with basement/4storey and above.

FORM-XVII

Application for Enrolment as Competent Technical Personnel in Imphal Municipal Council (Individual)

To, The Executive Officer, Imphal Municipal Council, Imphal.

Sub: Enrolment as competent technical personnel

Dear Sir,

I hereby apply for enrolment of my name as Licensed Architect/Engineer/Town Planner/Firm to do the various works of schemes for Building Permit and supervision under Section 2(20a) of Imphal Municipal Council Building Bye-laws, in response to your Notification No..... as Architect/Engineer/Town Planner/Firm.

I do hereby also declare that I shall follow and will abide by all the rules and regulations now in force and that may be framed from time to time under the provision of the Imphal Municipal Council Building Bye-laws.

My personal bio-data are as follows-

Name
 Qualification
 (Certificate to be enclosed)
 Past experience
 Father's Name
 Age
 Present Address
 Permanent Address

I deposit herewith annual enrolment fees of Rs.....(Rupees.....) only
 in cash as required.

Signature:
 Dated:

N.B. I am not associated with any other similar group or agency in any manner for this purpose.

FORM-XVIII

**Application for enrolment as Competent Technical Personnel in Imphal Municipal Council
 (in Group or Agency)**

To,
 The Executive Officer,
 Imphal Municipal Council,
 Imphal.

Subj: Enrolment as competent technical personnel

Dear Sir,

We hereby apply for enrolment of our Group/Agency in the name and style as mentioned below, as competent technical personnel to do the various works of schemes for Building Permit and supervision under Section 2(20a) of Imphal Municipal Council Building Bye-laws in response to your notification No.....

We do hereby also declare that we shall follow and will abide by all the rules and regulations now in force and that may be framed from time to time under the provision of the Imphal Municipal

Council Building Bye laws. Name of the group and persons associated with personal bio-data are as follows:

1. Name of the Group or Agency:
2. Present & Permanent Address:-
3. Name of persons associated:- with his/her personal capacity and rank and personal bio-data (Certificates enclosed)

- (A)
- (B)
- (C)
- (D)

We deposit herewith the annual enrolment fees of Rs..... (Rupees.....) only in cash as required.

Signature of head of the group or agency.

Dated:

N.B. Any person associated with any group or agency will not be eligible for enrolment as an individual.

TABLE-I OFFICE BUILDING
[Clause G (i)]

Fittings	For Accommodation other than for Principals	
Water closets	For Male Personnel 1 for every 25 persons or part thereof	For female personnel 1 for every 15 persons or part thereof
Ablution taps	1 in each water closet 1 water tap with drainage arrangements shall be provided for every 50 persons or part thereof in the vicinity of water closet and urinals	1 in each water closet
Urinals	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons From 101 to 200 persons Add at rate of 3 percent From over 200 persons Add at the rate 2.5%	
Wash basins	1 for every 25 persons of part thereof	
Drinking water fountains	1 for every 100 persons with a minimum of one each floor	
Baths	Preferably 1 on each floor	
Cleaner's sinks	1 per floor, minimum, preferable in or adjacent to sanitary rooms	

TABLE-II FACTORIES
[Clause C (i)]

	For Male Personnel	For Female Personnel
Fittings		
Water Closets	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons 5 for 58-77 persons 6 for 78-100 persons
	From 101-200 persons add at the rate of 3% For over 200 persons add the rate of 2.5 percent	From 101-200 persons add at the rate of 5% For over 200 persons add at the rate of 4 percent
Ablution taps	1 in each water closet 1 water tap with draining arrangements shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals.	1 in each water closet
Urinals	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons Add at the rate of 3% For over 200 persons add At the rate of 2.5%	
Washing taps with draining arrangement	1 for every 25 persons or Part thereof	
Drinking Water fountains	1 for every 100 persons with a minimum of one on each floor	
Bath (preferable showers)	As required for particular trades or occupations	

Note:- For many trades of a dirty or dangerous character, more extensive provisions are required by law.

TABLE-III CINEMAS, CONCERT HALLS AND THEATRES
[Clause C (i)].

Fittings	For Male Public	For Female Public	For Male Staff	For Female Staff
Water closets	1 per 100 persons upto 400 persons For over 400 persons add at the rate of 1 part thereof	2 per 100 persons upto 200 persons For over 200 persons, add at the rate of 1 per 100 persons, or part thereof	1 for 1-15 persons	1 for 1-12 persons
Ablution taps	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
	1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals			
Urinals	1 for 50 persons or part thereof		Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons	
Wash Basin	1 for every 200 persons or part thereof	1 for every 200 persons or part thereof	1 for 1-15 persons 2 for 16-35 persons	1 for 1-12 persons 2 for 13-25 persons

Note: It may be assumed that two-thirds of the member are males and one-third females.

TABLE-IV ART GALLERIES, LIBRARIES AND MUSEUMS
[Clause C (i)]

Fitments	For Male Public	For Female Public	For Male Staff	For Female Staff
Water closets	1 per 200 person upto 400 persons. For over 400 persons add at the rate of 1 per 250 persons or part thereof	1 per 100 persons upto 200 persons. For over 200 persons, add at the rate of 1 per 150 persons or part thereof	1 for 1-15 persons	1 for 1-12 persons
Ablution taps	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals				
Urinals	1 for 50 persons		Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons	
Wash Basin	1 for every 200 persons or part thereof. For over 400 persons, add at the rate of 1 per 250 persons or part thereof	1 for every 200 persons or part thereof. For over 200 persons, add 1 per 150 persons or part thereof	1 for 1-15 persons 2 for 16-35 persons	1 for 1-12 persons 2 for 13-25 persons
Cleaner's sinks		1 per floor, min		

Note: It may be assumed that two-thirds of the member are males and one-third females.

TABLE-V HOSPITALS, INDOOR AND OUTDOOR PATIENT WARDS
[Clause C (i)]

	Indoor Patient Wards		Outdoor Patient Wards	
	For Males and Females		For Males	For Females
Water Closets	1 for every 8 beds or part thereof		Water closets 1 for every 100 persons or part thereof	2 for every 100 persons or part thereof
Ablution taps	1 in each water closet plus one water tap with draining arrangement in the vicinity for every 50 beds or part thereof		Ablution taps 1 in each water closet	1 in each water closet
Wash Basins	2 upto 30 beds, add 1 for every additional 30 beds or part thereof		1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals	
Baths	1 bath with shower for every 8 beds or part thereof		Urinals 1 for every 50 persons or part thereof	
Bed pan washing sinks	1 for each ward			
Cleaner's sinks	1 for each ward		Worm basins 1 for every 100 persons or part thereof	1 for every 100 persons or part thereof
Kitchen sinks and dish washers (where kitchen is provided)	1 for each wards			

TABLE-VI HOSPITALS
(Administrative Buildings, Medical Staff Quarters and Nurse' Homes)
[Clause C (f)]

Fittings	For Administrative Buildings		For Medical Staff Quarters (Hostel Type)		For Nurses' Homes (Hostel Type)
	For Male personnel	For Females personnel	For Males Staff	For Female Staff	
Water	1 for every 25 persons or part thereof	1 for every 15 persons or part thereof	1 per 4 persons	1 per 4 persons	1 for 4-6 persons or part thereof
Ablution taps	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
1 water tap with draining arrangements shall be provide for every 50 persons or part thereof in the vicinity of water closets and urinals					
Urinals	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons From 101 to 200, add at the rate of 3 percent. For over 200, add at the rate of 2.5 percent				
Wash Basins	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof
Bath (with shower)	1 for each floor	1 for each floor	1 for 4 persons or part thereof	1 for 4 persons or part thereof	1 for 4-6 persons or part thereof
Cleaner's sinks		1 per floor, min	1 per floor, min		1 per floor, min

