



EXTRAORDINARY
PUBLISHED BY AUTHORITY

No. 488

Imphal, Saturday, March 29, 2014

(Chaitra 8, 1936)

OFFICE OF THE
SUGNU NAGAR PANCHAYAT

NOTIFICATION

Sugnu, the 15th July, 2013

No. 5/EUGN/NP/95/2012 : Whereas the Draft Sugnu Nagar Panchayat Building Bye Laws 2012 as notified by the Sugnu Nagar Panchayat under notification of even no., dated 23-12-2012 has been previously published in the Manipur Gazette Extraordinary No. 6 dated 26-12-2012 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 Sugnu Nagar Panchayat Building Bye Laws 2012" under the provisions of section 211(1) of the Manipur Municipalities Act 1994.

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

Sl. No.	Name of the Bye Laws
1.	The Sugnu Nagar Panchayat Parking Fees.
2.	The Sugnu Nagar Panchayat Advertisement.
3.	The Sugnu Nagar Panchayat Regulation of Hotels.
4.	The Sugnu Nagar Panchayat Regulation and Granting of Mobile Stalls/Vendor/Hawker/Licence.
5.	The Sugnu Nagar Panchayat Entry Toll on Vehicles and Animals.
6.	The Sugnu Nagar Panchayat Registration and Licensing of Shop.
7.	The Sugnu Nagar Panchayat Regulation of Market.
8.	The Sugnu Nagar Panchayat Scavenging Tax for Trade and household Refuse.

SYED AMJAD ALI,
Executive Officer,
Sugnu Nagar Panchayat.

**THE SUGNU NAGAR PANCHAYAT
(PARKING FEES) BYE-LAWS, 2012.**

1. Short title, extent and commencement -

- (1) These bye-laws may be called the Sugnu Nagar Panchayat (Parking Fees) Bye-Laws, 2012.
- (2) They shall extend to the whole of Sugnu Nagar Panchayat area.
- (3) They shall come into force from the date of their publication in the official Gazette.

2. Definitions : In these bye-laws unless the subject or context otherwise requires.

- (a) "Parking area" means any place within Nagar Panchayat area declared or notified as the place for parking of motorized vehicles by the State Government under Section 117 of the Motor Vehicle Act, 1988 and any place within the Nagar Panchayat area declared or notified as the place for parking of non-motorized vehicles by the Nagar Panchayat under section 113 of the Manipur Municipalities Act, 1994.
- (b) "Security Forces" means Army, Police and other Paramilitary Forces;
- (c) "Vehicle" means -
 - (i) motorized vehicles like Bus, Lorry, Minibus, Tempo, Car, Jeep, Auto Rickshaw, Two-wheelers; and
 - (ii) non-motorized vehicles like Cycle Rickshaw, Thela, Bullock Cart, Horse Cart and Bicycle.

3. No vehicle shall park in the parking area without payment of parking fee as specified in the Schedule appended to this Bye-law.
4. Any employee authorized by the Executive Officer in this behalf will have the power to see if any vehicle is parking and he shall realize parking fee immediately from the Driver of the vehicle, if not paid already. He shall issue a money receipt immediately. Every driver of any vehicle should produce receipt for payment of parking fee when demanded by the authorized employee and if he cannot produce receipt, it shall be taken that no parking fee has been paid.
5. Parking fee may be paid in the office of the Nagar Panchayat or on the spot and the receipt for payment of parking fee is valid for parking in the parking area and for the day/hour(s) mentioned in the receipt.
6. All Government vehicles on duty shall be exempted from payment of parking fee.
7. The Nagar Panchayat may appoint an agent or agents either by inviting tenders or through open auction for collection of parking fee for a particular area or all parking areas on such terms and conditions as may be decided by the Panchayat.
8. No vehicle shall park at any place within Nagar Panchayat area other than those so declared as parking areas under bye-law 2(a).

SCHEDULE**RATES OF PARKING FEES
(SEE BYE-LAW 3)**

Sl. No.	Classes of vehicle	Upto 3 hrs.	Upto 6 hrs.	Upto 12 hrs.	Beyond 12 hrs.
1.	Bus, Truck Lorry	Rs.5/-	Rs.7/-	Rs.12/-	Rs.2/- for every addl. hr.
2.	Mini Bus, Vans, Tempo, Car & Jeep	Rs.3/-	Rs.5/-	Rs.10/-	Rs.1/- for every addl. hr.
3.	Auto Rickshaws	Rs.2/-	Rs.4/-	Rs.8/-	-do-
4.	Two wheelers	Rs.2/-	Rs.4/-	Rs.8/-	-do-
5.	Cycle-Rickshaw, Thela, Bullock, Horse Cart.	Rs.2/-	Rs.4/-	Rs.5/-	-do-
6.	Bicycles	Rs.1/-	Rs.2/-	Rs.3/-	-do-

THE SUGNU NAGAR PANCHAYAT (ADVERTISEMENT) BYE-LAWS, 2012.

1. **Short title, extent and commencement:-**
 - (i) These bye-laws may be called the **Sugnu Nagar Panchayat (Advertisement) Bye-Laws, 2012.**
 - (ii) They shall extend to the whole of **Sugnu Nagar Panchayat** area.
 - (iii) These bye-laws shall come into effect from the date of their publication in the Official Gazette.

2. **Definition :**
 - (i) "Act" means the Mahipur Municipalities Act, 1994.
 - (ii) "Advertisement" means all types and classes of advertisement created, fixed or displayed at any place, area or structure in the Nagar Panchayat area other than those published in the newspapers.
 - (iii) "Permission" means a permission for erection, fixation or display of advertisement granted under these bye-laws.

3. No person shall erect, exhibit, fix, retain or display or cause to be erected, exhibited, fixed, retained or displayed any advertisement in any land, street, road, public park, place of public resort or entertainment, vehicle, public or private place, public or private building, wall hoarding frame, structure, tree, lamp post or telephone post/poles or any structure or areas visible from any public place or road without a valid permission obtained from the Panchayat under these bye-laws.

4. For the purpose of granting permission under these be-laws the Nagar Panchayat may:-
 - (a) classify the advertisements into various categories, types and classes of advertisement.
 - (b) prohibit partially or completely any or all types, classes and categories of advertisements in any or all areas of the Nagar Panchayat area,
 - (c) prescribe the method and the manner of erection, exhibition, fixation, retention or display of any or all classes/types of advertisements by general or specific orders that may be issued to the public or the person concerned;
 - (d) fix and levy fees in respect of various areas, to time according to the schedule appended to this bye-laws.
 - (e) permit a license to be obtained under these bye laws to persons or agencies to undertake production and display of advertisements on behalf of others.

5. (1) Every person desiring to erect, exhibit, fix, retain or display advertisement shall send or cause to be sent to the Executive Officer not less than seven clear days before advertising is made and in time before printing advertisements or copies thereof or exhibiting them in any manner, a notice in duplicate in the prescribed form with all particulars required therein together with a copy of the matter to be advertised.

Provided that the Executive Officer may for reason to be recorded in writing, reduce the time limit in special cases.

(2) The grant or refusal of permission shall be intimated to the applicant in the prescribed form within 7 days from the date of receipt of notice or such time as may be prescribed. The permission shall indicate the tax payable by the application in advance of the advertisement, the manner and the method of advertisement, the period of validity of the permission.

(3) The permission so granted shall be issued on payment in advance of the taxes as fixed for grant of the permission.

(4) The Panchayat may also require, all copies of the advertisement for affixing the seal of the Panchayat in token of the tax having been collected.

(5) The production of the copies of the advertisement for the purpose of affixing the seal of the Panchayat or the incorporation of the number of permission and date shall not be insisted upon in any case where nature of the advertisement does not admit of such production or incorporation.