TABLE-VII HOTELS
[Clause C (D)]

Fittings	For Residential Public and Staff	For Public Rooms		For Non-Residential Staff	
	For Male personnel	For Females personnel	For Males Staff	For Female Staff	
Water	1 for every 25 persons or part thereof	1 for every 15 persons or part thereof	1 per 4 persons	1 per 4 persons	1 for 4-6 persons or part thereof
Ablution taps	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
	1 water tap with draining arrangements shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals				
Urinals	Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons From 101 to 200, add at the rate of 3 percent. For over 200, add at the rate of 2.5 percent				
Wash Basins	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof	1 for every 25 persons or part thereof
Baths (with shower)	1 for each floor	1 for each floor	1 for 4 persons or part thereof	1 for 4 persons or part thereof	1 for 4-6 persons or part thereof
Cleaner's sinks		per floor, min	1 per floor, min		1 per floor, min

TABLE-VII: HOTEL
(Clause C(i))

Fittings	For Residential Public and Staff		For Public Rooms		For Non-Residential Staff	
	For Males	For Females	For Male Staff	For Female Staff	For Male Staff	For Female Staff
Water Closets	1 per 100 persons upto 400 persons. For over 400 add at the rate of 1 per 250 persons or part thereof. 1 in each water closet.	2 per 100 persons upto 200 persons. For over 200 add at the rate of 1 per 100 persons or part thereof.	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons 5 for 58-77 persons 6 for 78-100 persons	1 in each water closet	1 in each water closet
Ablution tap	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
Urinals	1 per 50 persons or part thereof		Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons			
Wash Basins	1 per every 10 persons omitting the wash basins installed in the room suit	1 per each water closet and urinal provided	1 per each water closet	1 per each water closet provided	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons 5 for 58-77 persons 6 for 78-100 persons
Baths	1 per 10 persons omitting occupants of the room with bathing suit					
Shower	1 per 30 bedrooms; minimum					
Sinks	1 per floor					
Kitchen sinks and dish washers						

Note: It may be assumed that two-thirds of the number are males and one-third females.

TABLE VIII: RESTAURANTS
(Clause C6)

	For Males Public	For Females Public	For Male Staff	For Female Staff
Urinals	1 per 50 persons upto 200 persons. For over 200 seats add at the rate of 1 per 100 persons or part thereof	1 per 50 persons upto 200 persons. For over 200 seats add at the rate of 1 per 100 persons or part thereof	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons 5 for 58-77 persons 6 for 78-100 persons
Water Closets	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
Wash Basins	1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity of water closets and urinals			
Kitchen sinks and dish washers	1 per 50 seats		Nil upto 1 for 1-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons	
Slap or service sinks	1 for every water closet provided			
	1 in each kitchen			
	1 in the restaurant			

Note: It may be assumed that two-thirds of the number are males and one-third females

TABLE-IX: SCHOOLS
[Clause C (f)]

Fittings	Nursery School		Schools other than Nursery Schools		Boarding School	
		For Boys	For Girls	For Boys	For Girls	
Water Closets	1 per 25 pupils or part thereof	1 per 60 pupils or part thereof	1 per 40 pupils or part thereof	1 per every 10 pupils or part thereof	1 per every 8 pupils or part thereof	
Ablution tap	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
	1 water tap with draining arrangement shall be provided for every 50 persons or part thereof in the vicinity					
Urinals		1 per 50 pupils or part thereof	1 per 60 pupils or part thereof	1 for every 50 pupils or part thereof		
Wash Basins	1 per 25 pupils or part thereof	1 per 60 pupils or part thereof	1 per 60 pupils or part thereof	1 for every 10 pupils or part thereof	1 for every 10 pupils or part thereof	
Baths	1 bath-sink per 40 pupils			1 for every 10 pupils or part thereof	1 for every 10 pupils or part thereof	
Drinking water fountains	1 for every 100 pupils or part thereof	1 for every 100 pupils or part thereof	1 for every 100 pupils or part thereof	1 for every 100 pupils or part thereof	1 for every 100 pupils or part thereof	
Cleaner's Sinks			1 per floor, min			1 per floor, min

** For teaching staff, the schedule of fittings to be provided shall be the same as in the case of office buildings. (See Table-II)

TABLE-X HOSTEL
[Clause C (b)]

Fittings	For Residents and Residential Staff		For Non-Residential Staff		Rooms wherein outsiders are received	
	For Males	For Females	For Males	For Females	For Males	For Females
Water Closets	1 for every 10 persons or part thereof	1 for every 8 persons or part thereof	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons 5 for 58-77 persons 6 for 78-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons rate of 1 for 250 persons or part thereof	1 per 100 persons upto 400 persons. For over 400 persons add at the rate of 1 for 100 persons or part thereof	2 for 100 persons upto 200 persons For over 200 persons add at the rate of 1 for 100 persons or part thereof
Abution taps	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet	1 in each water closet
Urinals	1 for 25 persons or part thereof		Nil upto 6 persons 1 for 7-20 persons 2 for 21-45 persons 3 for 46-70 persons 4 for 71-100 persons		1 per 50 persons or part thereof	
Wash basins	1 for 10 persons or part thereof	1 for 10 persons or part thereof	1 for 1-15 persons 2 for 16-35 persons 3 for 36-65 persons 4 for 66-100 persons	1 for 1-12 persons 2 for 13-25 persons 3 for 26-40 persons 4 for 41-57 persons 5 for 58-77 persons 6 for 78-100 persons	1 per each water closet and urinal provided	1 per each water closet provided
Baths	1 per 10 persons or part thereof	1 for 10 persons or part thereof				
Cleaner's				1 on every floor		

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List of Possible activities for which MNIC can be used

- 1) Health : Monitoring of immunization programme, family welfare programmes, various disease control programmes, school health check up programme, OPD/ IPD monitoring and maintenance of individual health profile by using NIN in these databases.
- 2) Education : Monitoring of school enrollment and affective implementation of individuals benefit schemes like scholarships/school uniforms midday meal schemes
- 3) P.D.S. : Monitoring and issuance of ration cards and food/essential commodities distribution.
- 4) Land/Property Transactions : Copy of record of rights through the MNIC Card by loading the information of land/property owned on the smart card memory Identification of persons transacting properties by using the fingerprint biometry.
- 5) Social Security : Monitoring of grant of various pensions, better management of the record of the various pensioners. Payment of pensions through banks an withdrawal by the pensioners by using MNIC (smart) card.
- 6) Caste Certificates : Creation of a database of caste certificate holders and verification for issue of fresh caste certificates to subsequent applicants. Issue of a duplicate copy of certificate to existing caste certificate holders.
- 7) Voters List (electoral rolls) : Generation and Maintenance of electoral rolls and its updation on a day to day basis based on the date of birth of the citizens which will be a part of the citizen database.
- 8) Proof of Age : Authentic and exact proof of age through the database or date of birth recorded in MNIC. Proof of age/date of birth to be useful in many applications where it is required to be produced by the citizens.
- 9) Proof of Residence : Since the address are verified through a verification process, MNIC database will contain upto date addresses, which can be useful for issuing domicile/residency certificates by the various competent authorities.
- 10) BPL : Database of BPL persons can be linked with the unique I.D. Number (NIN) This database can be used for better delivery of poverty alleviation programme.
- 11) Convergence of Various Cards : One card can be created instead of many cards issued by different authorities e.g. B.P.L. card by putting details required by different authorities on the card (smart)