(6) The permission may be refused among others on the ground that the contents and the manner of the display of the advertisement are indecent or otherwise offensive to good taste or public sentiment.

6. (1) No advertisement shall be printed, painted, erected, fixed, exhibited, retained or displayed in violation of the bye-laws framed or orders/instruction issued by the Panchayat in this regard.

(2) No advertisement shall be allowed in prohibited areas declared by the Panchayat.

(3) No -Objection certificate shall be produced from the concerned authorities in case of advertisements intended to be fixed, erected or displayed on lamp posts or telephone posts.

(4) The mark sign or the seal of the Panchayat or the Executive Officer that may be put on the advertisement shall not be defaced or caused to be defaced by any person.

(5) The Advertisement Hoarding:-

(i) Shall not be more than 9 meters high from the ground level.

(ii) Shall not project or be over the public way more than 15 m. beyond the general line of building in the street for which a regular line of street has been prescribed:

(iii) Shall not in the opinion of the Panchayat be disproportionately large in comparison with the size of the land or the building on which they are displayed.

(6) The correct name and the address of the printer, painter, or producer of the advertisement shall be legibly written in all copies of the advertisement. Every such printer, painter and producer shall also maintain true accounts and records of the person for whom the work was done, the number of copies printed/painted/produced, and shall be produced before the Panchayat whenever so required.

(7) The permission once granted may withdrawn at any stage and time by the Panchayat if the interest of public order and prevention of nuisance and also on the ground of any violation of the provisions of these bye-laws or the conditions of permission.

7. (1) No person or agency shall undertake to produce or display advertisement on behalf of other in the display advertisement on behalf of other in the Panchayat area without a valid license obtained from the Panchayat under these bye-laws.
- (2) License for production and display of advertisement on behalf of others may be obtained by submitting an application in the prescribed form to the Nagar Panchayat along with the necessary registration fee as fixed from time to time.
- (3) The license may be granted or refused at the discretion of the Nagar Panchayat without assigning any reason thereof.
8. (1) The License shall be subject to the payment of license fee payable in advance at the time of issue of the license and subsequently before the expiry of the validity period. In addition, the license shall be required to furnish a security deposit at the time of issue of license the amount of which may be fixed by the Panchayat from time to time.
- (2) The license shall be valid for three years and expire automatically unless renewed and may be automatically renewed on payment of annual license fee before the expiry license.
- (3) The license issued/renewed may be cancelled or revoked at any stage and time by the Nagar Panchayat for violation of any of the provisions of these bye-laws or terms and conditions of the license:
- Provided that an opportunity shall be provided to the licensee for being heard before such cancellation or revocation.
- (4) The license shall not be transferable.
- (5) A licensed advertiser shall, before displaying or causing the displays or advertisements made, satisfy himself that the permission of the Nagar Panchayat has been obtained and the tax due thereon has been paid.
- (6) A licensed advertiser shall maintain and furnish proper records and accounts of the advertisements displayed or caused to be displayed by him whenever required by the Panchayat.
9. The power of the grant, refusal, renewal, cancellation or revocation of permission or license for advertisement or any other power that is necessary and expedient for the purposes may be exercised by the Executive Officer or any Officer/employee authorized or empowered by the Executive Officer in this behalf.
10. An appeal against an order passed or instruction given by the Executive Officer shall lie to the Chairperson of the Panchayat. The decision of the Chairperson in all such appellate matters shall be final and no further appeal shall be allowed.
11. Whoever commits a breach of any of the bye-laws above shall be punishable, in addition to the penalty imposed under the Act, with a fine which may extend to two thousand rupees and in case of a continuing breach with an additional fine which may extend to two hundred rupees for every day during which such breach continues after receipt for notice from the Nagar Panchayat to discontinue such breach.

7

SCHEDULE

RATES OF TAX ON ADVERTISEMENT

[See Bye-law 4 (d)]

(i) In respect of non-illuminated advertisement on cloth hung across the street:

- (a) In a street of 3 m. to 6 m. in breadth – Rs.15/- per calendar month or less than a Calendar month
- (b) In street of above 6 m. Rs.30/- per Calendar month or less than Calendar month.

(ii) In respect of advertisement on hoarding, walls, posts, stands, traffic island in the form of non-illuminated sky sign at the rate within the following range :

	up to a week		per month		per year
a. For a space not exceeding 1 Sq.m. =	Rs.3/-	Rs.6/-	Rs.12/-	Rs.15/-	Rs.110/-
b. For a space over 0.10 sq. m. upto 1 sq.m =	Rs.5/-	Rs.8/-	Rs.20/-	Rs.25/-	Rs.175/-
c. For a space over 1 sq.m. upto 2 sq.m =	Rs.8/-	Rs.12/-	Rs.25/-	Rs.30/-	Rs.250/-
d. For every additional 1 sq.m. or less to the size of (c) above =	Rs.3/-	Rs.6/-	Rs.8/-	Rs.12/-	Rs.75/-

(iii) In respect of non-illuminated Advertisement on vehicles or conveyance.

	up to a week		per month		per year
a. For every vehicle other than motor car or lorry or any other means of conveyance propelled by electrical power =	Rs.20/-	Rs.25/-	Rs.75/-	Rs.85/-	Rs.550/-
b. For each motor car or lorry or any other conveyance propelled by mechanical power =	Rs.10/-	Rs.15/-	Rs.30/-	Rs.40/-	Rs.300/-
c. For other conveyance such Rickshaw, tonga etc.	Rs. 5/-	Rs.10/-	Rs.15/-	Rs.25/-	Rs.150/-

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 the stand-wich boardmen.

	up to a week		per month		per year
	Rs.3/-	Rs.6/-	Rs.10/-	Rs.15/-	Rs.90/-

v) Illuminated advertisement and sky sign. At the rate within the following range :

	up to a week		per month		per year
a. For a space upto 0.50 sq.m.=	Rs.10/-	Rs.15/-	Rs.25/-	Rs.30/-	Rs.250/-
b. For a space above 0.85 sq.m upto 1 sq.m. =	Rs.15/-	Rs.25/-	Rs.40/-	Rs.45/-	Rs.350/-
c. For every additional 1 sq.m. or less to size of (b) above.	Rs.3/-	Rs.6/-	Rs.7/-	Rs.12/-	Rs.75/-

Note:- For the purpose of calculation of size of an illuminated advertisement of sky sign, the biggest length and biggest breadth will be taken into consideration at the rates with the following range.

Advertisement & exhibition on screens by means of lantern slides or other devices in Cinema house or other Public places	up to a week		per month		per year
vi)	Rs.15/-	Rs.25/-	Rs.40/-	Rs.60/-	Rs.350/-

Note:- Fraction of a moth or a year shall be calculated on the basis of calculation of a week or a month as is necessary.

To be prescribed:

1. 5(1) = Application Form.
2. 5(2) = Permission Form.
3. 7(2) = Application Form on behalf of others.

**OFFICE OF THE
SUGNU NAGAR PANCHAYAT.**

**Application Form for Advertisement
(See Bye-Law 5)**

- 1. Full Name of the applicant :-
- 2. Father Name :-
- 3. Address in full :-
- 4. Details of Advertisement
(Sample to be submitted) :-
- 5. Nature of installation :-
- 6. Period of installation of require:-

Signature of the applicant
Date

Signature of the Executive Officer
Sugnu Nagar Panchayat
Office Seal

OFFICE OF THE
SUGNU NAGAR PANCHAYAT.

Permission/Licence Form
[See Bye-Law 5(2)]

Licence No.

Permission/Licence is granted to Shri/Smt./Km. for
installation/erection of Advertisement/display/hoarding shown below in such manner as
described hereunder in the areas of Sugnu Nagar Panchayat.