- 12) Electricity/water billings in municipal areas Connections : Creation of database of electricity/water consumers and linking the individual consumers through NIN for better monitoring and delivery of various civic amenities.
- 13) Proof of Citizenship : MNIC card will be a proof of Indian citizenship therefore police verification for issuing of passport and Nationality certificate etc. may be done away with.
- 14) Proof of Identity : for solvency, identification of the witness in various courts and entry of visitors in sensitive areas/buildings etc.... Finger print biometry can be used to authenticate the persons.
- 15) Claiming of Concession benefits : linked to age, caste, students, status of handicapped persons can be linked with the database of National Population Register.
- 16) Employment Exchanges : Creation of a database unemployed persons registered for a better monitoring of unemployment and for better planning of employment programme by using NIN in this database.
- 17) Subsidies : better management of various subsidy programmes by using NIN with every beneficiary
- 18) Vehicle Registration : Proof of residence etc. is needed for obtaining an RC. The proof of residence can be provided by MNIC/NIN/NRIC (NRR). Putting, NIN onto the MNIC Card. Loading of other information of vehicle registration on the chip of the MNIC Card.
- 19) Agriculture Credit : Kisan Card e-passbook on the chip of the MNIC card.
- 20) Banking/Insurance : Identification and verification of individuals.
- 21) Educational level profile : of the user on the MNIC card by Loading this information on the chip of the Smart Card.

THE WANGOI MUNICIPAL COUNCIL
(ENTRY TOLL ON VEHICLES AND ANIMALS) BYE-LAWS, 2014

1. (i) These Bye-laws called the Wangoi Municipal Council (Entry Toll on Vehicles and Animals, Bye laws, 2014).
 - (ii) They shall extend to the whole area of the Wangoi Municipal Council.
 - (iii) They shall come into effect from the date on which they are published in the official Gazette.
- there is nothing redundant in content*
2. In these Bye-laws unless the subject or context otherwise requires :-
 - a) "Act" means the Manipur Municipalities Act 1994.
 - b) "Check Post" means a place at the limit of the Wangoi Municipal Council area where Wangoi Municipal Council officers/employees/agents authorized for the Purpose of assessing and realising toll on vehicles and animals the Wangoi Municipal Council areas are stationed.
 - c) "Heavy vehicle" means a light vehicle as defined in the Motor Vehicle, Act, 1988.
 - d) "Light Vehicle" means a light vehicle ^{as} defined in the Motor Vehicle Act, 1988.
 - e) "Vehicle" means and includes both motorized vehicles such as Bus, Lorry, Mini Bus, Tempo, Car, Jeep, Auto-Rickshaw and two wheelers and non motorized vehicles such as animal driven cart, and rickshaw.
 - f) "Schedule" means schedule appended to this bye-laws.
 - g) "Executive Officer" means the Executive Officer of the Wangoi Municipal Council.
 - h) "Municipal" means the Wangoi Municipal Council.
 3. Every vehicles and /or animal entering the Wangoi Municipal Council area shall be levied and payable an entry toll at the rate specified in Schedule 'A'.

Explanation: Where a Vehicle is loaded with vehicle (s) or animal (s), the vehicle(s) or the animal(s) shall be treated as load and no separate toll(s) shall be payable for such loaded vehicle(s) or animal(s).
 4. The Wangoi Municipal Council may determine and declare as many number and location of check posts at different convenient and suitable point(s) of entry into the Wangoi Municipal Council area as considered necessary for the purpose of these bye-laws.
 5. (i) No vehicle and/or animal shall enter or attempt to enter the Wangoi Municipal Council area except through a Check post duly set-up by the Wangoi Municipal Council.
 - (ii) No vehicle and/or animal shall enter into the Wangoi Municipal Council area without the full Payment of the due entry toll at the Check Post of the entry Point.

MANIPUR



GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 40

Imphal, Monday, May 2, 2016

(Vaisakha 12, 1938)

GOVERNMENT OF MANIPUR
SECRETARIAT : MAHUD DEPARTMENT

NOTIFICATION

Imphal, the 30th April, 2016

No. 7/1/2015-MAHUD : Whereas, the "Draft Manipur Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules, 2016" was published in the Manipur Gazette Extraordinary No. 1174 dated 27/02/2016 under the Government Notification No. 23/4/2014-MAHUD dated 23/02/2016 inviting objections/suggestions from the public within 15 (fifteen) days from the date of publication of the said Notification in the Official Gazette;

Whereas, no objections/suggestions have been received by the Government on the said draft.

Now, therefore, in exercise of the powers conferred under Section 36 of the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014, the State Government do hereby make the following Rules, namely "the Manipur Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules, 2016" as appended.

These Rules will come into force from the date of publication in the Official Gazette.

The Manipur Street Vendors (Protection of Livelihood and Regulation of Street Vending) (Constitution of Town Vending Committees) Rules, 2014 is repealed.

By orders & in the name of the Governor,

R.K. DINESH SINGH,
Commissioner (MAHUD),
Government of Manipur.

The Manipur Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules, 2016

In exercise of the powers conferred by Section 36 read with sub-clause (iii) of clause (a) of sub-section (1) of Section 2 of the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 (7 of 2014), the State Government, hereby makes the following Rules for the State of Manipur, namely:

**CHAPTER I
PRELIMINARY**

1. **Short title and commencement.-** (1) These rules may be called the Manipur Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules, 2016.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.-** (1) In these rules, unless the context otherwise requires, -
 - (a) "Act" means the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 (7 of 2014);
 - (b) "Bye-laws" mean the bye-laws made under section 37 of the Act;
 - (c) "Form" means a form appended to these rules;
 - (d) "Government" means the State Government;
 - (e) "Grievance redressal and dispute resolution committee" means a committee constituted by the Government under sub-section (1) of Section 20 of the Act for the redressal of grievances or resolution of disputes;
 - (f) "local authority" means the local authority as defined under clause (c) of sub-section (1) of Section 2 of the Act;
 - (g) "Executive Officer" means the Executive Officer of a Municipal Council or Municipal Corporation or Nagar Panchayat.
 - (h) "Rule" means rules made under section 36 of the Act;
 - (i) "Schedule" means a schedule appended to these rules or the Act, as the case may be;
 - (j) "Scheme" means a scheme framed by the Central Government under section 38;
 - (k) "Section" means a section of the Act;
- (2) Words and expressions used herein and not defined, but defined in the Act, shall have the meanings respectively assigned to them in the Act.

CHAPTER II REGULATION OF STREET VENDING

3. **Prescription of age for issue of certificate of vending.**- A street vendor who has completed the age of fourteen years shall be issued a certificate of vending in the manner provided under section 4.