Advertisement

Manner of installation

This permission/licence is being valid from to

Signature of the Executive Officer/
Licensing Officer
Office Seal
Date

**OFFICE OF THE
SUGNU NAGAR PANCHAYAT.**

**Application Form for Advertisement
(See Bye-Law 7)**

- 1. Full Name of the applicant :-
- 2. Father Name :-
- 3. Full Address:-
- 4. Proprietary owner for whom the application is submitted :-
- 5. Authorization from the Proprietary owner (copy to be enclosed) :-
- 6. Details of authorization :-
- 7. Details of Advertisement/display (Sample to be enclosed) :-
- 8. Nature of installation :-
- 9. Period of installation require :-

**Signature of the applicant
Date**

**THE SUGNU PANCHAYAT REGULATION AND GRANTING OF
MOBILE STALLS/ VENDOR/ HAWKER/ LICENCE) BYE - LAWS, 2012.**

**1. Short title
extend and
commencement**

- i) These bye-laws may be called "The Sugnu Nagar Panchayat (Regulation and Granting of Mobile Stall/Vendor/Hawker/Licence) Bye-laws, 2012".
- ii) These bye-laws shall extend to the whole of Sugnu Nagar Panchayat area.
- iii) They shall come into effect from the date of its publication in the Manipur Gazette.

2. Definition :-

In these bye-laws, unless the subject or context otherwise requires,

- (i) 'Act' means the Manipur Municipalities Act, 1994.
- (ii) "Mobile Stall/vendor/Hawker" means and includes any person using/occupying public road/street place for sale of goods/services.
- (iii) "Public road/street" means any road street square, court alley passage or path way over which the public have a right of way, whether a thoroughfare or not, and includes -
 - (a) the road way over any public bridge or cause way.
 - (b) The footway attached to any such road, public bridge or cause-way and
 - (c) the drains attached to any such roads, public bridge or cause-way and the land, whether covered or not by any pavement, vendor or other structure, which lies on either side of the roadway up to the boundaries of the adjacent property whether that property is private property or Government property.
- (iv) "Public place" means a space not being private property which is opened to the use or enjoyment of the public whether such space is vested in the Nagar Panchayat or not.

3. No itinerant vendor, or hawker, or any other person shall use or occupy any public road or street or place in the Nagar Panchayat area for the sale of articles or for the exercise of any calling or for setting up any both or stall unless he/she obtains a licence from the Nagar Panchayat in the Form -A annexured hereto.
4. The licence shall be effective for one calendar month and shall be renewed from month to month. The monthly fees for the licence shall be fixed within the range from Rs.1/- to Rs.3/- per sq. ft.
5. The licencing authority shall be the Executive Officer of the Nagar Panchayat or any subordinate officer duly authorized by him.
6. Everyone, who desires to obtain the licence shall submit to the licencing authority an application in the Form-B Annexured hereto available at the Nagar Panchayat office on payment of Rs.2/- per copy.

7. The conditions subject to which such a licence may be granted shall be as follows:

- (a) the licence shall not cause any nuisance or obstruction to any public road/street/place;
- (b) he shall not expose for sale of any articles not included in the licence;
- (c) the licensee shall not ring any bell or use any mechanical or other contrivance to direct to attention of the customers;
- (d) the licensee shall observe the utmost cleanliness in selling articles;
- (e) the Executive Officer or any subordinate duly authorized by him in this behalf shall have the power to destroy any articles exposed or offered for sale which, in his opinion, are unwholesome;
- (f) The licence shall be effective for one month from the date of issue;
- (g) the licence is not transferable :-
- (h) the licence shall always be carried by the licensee and produced on demand, for the inspection of the Executive Officer or any subordinate duly authorized by him;
- (i) the licence is liable to be revoked if the licensee or any servant accompanying is found to be suffering from any dangerous or infection disease;
- (j) the Executive Officer may at any time revoke or cancel the licence if, in his opinion, the licensee has infringed any of the conditions of the licence and in such a case, the licensee shall not be entitled to claim any refund of fees or any damages whatsoever;
- (k) the licence fees shall be paid in advance;
- (l) the licence shall be valid for the allotted area entered in the licence. The allotted area shall in no case exceed 4 ft. x 6 ft. in area;
- (m) the licensee shall not erect any permanent structure on the area allotted to him. He/she may keep movable stall cart of such specification & design as approved by the Executive Officer.
- (n) the licensee shall not squat or expose articles or sale except in the space allotted to him, and entered in the licence;
- (o) the licensee shall vacate the allotted area, within 48 hrs. if it is required for repair, reconstruction or other Nagar Panchayat or Government purposes. The licensee will, if possible, be accommodated elsewhere but it will not be incumbent on the Executive Officer to do so and the fee already paid will not be refunded;
- (p) the licensee shall give every facility to the Nagar Panchayat employee to clean the area allotted to him;
- (q) If, after issue of the licence, the area occupied by the licensee in any month is found to have been exceeded, an additional fee will be payable according to the additional area occupied by him;
- (r) the licensee who is keeping a mobile hand-cart, shall keep his hand cart reasonably on the move and shall not cause any nuisance or obstruction to the public traffic either on road street or footpath.

8. Whoever violates the provisions of these bye-laws shall be punishable with fine which may extend upto four thousand rupees and with additional fine which may extend upto five hundred rupees for every subsequent offence after the first conviction.

FORM - "A"

(See Bye-law 3)
 (Sugnu Nagar Panchayat)
 Mobile Stall's/Vendor's/Hawker's

LICENCE
 (not transferable)

1. Licence No. :-

2. Name of Licensee
 (In full block letters)

3. Father's/Husband's name

Address of licensee:-

(i) Present

(ii) Permanent

5. Personal Age :-

6. Type of business / trade

7. Place /area allotted :-

8. Size of stall/ vendor

9. Date of issue of licence

Licensing Officer,
 Sugnu Nagar Panchayat.

Date of payment	Validity	Signature of Licensing Officer	Remarks

(The reverse page of the licence)
 The conditions of the licence of Bye-laws-7.

FORM - 'B'**APPLICATION FORM FOR LICENCE/RENEWAL OF LICENCE FOR
MOBILE STALL/VENDOR/HAWKER**

1. Name of the applicant :-
- (in full of block letters)
2. Father's/Husband's name:-
3. Address of the applicant:-
 - (i) Present
 - (ii) Permanent
4. Personal Age :-
5. Type of business/trade :-
6. Place/location of business applied for :-
7. Size of the stall/ vendor applied for :-

I, hereby, declare that the items of information above are true to the best of my knowledge and belief. I agree to comply the provisions of the bye-laws and other rules and regulation of the Sugnu Nagar Panchayat and those which may be changed, altered or modified from time to time. I understand that any contravention of the Act and the bye-laws framed thereunder is punishable

Date :-

Signature of the applicant

Place:-

Note :- Two copies of passport size photograph of the applicant shall be accompanied with the application.

SUGNU NAGAR PANCHAYAT
[ENTRY TOLL ON VEHICLES AND ANIMALS) BYE-LAWS, 2012.

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

- (1) These bye-laws may be called the **Sugnu Nagar Panchayat (Entry Toll on vehicles and Animals), Bye-Laws, 2012.**
- (2) They shall extend to the whole area of the Nagar Panchayat.
- (3) They shall come into effect from the date on which they are published in the official gazette.