CHAPTER III DISPUTE REDRESSAL MECHANISM

4. **Constitution of Grievance redressal and dispute resolution committees.**- (1) There shall be a Grievance redressal and dispute resolution committee for each local authority, constituted by the Government under sub-section (1) of Section 20 of the Act, comprising of a Chairperson, who has been a civil judge or a judicial magistrate and two other professionals as members.
- (2) The Chairperson and members of a Grievance redressal and dispute resolution committee shall be appointed by the Government, for a period of five years.
- Provided that no Chairperson shall hold office as such after he has attained the age of sixty seven years.
5. **Qualifications and experience for appointment as member in a Grievance redressal and dispute resolution committee.**- A person shall be qualified to be appointed as a professional member in a Grievance redressal and dispute resolution committee, if he -
- (i) is above thirty-five years but is not more than sixty-five years of age; and
 - (ii) possesses a Bachelor's degree from a recognised University; and
 - (iii) is a person of ability, integrity and standing and has adequate knowledge or experience of at least ten years in social work or in dealing with the problems relating to street vendors or of public affairs or of municipal or public administration;
6. **Salaries and other allowances and terms and conditions of Chairperson and member of Grievance redressal and dispute resolution committee.**- (1) The Chairperson and members of the Grievance redressal and dispute resolution committee shall receive salary, allowances and other perquisites as may be notified by the Government from time to time.
- (2) The Government may remove from the office, the Chairperson and members of a Grievance redressal and dispute resolution committee if he -
- (a) has been adjudged as an insolvent; or
 - (b) has been convicted of an offence which, in the opinion of the Government, involves moral turpitude; or
 - (c) has become physically or mentally incapable of acting as such Chairperson or member, as the case may be; or

- (d) has acquired such financial or other interests as is likely to affect prejudicially his functions as the chairperson or a member, as the case may be; or
- (e) has so abused his position as to render his continuance in office prejudicial to the public interest:

Provided that the Chairperson or member shall not be removed from his office on the grounds specified in clauses (d) and (e) of sub-rule (2) except on an inquiry held by the Government in accordance with such procedure as it may specify in this behalf.

- (3) The terms and conditions of the service of the Chairperson and members of the Grievance redressal and dispute resolution committee shall not be varied to their disadvantage during their tenure of office.

7. Form and manner of making application to Grievance redressal and dispute resolution committee.- (1) Every application for redressal of a grievance or resolution of a dispute under sub-section (2) of Section 20 of the Act shall be in Form 'A'.

- (2) The application shall be signed by the applicant and presented by him in person or through his authorised representative to the Grievance redressal and dispute resolution committee or such other person as may be authorised by the committee in this behalf.
- (3) The application shall be filed in three sets and shall be accompanied by a fee of rupees one hundred.
- (4) The application shall be accompanied by a copy of the order or notice, if any, against which the application is made and other relevant documents.
- (5) Such application shall be filed by the street vendor within thirty days from the date of occurrence of any incident causing the grievance or dispute:

Provided that the Grievance redressal and dispute resolution committee may condone the delay in case it is satisfied that the applicant was prevented by sufficient cause from preferring the application within the prescribed time.

8. Manner of verification of application and enquiry.- (1) Every application for grievance redressal, on receipt, shall be entered and numbered in seriatum by the person authorised in this behalf by the Grievance redressal and dispute resolution committee in a register to be kept for this purpose.

- (2) The person authorised in this behalf by the Grievance redressal and dispute resolution committee, after making an entry in the register shall put up the application before the committee.
- (3) The Grievance redressal and dispute resolution committee shall fix a date for hearing of the application, which shall not be later than fifteen days from the date of filing of the application, and shall issue notice of the hearing to the parties or shall cause a notice to be issued.
- (4) The Grievance redressal and dispute resolution committee while issuing a notice under

sub-rule (2) shall call upon the respondent to submit a written statement and the notice shall contain a statement to this effect.

- (5) On the date so fixed for the appearance of the parties, the Grievance redressal and dispute resolution committee may call upon the applicant to remedy the defects, if any, or may call upon the parties to furnish relevant records or such other documents or evidence as it may deem fit and proper within such period as may be specified by it.
- (6) The Grievance redressal and dispute resolution committee may also order for a field enquiry in connection with the contentions made by the applicant and respondent and also with reference to the records submitted before it.
- (7) The Grievance redressal and dispute resolution committee, after hearing both the parties and examining the record of the case shall decide the application and pass such orders as it may deem fit and proper within sixty days from the date of presentation of the application:

Provided that during the hearing of the case if the Committee is satisfied that a situation exists which warrants that an interim relief should be provided, the Committee may, until the conclusion of such case or until further orders, pass such interim orders as it deems necessary.

- (8) The Grievance redressal and dispute resolution committee may also explore the possibility of a settlement between the parties and in case the parties arrive at a settlement, the committee shall record the settlement, which shall be signed by the parties or the authorised representatives or officers and shall dispose of the application in terms of such settlement.
- (9) The Grievance redressal and dispute resolution committee shall not entertain an application where,
 - (a) the application is anonymous or it contains general and vague allegations;
 - (b) the matter is sub-judice in any court of law, tribunal or a judicial or quasi-judicial authority;
 - (c) the matter is beyond the purview of the Act;
 - (d) the applicant has no locus standi to file the application.

CHAPTER IV

APPEALS

9. **Appeal against order or decision of Grievance redressal and dispute resolution committee.**- (1) An appeal against an order or decision of a Grievance redressal and dispute resolution committee may be preferred by an aggrieved person, in Form 'B', to the appellate authority constituted by the concerned local authority, comprising of the Mayor or President

as the Chairperson and two other members of the local authority as decided in the General Board meeting, within thirty days from the date of communication of such order or decision appealed against:

Provided that the appellate authority may condone the delay in case it is satisfied that the applicant was prevented by sufficient cause from preferring the application within the prescribed time.

- (2) The appeal shall be in the form of a memorandum and shall be signed by the appellant and presented by him in person or through his authorised representative to the concerned local authority.
 - (3) The memorandum of appeal shall be accompanied by original order or certified copy of the order, if any, against which appeal is preferred.
 - (4) The appeal shall be filed in three sets and accompanied by a fee of rupees two hundred.
 - (5) No such appeal shall be entertained unless a copy thereof has been served upon the respondent or respondents, as the case may be, and proof of such service has been filed.
 - (6) No appeal shall be entertained where the order has been passed by the Grievance redressal and dispute resolution Committee in terms of the settlement arrived between the parties.
10. **Appeal from decision of Town Vending Committee.**- (1) An appeal under section 11 against any decision of a Town Vending Committee with respect to issue of certificate of vending or cancellation or suspension of certificate of vending shall be preferred before the appellate authority constituted by the concerned local authority comprising of the Mayor or President as the Chairperson and two other members of the local authority as decided in the General Board meeting, in Form 'C' within thirty days from the date of communication of the order appealed against.
- Provided that the appellate authority may condone the delay in case it is satisfied that appellant was prevented by sufficient cause from preferring the appeal within the prescribed time.
- Provided further that in the absence of Chairperson any one of the members designated by the Chairperson may chair the meeting of the appellate authority.
- (2) The appeal shall be in the form of a memorandum in Form 'C' and shall be signed by the appellant and presented by him in person or through his authorised representative, either in English, Hindi or the local language, as preferred by the appellant.
 - (3) The memorandum of appeal shall be accompanied by the original or certified copy of the order against which appeal is preferred.
 - (4) The appeal shall be filed in three sets and accompanied by a fee of rupees two hundred.
 - (5) No appeal shall be entertained unless a copy thereof has been served upon the Town Vending Committee which had made the order appealed against, prior to filing of such appeal and proof of such service has been filed along with the appeal.

11. **Procedure for disposal of appeals by the local authority:-** (1) The officer or the person authorised in this behalf by the concerned local authority shall make an entry of the appeal in the register kept for the purpose by the concerned local authority with the date on which it was presented.
- (2) The appeal shall be put up before the Appellate Authority constituted by the concerned local authority which shall fix a date for hearing of the appeal, which shall not be later than fifteen days from the date of filing of the application, and shall cause a notice of the hearing to be served upon the parties.
- (3) The appellate authority shall on the basis of submissions made before it by the parties and the records of the case and on the basis of field enquiry, if any, ordered to be conducted by the appellate authority, pass such order, as it thinks fit, with reasons to be recorded in writing, confirming, modifying or annulling the order appealed against within sixty days from the date of receipt of the appeal by the local authority:

Provided that during the hearing of the case, if the appellate authority is satisfied that a situation exists which warrants that an interim relief should be provided, the appellate authority may, until the conclusion of such case or until further orders, pass such interim orders as it deems necessary.