2. **Definitions:**

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 Nagar Panchayat area where Nagar Panchayat Officers/employees/agents authorized for the purpose of assessing and realizing toll on vehicles and animals entering the Nagar Panchayat area are stationed;
- (c) "heavy vehicle" means a heavy vehicle as defined in the Motor Vehicle Act, 1988.
- (d) "light vehicle" means a light vehicle as defined in the Motor Vehicles Act, 1988.
- (e) "vehicle" means both motorized vehicles such as bus, lorry, mini bus, tempo, car jeep, autorickshaw and two wheelers and includes non-motorized vehicles such as, animal driven cart, push cart and rickshaw;
- (f) "schedule" means Schedule appended to these bye-laws.

3. Every vehicle and/or animal entering the Nagar Panchayat 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 Nagar Panchayat may determine and declare as many number and location of check posts at different convenient and suitable point(s) of entry into the Nagar Panchayat 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 Nagar Panchayat area except through a Check post duly set-up by the Nagar Panchayat.
- (2) No vehicle and /or animal shall enter into the Nagar Panchayat area without 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 leviable in respect of :-
- 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 purposes of profit.
 - Vehicle and /or animal belonging to the Panchayat : and
 - Vehicle and/ or animal belonging to the Red Cross Society.
- (8) (i) Any owner or person whose vehicle and /or animal makes regular entry into the Nagar Panchayat area may, on application to the Executive Officer, be allowed to compound the payment of the entry toll on such vehicle and /or animal in yearly or half-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-law 3 for 365 days, half of the yearly amount and 1/12 (one-twelve) of the yearly amount respectively subject to the following rebate :-
- 25% rebate in respect of yearly payment;
 - 15% rebate in respect of $\frac{1}{2}$ yearly payment : and
 - 5% rebate in respect of monthly payment.
- (iii) The toll shall be payable to the Nagar Panchayat office instead of at the Check post in case of realization of the tolls by the Nagar Panchayat itself and to the agent in case of realization of the same through the agent appointed under the provisions of bye-law 14.
- (iv) A token or badge or pass shall be issued by the Panchayat or the agent, as the case may be, in respect of all compounded payment of tolls.
- (9) The agent of the authorized 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 Panchayat, as the case may be.
- (10) The officer/employee-in-charge of a Check post shall submit the amount of tolls collected daily to the Executive Officer with a collection statement in the form given in Schedule - B. They will also submit weekly and monthly collection statements in the form given 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 officer(s) authorized 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 Nagar Panchayat duly authorized by the Executive Officer in this behalf and he shall write his observations/findings in the Inspection Books.
- (12) The Nagar Panchayat shall examine the collection figures as reflected in the collection statements (daily, weekly and monthly), once in a month and decide such other arrangements/actions to 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 of Rates, duly signed by the Executive Officer, in a conspicuous part of the Check post.
- (14) The Nagar Panchayat may, by a resolution passed in a meeting, appoint agents periodically be inviting tenders or 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-law shall have the same power of the officer/employee of the Nagar Panchayat in charge of a Check post in respect of collection of tolls.
- (15) All powers of the Nagar Panchayat under these bye-laws or any other power that is expedient or necessary for the purposes of these bye-laws shall be exercised by the Executive Officer or any other officer/employee of the Nagar Panchayat authorized or empowered by the Executive Officer in this behalf.
- (15) Whenever a dispute arises as to the liability of payment of toll, the aggrieved party shall first pay the toll to authorized agent or the officer/employee-in-charge of the Check post and may, then, prefer an appeal to the Executive Officer of the Nagar Panchayat whose decision shall be final in all such cases. The Executive Officer shall clearly state in his order whether the toll paid as aforesaid shall be returned or not.
- (17) Every officer/employee, or agent, duly authorized to realize entry toll under these bye-laws, may reasonably seek the assistance of any Police Officer on duty under section 107 (6) of the Act for the efficient discharge of his duties under these bye-laws.
- (1E) Any person committing a breach of any of these bye-laws shall be liable, in addition to the penalties imposed 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 10)

(See Bye-law 3)

SUGNU NAGAR PANCHAYAT
SUGNU NAGAR PANCHAYAT

SCHEDULE OF RATES OF ENTRY TOLL ON VEHICLE AND ANIMALS

Entry toll on collection of toll on entry of vehicles and animals

A - Vehicles :

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

B - Animals :

	(i)	(ii)	(iii)
1. Each Elephant	Rs. 10/-		
2. Each Buffalo	Rs. 7/-		
3. Each pony, Mue, Bull, Bullock, Cow, Donkey, Aeither etc.	Rs. 5/-	(i)	(ii)
4. Each ass, pig, goat	Rs. 3/-	(iii)	
5. Each calf of more than 6 months old	Rs. 3/-	(iv)	
6. Others	Rs. 2/-		

Grand Total

Signature of the officer-in-charge

Date

SCHEDULE "B"
(See Bye-law 10)

SUGNU NAGAR PANCHAYAT

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

Name of Check post

Date and hour of the shift

Name of officer-in-charge

Pages of Receipt

Book issued from

1. Classification of vehicles	Number	Rate	Amount
-------------------------------	--------	------	--------

(i)
(ii)
(iii)

2. Classification of animals			
------------------------------	--	--	--

(i)
(ii)
(iii)
(iv)
(v)

Grand total

Date

Signature of the officer-in-charge

SCHEDULE "C"
(See Bye-law 10)

SUGNU NAGAR PANCHAYAT

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

Period from to

Name of Check post & Receipt No. used	Shift	Toll on a/c of vehicles		Toll on a/c of animals		Total amount
		No.	Amount	No.	Amount	
1	2	3	4	5	6	7

Grand total

Date

Signature of the Inspecting Officer

SCHEDULE "D"
(See Bye-law 10)

SUGNU NAGAR PANCHAYAT

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

For the month of 20

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

Week

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

Grand total

Date

Signature of the Inspecting Officer-in-charge

SCHEDULE "E"
(See Bye-law 11 (i))

SUGNU NAGAR PANCHAYAT.

Name of the Check post

Date and hour of inspection	No. of last receipt issued	Total of the Tax collected during the shift.	Note of inspection with suggestion, if any, and signature of inspecting officer
1	2	3	4

SCHEDULE "F"
(See Bye-law 9)

SUGNU NAGAR PANCHAYAT

Book No. Receipt No.

received Rs. as toll for entry of animal/light vehicle/ heavy vehicles (loaded/
unloaded).

Date

Receiver
Nagar Panchayat

**SUGNU NAGAR PANCHAYAT
(REGISTRATION AND LICENSING OF SHOPS) BYE-LAWS, 2012.**

Short title,
extend and
commencement

1. (i) These bye-laws may be called the **Sugnu Nagar Panchayat (Registration and Licensing of Shops) Bye-laws, 2012.**

(ii) They shall extend to the whole of **Sugnu Nagar Panchayat.**

(iii) It shall come into force on the date of their publication in the Official Gazette.

Definition 2. In these bye-laws, unless the context otherwise required:-

- (a) "Act" means the Manipur Municipalities Act, 1994.
 (b) "Chairperson" means Chairperson of the **Sugnu Nagar Panchayat**;
 (c) "Form" means the form appended to these bye-laws.
 (d) "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. (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).

- (e) "Potpham" means selling, or vending of articles spread on Lukmai or cloth on ground or platform whether under a license or not;
 (f) "Schedule" means the Schedule appended to these bye-laws;
 (g) "Shop" means and includes any premises used wholly or in part for the sale of services 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;
 (h) "Shop-keeper" means a person owning or having charge of a shop, as defined in bye-laws 2(g);
 (i) "Shop Registration Number" means the number allotted to a shop after registration under these bye-laws;
 (j) "Shop Registration Certificate" means a certificate issued to a shop keeper after registration under these bye-laws;
 (k) "Shop Licence" means the license issued to a shop keeper under these bye-laws for the purposes of keeping and running his shop;
 (l) "Shop Registration and Licence Book" means the book maintained by the **Sugnu Nagar Panchayat**, wherein the registration and licence of the shop within the Nagar Panchayat area are recorded.

(m) "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 energy, boarding or lodging or both, housing construction, entertainment, amusement or the purveying of news or other information but does not include the rendering of any service free of charge or under a contract of personal services;

(n) "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 shopkeeper shall keep and run a shop or establishment within the Nagar Panchayat area unless his/her shop is registered at the office of the Nagar Panchayat, under these bye-laws.

i. A shopkeeper may get his/her shop or establishment registered by making an application in Form - 1 on payment of registration fee as specified in the Schedule.

ii. On receipt of an application accompanied by the requisite fee under sub-bye-law (i) the Authority shall, on being satisfied about the correctness of the particulars 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.

iii. Registration of the shop remains valid until it is cancelled or revoked on the ground that it remains closed for a period exceeding six consecutive months or that the shop licence is not renewed for two consecutive years.

4. (a) No shopkeeper shall keep and run a shop within the Nagar Panchayat area unless under a shop licence to be issued in this behalf by the Nagar Panchayat under these bye-laws.

(b) A shopkeeper may obtain a shop licence on application in Form - 1 on payment of licence fee as specified in the schedule.

(c) A shopkeeper'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 shopkeeper 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.

(a) 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 the renewal of licence is not received within the time specified above, the licence shall be renewed only 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 powers of the Nagar Panchayat in respect of registration and grant, issue, renewal refusal or cancellation of a licence and all other powers and functions of the Nagar Panchayat under these bye-laws or otherwise necessary and expedient for the purposes of these bye-laws shall be exercised by the Executive Officer or any officer/employee duly authorized by the Executive Officer in this behalf.

6. It shall be lawful for the Executive Officer or any officer/employee empowered or authorized by him/her in this behalf:
- a. to suspend, withhold 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 the licence or registration has been secured through misrepresentation or fraud or if any of the instructions has not been complied with or the licences have 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 licences to show cause before making any such order of cancellation or revocation;

- c. to issue to the licence 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/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.

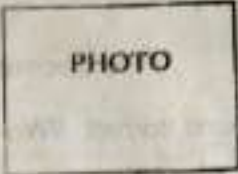
8. The Registering and Licensing Authority may, with the approval of the Nagar Panchayat divide the Nagar Panchayat area into zones, and classify the shops into categories for the purpose of carrying out these bye-laws conveniently.
9. The Nagar Panchayat may from time to time, make or issue orders or notifications for expedient implementation, or/and interpretation of these bye-laws.
10. (1) If any person violates 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 these bye-law shall not be refundable.

SCHEDULE OF FEES AND FINES

[See Bye-law 3(ii)]

<u>Bye-laws No.Clause Subject</u>	<u>Range of fee</u>	<u>Fine which may be imposed</u>
3. (ii) 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 lac above	= Rs. 1,000/-	= to Rs.1,500/-
(b) Above Rs.1 lac above 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 - I**FORM OF APPLICATION FOR SHOP REGISTRATION/LICENCE UNDER BYE-LAW NO.3 (1) OF SUGNU NAGAR PANCHAYAT (REGISTRATION AND LICENSING OF SHOPS BYE-LAWS, 2012)**

 PHOTO

1. Application's name :- _____
2. Father's/Husband's name :- _____
3. Age :- _____
4. Address :-
 - a) Home :- _____
 - b) Present :- _____
 - c) P.S. of home address :- _____
 - d) P.O. :- _____
5. Business dealt in :- _____
1. Valuation of business per annum :- _____
2. Registration No. (if registered) :- _____
3. Area of shop :- _____
4. Schedule of Shop :-
 - a. East : _____
 - b. West : _____
 - c. North : _____
 - d. South : _____
5. Whether the shop is under patta land or N.P. land :- _____
6. Types of structure of shop :- _____
7. Identification by a Councillor :- _____
8. Name of shop (as described in sign board) :- _____

DECLARATION

I/We declare that the particulars given above have been checked up by me/us and found correct. I/We agree to comply the provisions of the Bye-Laws and those which may be Changed, altered or modified from time to time under the said Bye-laws. I/We understand that any contravention of the Act and Bye-laws framed thereunder is punishable.

Date :- _____

Signature of the applicant

Place :- _____

FORM - 2
FORM OF SHOP LICENCE

REGISTRATION CERTIFICATE

It is hereby certified that has
been registered asunder the
..... Nagar Panchayat (Registration & Licencing of shops)
Bye-laws, 201... thisday of and the Registration No. is
..... Dated.....

SEAL

Signature of the Registering Officer.

REGISTRATION OF THE REGISTERING OFFICER

ENDORSEMENT OF REGISTERING OFFICER

FORM - 3
FORM OF SHOP LICENCE

(Under Bye-law No.4(c) of Sugnu Nagar Panchayat (Registration and Licensing of shop) bye-laws, 2012.

Licence No. dated Licence is hereby granted to
Shri/Smt.
s/o, w/o
of
.....to run his/her business dealt in in 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 theday of dated
.....

Signature of Licensing Authority

DESCRIPTION OF THE LICENSED SHOP

Type of structure of shop :-

- Scheduled :-
- a) East :-
 - b) West :-
 - c) North :-
 - d) 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 of the Bye-laws framed thereunder.

Date of renewal

Date of expiry

Signature and officer
Seal of the Licensing authority

FORM - 4

FORM OF APPLICATION FOR SHOP LICENCE RENEWAL

Under Bye-law No.4(e) of Sugnu Nagar Panchayat (Registration and Licensing of shop bye-laws)

(Registration and Licensing of shops Bye-laws, 2012).

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 :- _____

Date :- _____

Licensing Officer
Sugnu Nagar Panchayat.

**THE SUGNU NAGAR PANCHAYAT
(REGULATION OF MARKET) BYE-LAWS, 2012.**

1. Short title, extent and commencement.

- (i) These bye-laws may be called the **Sugnu Nagar Panchayat (Regulation of market) Bye-laws, 2012.**
- (ii) These bye-laws shall extend to the whole of **Sugnu Nagar Panchayat** area.
- (iii) These bye-laws shall come into force from the date of their publication in the official Gazette.

2. Definition :

For the purpose of these bye-laws unless there is anything repugnant in the subject or context.

- (i) 'Act' means the Manipur Municipalities Act, 1994.
- (ii) 'Licence' means a formal written permission granted to person/persons for carrying out business within the markets as defined in the Act.
- (iii) 'Nagar Panchayat Market' means a market belonging to or maintained by the Nagar Panchayat.
- (iv) 'Private Market' means a market not belonging to or maintained by the Nagar Panchayat.
- (v) 'Licensee' means a person, firm, corporation or an association who/which is licensed to run the establishment or carry on business in a Nagar Panchayat or private market in any allotted shop, stall, shed, stand/pen, or plot thereof.
- (vi) 'Dealer' means a person carrying on the business of buying and selling of articles, whether wholesale or retail and whether or not in conjunction with any business and includes an agent or any employee engaged by him/her for the business.
- (vii) 'Health Officer' means an officer so appointed of the Nagar Panchayat.
- (viii) 'Tenant' means a person, firm or association with whom an agreement in written has been executed by the Nagar Panchayat in respect of rooms, stalls, in a Nagar Panchayat Market.

(A) NAGAR PANCHAYAT MARKET.

3. (i) The Nagar Panchayat may provide places for use as Nagar Panchayat Market.
- (ii) No shop, room, stall, shed, pen, stand or plot in a Nagar Panchayat Market shall be allowed for use except by way of licence under these bye-laws.
- (iii) No person shall occupy or carry on any occupation, business or calling in any shop, room, stall, shed, Pen, Stand or plot in a Nagar Panchayat Market without a valid licence obtained from the Nagar Panchayat under these bye-laws.