CHAPTER V TOWN VENDING COMMITTEE

12. There shall be a Town Vending Committee for each local authority. The Committee chaired by the Executive Officer of the local authority shall consist of the following, namely -
- (a) 6 (six) representatives of the Street Vendors elected by the Street Vendors from amongst themselves. The election will be arranged by the Local Authority and due reservation in representation shall be made for the SCs, STs, OBCs, minorities and persons with disabilities (PWDs) as per their population ratios (rounded off to the nearest whole number) in the area of jurisdiction of the local authority. The reservation of two seats for women out of these six seats will be done by draw of lots from the six seats.
 - (b) one member to be nominated from amongst the members of the local authority recommended by the local authority concerned to the State Government.
 - (c) the medical officer of the local authority or in case of unavailability, a medical officer serving in a PHC/CHC situated within the area of jurisdiction of the local authority as proposed by the local authority.
 - (d) the officer-in-charge of a police station situated within the area of jurisdiction of the local authority as nominated by the State.

- (e) the traffic police officer serving within the area of jurisdiction of the local authority nominated by the State Government.
- (f) one representative of the Town Planning Department to be nominated by the State Government.
- (g) two members to be nominated by the State Government from amongst the Non-Government Organisations and community based organisations.

Provided that nomination of Government members shall be preferred from amongst persons who are dealing with street vendors or related activities.

Provided further that nomination of members representing non-governmental organisations or community based organisations or resident welfare associations shall be carried out on the basis of such criteria as may be laid down by the Government, after inviting applications, as such, by publishing the same in at least two local newspapers or publicising in any other manner.

13. **Election of members of Town Vending Committee from amongst street vendors.** - (1) The local authority shall by a notification express its intention to conduct elections for the members of a Town Vending Committee representing the street vendors of the area under the jurisdiction of the concerned local authority.
- (2) The concerned local authority shall appoint a returning officer for conducting the election under its jurisdiction.
14. **Manner of election of members of Town Vending Committee from amongst street vendors.** - (1) The returning officer appointed under sub-rule (2) of rule 13 shall conduct the elections in the manner provide under the Schedule appended to these rules.
- (2) A street vendor shall be disqualified to be elected to a Town Vending Committee if, he is,-
- (i) a convict of an offence involving moral turpitude;
 - (ii) is physically and, or, mentally incapable of discharging his duties as a member of a Town Vending Committee.
- (3) The names of the elected members shall be intimated by each local authority to the Government which shall upon receipt of such names along with other members nominated by it notify the constitution of the Town Vending Committee in each local authority.
15. **Term of members of Town Vending Committee.** - (1) The term of the members of the Town Vending Committee, other than the Government officials who shall be members in ex-officio capacity, shall be five years from the date of their election or nomination, as the case may be.
- (2) The process of electing or nominating, as the case may be, of the members shall be completed before the expiry of their term.

16. **Removal of a member of Town Vending Committee.**- Any member of a Town Vending Committee may be removed by the Government from the committee, if he,

- (a) persistently makes defaults in the performance of his duties imposed on him under the Act and these rules or exceeds or abuses its powers;
- (b) remains absent for three consecutive meetings of the Committee without the permission of the Chairperson;
- (c) is convicted of any criminal case by any court of law.

Provided that such member shall be given a reasonable opportunity of being heard before his removal.

17. **Method of filling vacant post.**- (1) Where any vacancy occurs in a Town Vending Committee due to resignation, death, removal or otherwise of any member, other than a street vendor, the same procedure as specified in rule 12 shall be followed to fill up such vacancy and the member so nominated shall continue to be a member for the remaining period of term of that member in whose place he has been nominated.

- (2) Where any vacancy occurs in a Town Vending Committee due to resignation, death, removal or otherwise of any member who is a street vendor, the local authority shall fill up that vacancy based on the election results conducted as per rule 14 and the member so elected shall continue to be a member for the remaining period of term of that member in whose place he has been elected.

18. **Allowances to members of Town Vending Committee.**- The allowances payable to the members of a Town Vending Committee, who do not hold any office of profit, shall be at the rate of rupees one thousand only for attending each meeting of the Town Vending Committee, or as may be fixed by the concerned local authority from time to time.

19. **Meetings of Town Vending Committee.**- (1) A Town Vending Committee shall ordinarily hold at least one meeting within a period of three months or at any such intervals as the Chairperson of the Town Vending Committee may decide for the transaction of its business:

Provided that the first meeting of a Town Vending Committee shall be convened by the Chairperson within forty five days of its constitution:

Provided further that a requisition meeting may be called by the Chairperson on a specific issue on the request of not less than one-third of the members of the Committee, and the meeting shall be convened within seventy-two hours after receiving the request so made.

- (2) The meetings of a Town Vending Committee shall be held at the headquarters of the local authority or at such place within the jurisdiction of the local authority as may be decided by the Chairperson.
- (3) A notice shall be issued before seven days of a scheduled meeting to all the members of the Town Vending Committee, along-with the agenda of the meeting.
- (4) The quorum for the meeting shall be two-third members of the total strength of the Town Vending Committee.

- (5) No meeting shall be held in the absence of the quorum and where there is no quorum, the meeting shall be adjourned.
20. **Procedure for transaction of business of Town Vending Committee.**- (1) The Town Vending Committee may follow such procedure for transaction of its business as may be decided by the Chairperson in consultation with the members.
- (2) Subject to the provisions of the Act and these rules and notwithstanding anything contained in the bye-laws, the resolution passed in a meeting of a Town Vending Committee shall be by not less than two-thirds of the members present and voting in the meeting.
- (3) The Chairperson shall ensure that the minutes of each meeting are recorded which shall be signed by him, circulated amongst the members and published on its website, if available, within one month of the meeting of the Committee.
21. **Functions of Town Vending Committee.**- Without prejudice to any other provisions of the Act, a Town Vending Committee shall perform the following functions, namely:-
- (a) to conduct surveys within the area of its jurisdiction to identify street vendors in the area and ensure their accommodation in accordance with the norms, plan and the holding capacity within the area of its jurisdiction;
- (b) to issue certificate of vending to an eligible street vendor after obtaining an undertaking from him to comply with the terms and conditions subject to which the certificate of vending is issued for issue of certificate of vending, the Town Vending Committee shall follow the criteria as specified in the scheme framed under sub-section (1) of section 38 of the Act;
- (c) to cancel or suspend certificate of vending of street vendors who commit breach of any of the conditions thereof or any other terms and conditions specified for regulating street vending under the Act or these rules or scheme made under the Act or where the Town Vending Committee is satisfied that such certificate of vending has been secured by the street vendor through misrepresentation or fraud:
- Provided that any order for cancellation or suspension of a certificate of vending by the Town Vending Committee shall specify the reasons for such cancellation or suspension in the written order communicated to the vendor;
- (d) to recommend to the local authority an area in its jurisdiction for declaration of the same to be a non-vending area;
- (e) to identify sites and spaces for vending;
- (f) to regulate timings for vending to ensure non-congestion of public spaces;
- (g) to ensure enforcement of corrective mechanism against defiance by street vendors;
- (h) to follow up cases of dispute pending before the dispute redressal committee and the local authority;

- (i) to furnish recommendations to the local authority in relation to the preparation of plan to promote the vocation of street vendors;
- (j) to hold its meetings and take appropriate decisions to ensure efficient discharge of its functions;
- (k) to associate technical and professional persons from the Government or other non-government organisations with itself on temporary basis for obtaining assistance or advice in carrying out any of the provisions of the Act;
- (l) to publish the street vendor's charter in at least one local language, Hindi and English newspapers of repute and displayed in the office of Town Vending Committee and other offices of the Urban Local Bodies as required, specifying therein the time within which the certificate of vending shall be issued to the street vendors and time within which such certificate of vending shall be renewed and other activities to be performed within the time limit specified therein;
- (m) to maintain up to date records of registered street vendors and street vendors to whom certificate of vending has been issued in accordance with the provisions of the Act and publish on the website, if available;
- (n) to carry out social audit of its activities under the Act or these rules or the scheme made thereunder;
- (o) to furnish from time to time to the Government and the local authority such returns as prescribed under the Act and these rules;
- (p) to furnish comments to the Government for undertaking promotional measures of making available credit, insurance and other welfare schemes of social security for the street vendors;
- (q) to assist the Government to raise awareness among the public about the role of the street vendors in the economy; and
- (r) to perform such other functions for effective implementation of the Act and these rules as may be delegated to the Town Vending Committee by the local authority and by the Government.