4. The Nagar Panchayat may levy the rents/fees as prescribed in the Schedule appended to this bye-law.

5. **Farming out of Nagar Panchayat Market.** The Panchayat may whenever considered necessary, in the interest of efficient management and administrative convenience, farm out any Nagar Panchayat Market for collection of fees and tolls by public auction in accordance with regulations framed in this behalf.

6. **Procedure for grant & renewal of licence** (1) Licence may be issued by call of public application & draw of lots or any other manner as decided by the Nagar Panchayat from time to time subject to the terms and conditions stipulated in these bye-laws.

(2) Application for grant of licence under these bye-laws shall be made in the prescribed manner with the necessary fees as fixed by the Nagar Panchayat from time to time, to the Executive Officer not later than 30 days before the date from which the licence applied for is to be commenced or such time as notified by the Nagar Panchayat.

(3) A licence granted under these bye-laws shall be valid upto 31st March of a year and may be renewed every year.

(4) Application for renewal of licence shall be made in Form-A to the Executive Officer at least 30 days prior to the expiry of the licence.

7. **Conditions for grant of licence** (1) Every licence granted under these bye-laws shall be issued subject to the payment of licence fee as prescribed in this schedule. Such licence fee shall be payable annually in advance before the issue of licence and subsequently before 31st March of every year.

(2) The license shall expire on 31st March of a year unless renewed according to these bye-laws.

(3) The renewal of a license may be refused or withheld without assigning any reason thereof.

(4) The license issued/renewed under these bye-laws may be cancelled under the provisions of these bye-laws or of the terms and conditions of the license.

(5) No tenant/licensee shall occupy or carry on business in the market without payment of the licence fee at such rates as specified in the schedule.

(6) No person shall occupy or continue to occupy any shop stall, shed, plot or any part thereof in a Nagar Panchayat Market after completion of a normal term not exceeding a financial year without renewal of the licence unless terms and conditions of the license specially permits occupation of the said shop, stall, shed or plot for more than the normal terms of one year at a time.

(7) The legal successor or successors after the death or otherwise of the licensed tenant/occupier shall not be eligible or entitled to occupy the shop, stall, shed or plot.

(8) No licensee or his/her legal agent or attorney or successor shall have a right to claim renewal of the licence as a matter of perpetual succession and the Nagar Panchayat shall be competent to refuse renewal of the agreement in such cases, if it considers it so necessary.

- (9) No tenant/licensee shall sell/assign or otherwise part with the possession of the right of occupation of a shop, stall, shed or plot in a Nagar Panchayat Market to any other person on payment of premium in the nature of the good will or for any other consideration.
- (10) No tenant/licensee shall let out the whole or any part of the shop, stall, shed or plot and/or transfer the right of occupation of the said room, shop, stall, shed or plot to any person.
- (11) Every tenant/licensee in a Nagar Panchayat Market who employs another person to carry on his/her business at such shop, stall, shed stand or other place on his/her behalf and as his/her substitute shall register the name of such person with the Nagar Panchayat. Such tenant/licensee shall forthwith cease to employ at such shop, stand, or other place any person whose employment in that capacity is prohibited in writing by the Nagar Panchayat.
- (12) No part of the shop, stall, shed or plot within a Nagar Panchayat Market shall be used as godown or for storage of articles.
- (13) No tenant/licensee shall construct, reconstruct, repair or take steps for remodeling of any shop, stall, shed or plot in his/her possession or otherwise.
- (14) No tenant/licensee shall remove or dismantle any Nagar Panchayat property or any way cause loss or damage to Nagar Panchayat property in a Nagar Panchayat Market.

8. Where a Nagar Panchayat Market is framed out and the right to collect tolls, rent or fees is sold either in public auction or by inviting tenders and a lessee is appointed under such terms and conditions as may be prescribed, the lessee shall, in addition to the terms and conditions as laid down herein above be bound by the following conditions:-

- (a) The lessee shall not demand more than the prescribed toll, rent or fees from any licensee carrying on business within the Nagar Panchayat markets and shall issue prescribed receipts against payment of such toll, fees or rents.
- (b) The lessee shall not evict any licensee from the Nagar Panchayat Market without prior permission of the Nagar Panchayat.
- (c) The lessee shall not allow a licensee to occupy drain, interior path, open spaces within the Nagar Panchayat Market or allow to act in any other manner which will hinder free movement of people visiting the Market.
- (d) The lessee shall report immediately to the appropriate Nagar Panchayat Authority of any unauthorized construction, extension or repair of any shop, stall, shed or plot in a Nagar Panchayat Market.
- (e) The lessee shall maintain or cause to maintain the market in proper sanitary condition according to terms and conditions of the lease.
- (f) The lessee shall comply with or cause compliance of all the provisions under these bye-laws.

B. 'PRIVATE MARKET'

9. (i) No person, body of persons, group, firm or society shall establish or run any private market without obtaining a valid licence from the Nagar Panchayat for this purpose.
 - (ii) Application for granting license for private market shall be made by the owner of the place or his/her duly authorized agent or attorney at least 45 days before such place is intended to be used as a market to the Executive Officer.
 - (iii) Licenses issued for private market shall expire on 31st December of every year and shall be subject to renewal on the 1st January of every subsequent year.
10. (i) The license for a private market may be granted, renewed, refused or withheld subject to such regulations as to the supervision, inspection and to such conditions as to the sanitation drainage, water supply, width of paths and ways, weights and measures to be used and rents and fees to be charged in such market as fixed by the Nagar Panchayat from time to time.
 - (ii) The Executive Officer shall cause a notice to the effect that the market has been so licensed, to be affixed in some conspicuous place at or near the entrance of every such market.
 - (iii) When a license has been refused or withheld as aforesaid, the Executive Officer shall cause a notice of such refusal or withholding, to be affixed in some conspicuous places at or near the entrance of such market.
11. (i) Application for grant of licenses under these bye-laws shall be made in prescribed form to the Executive Officer.
 - (ii) Application for renewal of license shall be made in the prescribed form to the Executive Officer latest by 30th November of every year failing which the license shall not be renewed and may be liable to cancellation.
 - (iii) The renewal of license may be refused or withheld by the Nagar Panchayat without assigning any reasons therefore.

Provided that the licensing Authority shall not refuse or withhold renewal of license for any reason other than the failure of the licensee to comply with any of the provisions of the Act or bye-laws made thereunder.

Provided further that the refusal or withholding renewals of licenses shall be at the discretion of the Nagar Panchayat if it is in the public interest or the place is required for public purposes.

- (iv) The licenses issued/renewed under these by-laws may be cancelled at any stage and time without notice for any of the violations of the terms and conditions of the license.

12. Eviction of unlicensed persons.

Any person whose license has been cancelled or the renewal of whose license withheld or refused shall vacate the shop, room, stall, stand, shed, pen or plot occupied by him/her within two days of the communication of the cancellation/refusal failing which he/she may be evicted from the market by use of force and any article belonging to him/her in the said market shall be confiscated by the Nagar Panchayat.

Power to
(grant,
refuse, renew
and cancel)
licenses.

3. i) All powers of the Nagar Panchayat in respect of grant, issue renewal, refusal, cancellation, withholding of a license or any other power or function necessary or expedient for the purposes of these bye-laws shall be exercised by the Executive Officer or any officer duly authorized by him/her.
- ii) The Executive Officer and/or any Officer or employee in charge of a Nagar Panchayat market shall be competent to inspect, take measurement of any shops stall, shed or plot during working hours or otherwise and may demand opening of a closed shop, stall or shed to ascertain if any of the bye-laws and terms and conditions of the license and agreement has been violated.

14. General condition for license and use of Nagar Panchayat and Private markets.

- (1) Every tenant/license in occupation of shop, stall or shed in a Nagar Panchayat market shall keep and maintain every such shop, stall or shed in proper sanitary condition.
- (2) No person shall obstruct or hinder or put hurdles to any sanitary staff engaged in clearance of drain, interior paths and open spaces in between the shop, stall or shed in a market.
- (3) No person shall store, sell or expose for sale any article within the market except as provided under these bye-laws and shall in no way obstruct or put hurdle on free movement of people visiting the market.
- (4) No person shall keep or expose for sale fish or meat other than on raised paved platforms and at places set apart for the purpose in the market.
- (5) No person shall sell or expose for sale any stale fish, meat or decayed vegetables in the market and the Nagar Panchayat Health Officer or any authorized officer of the Nagar Panchayat in this behalf shall be competent for destroying such fish, meat and vegetable in any manner as he/she deems fit and proper.
- (6) No person shall carry any meat in a market unless it is properly covered.
- (7) No person exposing articles for sale in a market shall throw or deposit any offensive matter, rubbish, dried or decayed vegetables and/or other articles on any place other than in receptacle or place set apart or the purpose.
- (8) No person shall throw or deposit any article on the road or path or on the drain or in any way obstruct from flow of drain inside and /or surrounding the Nagar Panchayat market.

- (9) No person shall keep or allow to keep any basket, bags and/or any other such articles on the roof of shop, shed or stall or make provision for improvised shed for any purpose by spreading over the sky hession, cotton or any other substance and take or allow to take any action which directly or indirectly contribute to creation of nuisance and breaking the orderly State of affairs in the market.
- (10) Every tenant/licensee in occupation of a shed, stall and shed in a market shall take adequate measures to combat fire and for prevention of fire hazards.
- (11) No person shall keep inflammable articles in a shop, stall or shed or use any part thereof for storage of such articles without proper care and the Executive Officer or the health Officer or any officer authorized for the purpose shall be competent to order removal or cause removal of such article from the said shop, stall or shed.
- (12) No person in occupation of a shop, stall and/ or shed in a market shall obtain electric connection for his/her shop, stall and/ or shed directly except under such terms and conditions as may be prescribed.
- (13) No person shall spit in any avenue or passage in a market except in such places as may be provided for the purpose.
- (14) No person shall satisfy a call of nature within any market area except at a urinal/latrine provided for the purpose.
- (15) No person suffering from leprosy, an open sore or any bathsome infectious or contagious disease shall enter any market place and the Executive Officer or any officer in charge of market shall be competent to remove such person from such market place.
- (16) The Executive Officer or any other officer in charge of the markets may expel any such person who is found drunk or begging or littering or making noise or fighting or quarrelling or using insulting abusive or obscene language or misconducting himself or herself or creating disturbance in any manner in such market.
- (17) No person shall use any weights, scales and measures except such standard weights, scales and measures as prescribed from time to time by the Government.
- (18) No person shall hawk, solicit customers and sell any article by auction in any market unless a prior permission is obtained from the Nagar Panchayat.
- (19) No person shall exhibit or display advertisement of any nature in a market in contravention of bye-laws specially framed for the purpose.
- (20) Subject to the restriction that may be imposed by Government, every shop and stall keeper of a Nagar Panchayat shall be bound to keep his/her shop and stall open from 7 a.m. to 7 p.m. unless for unavoidable domestic cause in individual case.
- (21) Any shop or stall keeper of the Nagar Panchayat Market closing his/her shop or stall unless for some unavoidable reason of a private or domestic nature or refusing to sell goods to any person offering the market price for some will be liable for cancellation of the license for his/her shop, stall or shed and the Executive Officer, shall be competent to reject the shop or the stall keeper from the Nagar Panchayat market.
- (22) No person shall carry on wholesale trade in any article within or without the market objecting valid licence for the purpose and payment of the prescribed tolls or fees to the Nagar Panchayat or the lessee of the Nagar Panchayat or the lessee of the Nagar Panchayat in case the Nagar Panchayat Market is framed out.

- (23) No vehicle or animal other than those intended for sale shall be permitted to remain in any part of a Market except in such places provided for the purpose. No person in charge of any wagon, cart truck, barrow or other vehicle or of any beast of burden shall cause or allow such vehicle or of any beast to stand in any avenue or passage in such market or in any of the immediate approaches thereto for any longer time than it shall be reasonably necessary for the loading or unloading of any goods, provisions of any other marketable commodities or articles that might be brought therein.
- (24) Every private market shall without notice open to inspection by the Executive Officer or any other officer authorized by him in these behalf at any hour when such market is being used.
- (25) All shops, rooms, blocks, apartments in a private market shall construct or masonry and non-inflamable materials and with suitable approaches, entrances, passages and gates of sufficient width in accordance with building bye-laws framed in this respect.
- (26) The Executive Officer may require the whole or any part of such Market to be roofed.
- (27) The flooring and the drainage shall be kept at all time in good order and repaired and there shall be provisions for suitable means of ventilation and lighting along with sufficient supply of wholesome water.
- (28) Every part of the Market shall be thoroughly cleansed as often as may be necessary and all accumulation of filth or refuse therein shall be avoided.
- (29) Every part of the internal surface of the walls and ceiling of every apartment upon such premises shall be limewashed to the satisfaction of the Nagar Panchayat at least twice in every year or more than, if so required.
- (30) Articles as and when required by the local health authority shall be aired and exposed to the sun and no articles of food or drink which are noxious, unwholesome or otherwise unfit for human consumption shall be sold or exposed for sale.
- (31) Every tenant/licensee in occupation of shop, stall and/or shed in a Nagar Panchayat Market shall be liable for compensation to the Nagar Panchayat for any wilful and negligent action causing loss of Nagar Panchayat Properties if such wilful and negligent action on the part of the tenant is proved after proper enquiry constituted by the Executive Officer.
- (32) The Executive Officer may expel, object or evict any person, including a tenant or licensee who or whose servants/agents have contravened any of these bye-laws in a market and may prevent such person or his/her servants/agents from furthering or carrying on any trade or business in such market or occupying any shop, stall, stand, shed or other place and cancel the human and terminate any lessee or tenure which such person may have in any such shop, stall, shed or place.
15. All powers of the Nagar Panchayat in respect of grant, issue, renewal, refusal, cancellation, withholding of a license or any other power of function necessary or expedient for the purposes of these bye-laws shall be exercised by the Executive Officer or any Nagar Panchayat functionary authorized by him her.

16. It shall be lawful for the Executive Officer or any Nagar Panchayat Officer/Employee authorized or empowered in this behalf by him/her or under these byelaws or any provision of the Act:-

- (a) To issue to the licensee such direction as he/she may deem necessary for securing proper compliance with these bye-laws or in the interest of public safety and health.
- (b) To inspect the premises, articles, furniture, merchandise, etc. on the plot during working hour or otherwise to ascertain compliance of these bye-laws and/or of the conditions of the license.
- (c) To remove or cause to be removed forthwith from such premises any articles or merchandise which in his/her opinion is stale, unwholesome, offensive or unfit for human consumption besides prosecuting the licensee for violation of the bye-laws.
- (d) To seize, details, destroy and/or dispose articles of food or drink and vessels, receptacles used for keeping such articles of food or drink as are stale, unwholesome, offensive or unfit for human consumption.
- (e) To suspend, withhold or refuse to renew or completely revoke any license granted under these byelaws in respect of any place on grounds of public health or safety or where any of the conditions specified in these byelaws is not being strictly observed.