22. **Power of Town Vending Committee for temporary association of expert persons.**-(1) Subject to the provisions of the Act, a Town Vending Committee may associate any suitable person of repute having adequate knowledge and experience in the field, as expert to obtain technical or professional advice on matters relating to the street vendors.
- (2) The person to be associated as expert under sub-rule (1) shall be selected in a fair and transparent manner and by following the procedure for engagement of consultants and experts as technical or professional experts in Government Departments.
 - (3) The person associated as expert under sub-rule (1) shall be paid allowances as determined by the local authority.
 - (4) The person associated as expert under sub-rule (1) may take part in the meetings of

the Town Vending Committee, but such persons shall not have a right to vote in the meetings.

23. **Employees of Town Vending Committee.** - The local authority concerned shall, when so requested by a Town Vending Committee, make available to that Committee such employees as the local authority considers necessary for discharge of the functions conferred or imposed on the Committee under rule 21 of these rules.

CHAPTER VI

MISCELLANEOUS

24. **Manner of maintenance of records of street vendors by Town Vending Committee.** - Every Town Vending Committee shall maintain up to date records as specified in the scheme under sub-section (2) of section 26 of the Act in electronic form or manually or in both forms, as may be decided by the local authority.
25. **Town Vending Committee to furnish returns.** - (1) Every Town Vending committee shall prepare and furnish to the Government and local authority periodical returns for each year with details as required in Form 'D'.
- (2) The Government or the local authority, as the case may be, may require a Town Vending Committee to furnish such other return or returns in such proforma as demanded from time to time.
26. **Publication of summary of notified scheme in newspapers, etc.** - (1) A summary of the scheme notified by the Government in the second schedule under sub-section (1) of section 38 of the Act shall be published by the local authority by means of a public notice given in two prominent daily newspapers and circulated in the area for being widely known in the area or locality of its jurisdiction which is likely to be affected thereby, within seven days from the date the scheme is notified by the Government.
- (2) The notice shall be signed by the Executive Officer of the local authority, as the case may be, or by an officer authorised by him in this behalf.
- (3) The notice shall be in such language or languages as the Municipal Commissioner or the Chief Executive Officer of the local authority, as the case may be, may specify in this behalf.
27. **Repeal and Saving.** -
- (a) On the date of the commencement of these Rules, the Manipur Street Vendors (Protection of Livelihood and Regulation of Street Vending) (Constitution of Town Vending Committees) Rules, 2014 shall be deemed to have been repealed.
- (b) Notwithstanding such repeal, anything done or any action taken under the said Rules shall be deemed to have been done or taken under the corresponding provisions of these Rules.

SCHEDULE

[See rule 14]

PROCEDURE FOR THE CONDUCT OF ELECTIONS OF MEMBERS OF A TOWN VENDING COMMITTEE REPRESENTING THE STREET VENDORS IN THE AREA OF THE JURISDICTION THEREOF

1. The local authority concerned shall supervise, direct and control the conduct of elections of the members of a Town Vending Committee representing the street vendors in the area of its jurisdiction.
2. As soon as the notification expressing the intention of the local authority to conduct elections for members of a Town Vending Committee representing the street vendors has been issued under sub-rule (1) of rule 13 and a returning officer has been appointed for conducting the elections under sub-rule (2) of that rule, the local authority shall by a resolution determine the date, time and place for conduct of elections.
3. The notice of the resolution or decision of the local authority shall be circulated among the street vendors engaged in the vocation of street vending in the area of jurisdiction of the Town Vending Committee, by any of the following modes, namely:-
 - (a) by public notice to be published in two prominent daily newspapers in Hindi, English or such other language as the local authority thinks fit;
 - (b) by local delivery;
 - (c) by post under certificate of posting;
 - (d) by speed post or courier services, duly registered with competent authority as well as on the notice board of the returning officer and such notice shall contain information regarding-
 - (i) the number of members to be elected including seats reserved for representatives of the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, minorities, women, persons with disabilities or any other specified categories;
 - (ii) the date on which, the place at which and the hours between which nomination papers shall be filed, such date being not less than seven clear days before the date fixed for election or if that day happens to be public holiday, the next succeeding day which is not a public holiday.
 Explanation - the term "public holiday" means any day which is a public holiday under section 25 of the Negotiable Instruments Act, 1881 [Central Act XXVI of 1881] or any day which has been notified by the Government to be a public holiday for offices under the Government;
 - (iii) the date and the hour for scrutinisation of the nomination papers;
 - (iv) the date, place, hours of polling.
4. The local authority shall prepare a list of street vendors engaged in the vocation of street

vending in the area of jurisdiction of the Town Vending Committee as it stood on thirty days before the date fixed for inviting the nominations, and publish copies of the said list by affixing them upon the notice board at the office of the Town Vending Committee, not less than ten days prior to the date fixed for inviting nominations. The list shall specify the registration number or number of certificate of vending and the name of the street vendor, the name of the father or husband, as the case may be, and the address of the street vendor. It shall be the duty of the Town Vending Committee or the local authority, as the case may be, to bring up-to-date register of street vendors and such other register as the returning officer may require and hand over such records, register or registers to the returning officer thirty days prior to the date fixed for the purpose of election. A copy of the list shall be supplied by the Town Vending Committee or the local authority, or returning officer, as the case may be, to any street vendor on payment of such fee as specified by the local authority.

5. The nominations of the candidates for election shall be made in Form-1 annexed to this Schedule which shall be supplied by the returning officer to any street vendor, free of cost.
6. The candidate shall make a security deposit of rupees two thousand in cash or bank draft or pay order along with the nomination papers. If a candidate fails to get less than one-sixth of the votes polled, the security deposit shall be forfeited to the local authority.
7. Every nomination paper shall be presented in person by the candidate himself or by his proposer or seconder to the returning officer. The returning officer shall enter on the nomination paper its serial number and certify the date and hour at which the nomination is received by him and shall immediately give a written acknowledgement for the receipt of the nomination paper which shall bear the seal of the Town Vending Committee or returning officer. Any nomination paper which is not received on or before the date and time fixed for its receipt shall be rejected.
8. (i) On the day following the date fixed for the receipt of nomination papers, the returning officer shall take up the scrutiny of the nomination papers;
 - (ii) The returning officer shall examine the nomination papers and decide objections, which may be made by any person in respect of any nomination and may, either on such objection, or on his own motion and after such summary inquiry, if any, as the returning officer thinks necessary, reject any nomination;

Provided that the nomination of a candidate shall not be rejected merely on the ground of an incorrect description of his name or the name of his proposer or seconder, or any other particulars relating to the candidate or his proposer or seconder, as entered in the list of street vendors referred to in paragraph 4 if the identity of the candidate, the proposer or seconder, as the case may be, is established beyond reasonable doubt.

- (iii) the returning officer shall give all reasonable facilities to the contesting candidates or the proposer or seconder as the case may be, to examine all the nomination papers and to satisfy themselves that the inclusion of the name of the contesting candidate is valid;
- (iv) the returning officer shall endorse on each nomination paper his decision accepting or

- rejecting the same as the case may be, and if the nomination paper is rejected, he shall record in writing a brief statement of his reasons for such rejection;
- (v) the returning officer shall not allow any adjournment of the proceedings except when such proceedings are interrupted or obstructed by riots or affray or by causes beyond his control;
9. The list of valid nominations as decided by the returning officer with names in English alphabetical order and addresses of the candidates as given in the nomination papers will be displayed or published on the same day on which the scrutiny of the nomination papers is completed.
10. Any candidate may withdraw his candidature by notice in writing signed by him and submitted in person, at any time after the presentation of his nomination paper but before 05.00 pm on the day following the day on which the valid nominations are published, to the returning officer of the Town Vending Committee and a notice of withdrawal of candidates once given shall be irrevocable.
11. If the number of candidates whose nomination papers have been declared valid, does not exceed the number of candidates to be elected, the returning officer shall announce the names of all such candidates and declare them to have been duly elected to the Town Vending Committee after the closing hour of the day of withdrawal of candidatures fixed under paragraph 10 above. If the number of candidates whose nominations are valid exceeds the number to be elected, the returning officer shall arrange for conducting a poll on the date fixed for the purpose. The returning officer may appoint one or more polling officers as may be necessary for conducting the poll. Ballot paper to be used shall be as prescribed in Form-2 annexed to this Schedule.
12. The local authority shall provide the returning officer with ballot boxes, ballot papers, copy of list of street vendors or voters and such other articles as may be necessary for the conduct of elections. The ballot box shall be so constructed that ballot papers can be inserted therein but cannot be taken out there from without the boxes being unlocked. A candidate contesting the election may, by a letter to the returning officer appoint an agent to represent him both where polling is held to identify the voters and to watch the recording of votes and such letter shall contain the consent in writing of the agent concerned in Form-3 annexed to this Schedule.
13. Canvassing for votes by any person at the place where elections are to be conducted shall be prohibited.
14. Immediately before the commencement of the poll, the returning officer shall show the empty ballot box to such persons as may be present at the time and shall then lock it up and fix his seal. The candidate or his agent may also affix his own seal, if he so desires.
15. Every street vendor or voter who desires to exercise his right to vote shall be supplied with a ballot paper containing the names of contesting candidates arranged in the English alphabetical order either printed, type written or cyclostyled, according to convenience, on

the ballot paper. The ballot paper shall also bear the seal of the Town Vending Committee and also the initials of the returning officer, and further contain a column, for the voter to inscribe a mark [x] against the names of persons to whom he wants to vote.

16. Each polling station and where there is more than one polling booth at a station, each such booth shall contain a separate compartment in which the street vendors or voters can record their votes in secrecy.
17. No ballot paper shall be issued to a street vendor or voter unless the polling officer is satisfied that the street vendor or voter concerned is the same person as noted in the list furnished to him. On receipt of such ballot paper the street vendor or voter shall proceed to the polling compartment set apart for the purpose and indicate the person or persons in whose favour he exercises his vote by inscribing a mark [x] against the names of the candidate or candidates, as the case may be, and put the ballot paper in the ballot box kept for the purpose with utmost secrecy. If owing to blindness or other physical infirmity or illiteracy, the street vendor or voter is unable to inscribe the mark on the ballot paper, the polling officer and where no such polling officer is appointed, the returning officer shall ascertain from him the candidate or candidates in whose favour he desired to vote, inscribe the mark [x] on his behalf and put the ballot paper in the ballot box.
18. If at any stage of the polling, the proceedings are interrupted or obstructed by any riot or affray or if at such elections, it is not possible to take the poll for any sufficient cause, the returning officer shall have the power to stop the polling, recording his reasons for such action in the minute book of the Town Vending Committee.
19. No street vendor or voter shall be admitted after the hours fixed for the poll but a voter, who enters the premises where ballot papers are being issued before the close of the polling hour shall be issued the ballot paper and allowed to vote.
20. The counting of votes shall take place immediately after close of the poll. If this is not possible, the ballot box shall be sealed with the seal of the returning officer and the contesting candidates or their agents, if they so desire, and deposit with the local authority for safe custody, the returning officer shall then announce the next day of counting. The votes shall be counted by or under the supervision of the returning officer. Each candidate and his authorised agent shall have a right to be present at the time of counting. But absence of any candidate or his agent at the time of counting shall not vitiate counting and announcement of results by returning officer. The number of votes secured by each candidate and the result of the elections shall be announced by the returning officer as soon as the counting is over.
21. The result of the elections shall also be recorded in the minute book of the Town Vending Committee and attested by returning officer and shall also be notified immediately on the notice board of the Town Vending Committee.
22. In case of equality of votes, the returning officer shall declare the election result by tossing coin.

23. The ballot paper shall be rejected by the returning officer if,-
- (i) it bears any mark by which the street vendor's vote can be identified;
 - (ii) it does not bear the seal of the Town Vending Committee or the initials of the returning officer;
 - (iii) the mark indicating the vote thereon is placed in such a manner as to make it doubtful to which candidate the vote has been cast;
 - (iv) is so damaged or mutilated that its identity as a genuine ballot paper cannot be established.
24. After the result of election has been announced, the result of the election and a report thereon shall be communicated to the local authority as well as to the Government by the returning officer within three days after the declaration of result.
25. After the declaration of the result of the election, the returning officer shall handover the ballot paper and records relating to the elections of the members of the Town Vending Committee to the local authority in a sealed cover and the same shall safely be preserved by the local authority till the next election results are available and shall thereafter be destroyed by the local authority and a copy of the handing over and taking over record of elections shall be sent to the Government as well as local authority by the returning officer along with his report.

SCHEDULE

Form-1

(paragraph 5 of Schedule)

NOMINATION FORM FOR ELECTION OF MEMBERS OF TOWN VENDING COMMITTEE

To
The Returning Officer,

.....
Town Vending Committee

Sir,

I,, wife/son/daughter of Shri/Smt./Ms. street vendor vending in the area of jurisdiction of the Town Vending Committee, (Registration Certificate of Vending No.) hereby propose the name of Shri/Smt./Ms. wife/son/daughter of Shri/Smt./Ms. and a street vendor of the said Town Vending Committee (Registration/Certificate of Vending No.) as a candidate for the post of Member of the said Committee for the election to be held on

Name and signature of the proposer

Registration/Certificate of Vending No.

I,, wife/son/daughter of Shri/Smt./Ms. Registration/Certificate of Vending No. of Town Vending Committee, hereby second the above proposal.

Name and Signature of the Seconder

Registration/Certificate of Vending No.

DECLARATION BY THE CANDIDATE

I,, wife/son/daughter of Shri/Smt./Ms. Registration/Certificate of Vending No. of Town Vending Committee, hereby agree to my nomination for the election as Member of the Town Vending Committee. I further declare that-

- (i) I am not an employee of the said Town Vending Committee;
- (ii) I am eligible to vote;

(iii) I do not incur any disqualification for election as Member of the said Town Vending Committee under the provisions of the Street Vendors (Protection of Livelihood and Regulation of Street Vending) Act, 2014 (Central Act 7 of 2014) and the Manipur Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules, 2016 made there under.

Name and Signature of the Candidate.....

Registration/Certificate of Vending No.....

(FOR OFFICE USE ONLY)

Received the nomination form at a.m./p.m. on

Signature of the Returning Officer.....

Seal

ACKNOWLEDGEMENT

Received the nomination form of presented by Shri/Smt./Ms.

..... candidate/proposer/seconder for election at a.m./p.m. on

Signature of the Returning Officer.....

Seal

SCHEDULE
Form- 2
(paragraph 11 of Schedule)

BALLOT PAPER FOR ELECTION OF MEMBER OF A TOWN VENDING COMMITTEE

Ballot paper of elections of Members of a Town Vending Committee whose elections are to be conducted under Schedule I appended to rule 14 of the Manipur Street Vendors (Protection of Livelihood and Regulation of Street Vending) Rules, 2016.

The
Town Vending Committee
.....
..... (Address)

(Counterfoil)

Ballot paper for the Post of

Date of Election

Sl. No.

Certificate of Vending No.

Please mark [x] against one of the candidate

Sl. No.	Name of candidate	Certificate of Vending No.	Mark of casting vote

SCHEDULE

Form- 3

NOMINATION OF ELECTION AGENT/ COUNTING AGENT
(Paragraph 12 of Schedule)

I,, son/wife /daughter of Shri/Smt./Ms., street vendor vending in the area of jurisdiction of the Town Vending Committee, (Certificate of Vending No.) contesting for election of Member of the said Committee, hereby nominate the following person as my election agent/counting agent in the election of Members of the said Town Vending Committee to be held on (specify the date):-

Name and Signature of the Candidate

Certificate of Vending No.

I,, son/wife/daughter of Shri/Smt /Ms.
 address am willing to be the election agent/counting agent.

Name and Signature of the Agent

FORM 'A'

[See rule 7]

**APPLICATION TO THE GRIEVANCE REDRESSAL AND DISPUTE RESOLUTION
COMMITTEE FOR THE REDRESSAL OF GRIEVANCE OR RESOLUTION OF
DISPUTE OF STREET VENDORS**

1. Name and address of the applicant
2. Registration number/ case number/ ID number
3. Place of vending -
(give full details of location, zone ward, etc.)
4. Nature of vending (Tick the appropriate) -

(a) stationary	
(b) mobile	
(c) any other category (if other, please specify the category)	
5. Date of issue of certificate of vending (attach a copy of certificate of vending, if issued)
6. Grounds of redressal of grievance or resolution of dispute (give full details and attach more pages, if required)

Signature of applicant

DECLARATION

I,, the applicant, do hereby solemnly declare that what is stated above is true to the best of my information and belief.

Place: Date:

Signature of applicant

Note.- Please attach all the relevant documents along with the application.

FORM 'B'

[See rule 9]

APPEAL TO THE LOCAL AUTHORITY AGAINST THE DECISION OF THE GRIEVANCE REDRESSAL AND DISPUTE RESOLUTION COMMITTEE

1. Name and address of the appellant

2. Registration number/case number/ ID number

3. Place of vending -
(give full details of location, zone ward, etc.)

4. Nature of vending (Tick the appropriate) -

(a) stationary

(b) mobile

(c) any other category (if other, please specify the category)

(a)	
(b)	
(c)	

5. Decision of the Committee

(attach the copy of the decision of the Dispute Redressal Committee, giving-

(a) the number of decisions; and

(b) the date of the decisions.)

6. Grounds of appeal (give full details and attach more pages, if required)

Signature of appellant

DECLARATION

I,, the appellant, do hereby solemnly declare that what is stated above is true to the best of my information and belief.

Place:

Date:

Signature of appellant

Note.- Please attach all the relevant documents along with the application.

FORM 'C'

[See rule 10]

APPEAL TO THE LOCAL AUTHORITY AGAINST THE DECISION OF THE TOWN VENDING COMMITTEE

- 1. Name and address of the appellant
- 2. Registration number/ case number/ ID number
- 3. Place of vending -
(give full details of location, zone ward, etc.)
- 4. Nature of vending (Tick the appropriate) -
 - (a) stationary (a)
 - (b) mobile (b)
 - (c) any other category (if other, please specify the category) (c)
- 5. Date of issue of certificate of vending (attach a copy of certificate of vending, if issued)
- 6. Nature of the order appealed against (Tick the appropriate)
 - (a) issuance of certificate of vending; (a)
 - (b) cancellation of certificate of vending; or (b)
 - (c) suspension of certificate of vending. (c)
- 7. Grounds of appeal (give full details and attach more pages, if required)

Signature of appellant

DECLARATION

I,, the appellant, do hereby solemnly declare that what is stated above is true to the best of my information and belief.

Place:

Date:

Signature of appellant

Note.- Please attach all the relevant documents along with the application.

FORM'D'

[See rule 25]

RETURN TO BE FURNISHED BY THE TOWN VENDING COMMITTEE

[I]	<p>Survey-(a) the number of street vendors surveyed during the year;</p> <p>(b) name of area and wards where survey work has been completed along with date of completion of survey;</p> <p>(c) name of area and wards where survey work is in progress along with the date of start of survey and the date of likely completion;</p> <p>(d) the number of registered street vendors ward wise as on the last day of the year;</p>		
[II]	<p>Receipt and disposal of applications for issue of certificate of vending-</p> <p>(a) the number of applications (ward wise) received for issue of certificate of vending during the year;</p> <p>(b) the number of applications (ward wise) disposed of during the year of which-</p> <p>(i) the number of applications accepted;</p> <p>(ii) the number of applications denied;</p> <p>(iii) the number of applications pending as on the last day of the year;</p>		
[III]	<p>Cases of suspension of certificate of vending-(a) the number of cases in which action for suspension of certificate of vending initiated during the year;</p> <p>(b) the number of cases of suspension disposed of during the year of which-</p> <p>(i) the number of certificate of vending were suspended;</p> <p>(ii) the number of cases closed and the certificate of vending continued;</p> <p>(iii) the number of cases pending as on the last day of the year;</p>		

[IV]	<p>Applications for revocation of suspension of certificate of vending-</p> <p>(a) the number of applications for the revocation of suspension of certificate of vending received during the year;</p> <p>(b) the number of applications received at (a) above disposed of during the year of which-</p> <p>(i) the number of applications where suspension revoked and the certificate of vending revalidated;</p> <p>(ii) the number of cases closed and suspension continued;</p> <p>(c) the number of applications for revocation of suspension pending as on the last date of the year;</p>		
[V]	<p>Cases of cancellation of certificate of vending-(a) the number of cases in which action for cancellation of certificate of vending initiated during the year;(b) the number of cases of cancellation of certificate of vending disposed of during the year of which-</p> <p>(i) the number of certificates of vending cancelled;</p> <p>(ii) the number of cases closed and certificate continued;</p> <p>(c) -the number of cases pending on the last day of the year.</p>		
[VI]	The number of meetings of Town Vending Committee held during the year;		
[VII]	Ward wise list of vending zones identified along with the details such as ward, area/colony, road, map of the vending zone, and the holding capacity;		
[VIII]	Ward wise number of registered street vendors that have been accommodated in the notified vending zones;		

[IX]	Other activities- (1) (a) the social audit of its activities conducted during the year; (b) promotional measures taken for making available credit, insurance and other welfare schemes of social security of the street vendors during the year; (c) steps taken during the year to raise awareness among the public about the role of street vendors in the economy. (2) The Government or the local authority, as the case may be, may require a Town Vending Committee to furnish such other return or returns in such proforma as demanded from time to time.		
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File No. 7/1/2015-MAHUD

R.K. DINESH SINGH,
Commissioner (MAHUD),
Government of Manipur.