Provided that such suspension, withholding, refusal, or revocation of the license shall not be deemed to exempt the license or any other person from liability to prosecution under these bye-laws and

Provided further that such suspension, refusal or revocation shall be made only after an opportunity is given to the licensee to show cause in the matter.

- (f) To revoke the license granted to a person under these Bye-laws if he/she is satisfied that it has been secured by the person through mis-representation or fraud, or if any of the instructions has not been complied with or the person has been convicted for violation of any of the provisions of the act or any rules or bye-laws made thereunder relating to any matter for which the license or the permission has been granted.

Provided that before making an order of suspension, a reasonable opportunity shall be afforded to the person or the licensee to show cause in the matter.

- (g) To evict by use of force any person from the market whose license has expired or has not been renewed or has been cancelled, refused or withheld and has not vacated the shop, room, stall, shed, stand, pen plot occupied him even after two days of expiry or cancellation or refusal of the license.

17. An appeal against the order passed or instruction given by an officer subordinate to the Executive Officer shall lie to the Executive Officer and against order passed or instruction given by the Executive Officer shall lie to the Chairperson. The decision of the Chairperson in the appellate matters shall be final and no further appeal shall be allowed.

18. In the case of shops, hotels, eating houses, etc. situated in Nagar Panchayat/private markets of the Nagar Panchayat, where the Manipur Municipalities (Registration and licensing of shops) bye-laws and Manipur Municipalities (Regulation of Hotels, Boarding and lodging houses, Rest houses, Restaurant, eating houses, Cafe, Refreshment rooms, Residential Clubs, etc.). Bye-laws are enforced, the provisions of those bye-laws mutatis mutandis shall apply to such shops, hotel, eating houses, etc.

PENALTY

19. Whoever commits a breach of any of these bye-laws or any other conditions or the license and agreement in addition to the penalties under the act shall be punishable.

(a) With a fine which may extend to five hundred rupees.

(b) and in the case of continuing contravention, with an additions fine which may extend to 50 rupees for every day during which such contravention continues after the first such contravention.

20. A fine not realized with in 15 days from the issue of notice of fine shall be deemed to be in arrear and may be realized as an arrear of land revenue.

SCHEDULE

(See Bye-law 4)

RATE OF RENTS / FEES WHICH THE NAGAR PANCHAYAT MAY LEVY.(a) Rent for the use of :-

- i) shop, rooms, stalls, etc. Rs.2.50 to Rs.5.00 per/sq.m. p.m.
 ii) shed, pen, store plot, etc. Rs.1.00 to Rs.2.00 p.m.

(b) Licence fee for the use of or the right to expose goods for sale.

- i) (the same schedule of shop licence fee may be adopted for shops etc).
 ii) For shed, pen stand, plot, etc to a max. of Rs.100/- annually.

(c) Fees on animals brought for sale into or sold in Nagar Panchayat markets.

- (i) Cat, goat, sheep, pig, etc. Rs.2.00.
 (ii) Each chicken, duck and other birds – Rs.1.00.

(d) Licence fee for :-

- i) brokers, commissioned agents :- Rs.100/- to 500/- Annually
 ii) porter/coolie, etc. Rs.50/- to 100/- -do-

**OFFICE OF THE
SUGNU NAGAR PANCHAYAT.**

**Application Form for licence of Market
(See Bye-Law 6)**

1. Full Name :-
2. Father Name :-
3. Full Address:-
4. Details of Market to be established/run:-
5. Period required :-
6. Details of terms and conditions for allotment to shopkeepers/vendors :-
7. Sketch Map of the area wherein the market is to be established :-
8. Possession of land (documents to be attested) :-

Signature of the applicant
Date

**THE SUGNU NAGAR PANCHAYAT
(REGULATION OF HOTELS BYE-LAWS, 2012)**

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

- (i) These bye-laws may be called the **Sugnu Nagar Panchayat (Regulation of Hotels) Bye-laws, 2012.**
- (ii) They shall extend to the whole of **Sugnu Nagar Panchayat** area.
- (iii) 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 the context otherwise requires,

- a) "Act" means the Manipur Municipalities Act, 1994.
 - b) "eating house" means any premises to which the public are admitted and where any kind of food is prepared and served as a commercial venture and includes boarding and lodging house, rest houses, restaurants, cafe, refreshment rooms, residential clubs;
 - c) "Form" means the form appended to these bye-laws;
 - d) "Schedule" means the Schedule appended to these bye-laws.
 - e) "Sweetmeat shop" means any premises or part of any premises used for the manufacture, treatment or storing for sale or for wholesale or retail sale of any confections, ice-cream or sweet-meats whatsoever for whomsoever intended and by whomsoever name the same may be known and whether the same be for consumption in or outside the premises.
3. No place within the Nagar Panchayat limits shall be used as a hotel, boarding house, rest house, restaurant, eating house, cafe, refreshment room, coffee house, sarai, dakbungalow, let-in tenement residential club, etc; to which the public are admitted, without Registration and a licence from the Nagar Panchayat.
4. (1) (i) Application for registration in Form 'A' with the necessary fees as prescribed in the Schedule shall be made before obtaining a licence under these bye-laws.
- (ii) Application for a licence in Form 'A' with the necessary fees as prescribed in the Schedule shall be made not less than 30 days before the date from which the licence applied for is to commence.
- (2) (i) Every application for Registration and grant of licence shall be accompanied by a plan in duplicate showing the dimensions of and the purpose for which each room and place in the premises is proposed to be used.
- (ii) The applicant shall also be required to furnish such other relevant particulars as may be called for by the Nagar Panchayat in connection with Registration/or grant of licence.

- (3) Every registration/licence granted under these bye-laws shall be issued in the prescribed form subject to the payment of the prescribed fees.
 - (4) The licence so granted shall specify the purpose of licence and the maximum number of persons allowed in respect of the premises as a whole. One copy of the plan, submitted with the application, shall be returned to the applicant together with the licence and there shall be marked on such copy the number of persons allowed for each room.
 - (5) A licence shall be valid upto the 31st March of a year and may be renewed every year.
 - (6) Every application for the renewal of a licence shall be made in form 'A' at least 30 days prior to the date of expiry of the licence.
 - (7) Registration granted under these bye-laws shall remain valid until it is cancelled or revoked on the ground that it remains closed for a period exceeding six consecutive months or that the licence is not renewed for two consecutive years.
5. (1) Every licences under these bye-laws, shall pay the licence fee as fixed annually in advance before expiry.
- (2) The renewal of licence may be refused or with-held by the Nagar Panchayat without assigning any reasons thereof.
- (3) The licence issued/renewed under these bye-laws may be cancelled at any stage and time without notice for violation any of provisions of these bye-laws or of the terms and conditions of the licence.
- (4) No licence granted under these bye-laws shall be transferable either by the person to whom or from the place to which it is granted.
- (5) The licence shall be affixed in a conspicuous place to which it pertains with the purpose of the licence and the name & address of the licence correctly stated.
6. (1) The Nagar Panchayat may, at any time after the grant of a licence, either reduce or increase the maximum number of lodger in case of reduction or increase of the available space in the premises or due to deterioration of sanitary conditions.
- (2) In those cases, where sleeping accommodation is provided for customers.
- (i) Such accommodation shall not be less than 10 sq. mtrs. of floor area and 10 cubic metres of a space per head.
 - (ii) Every room used for such accommodation shall be adequately lighted ventilated and shall be kept and maintained in a sanitary condition.
 - (iii) Connected latrines and urinals in sewerred areas and sanitary privies with septic tank arrangements in non-sewerred areas and suitable bathing and washing places properly paved and drained shall be provided for the use of the customers and the servants/employees in the premises.

- (3) The premises for any of the purposes mentioned under these bye-laws shall be constructed of such durable materials as may be approved by the Executive Officer and not part thereof shall be constructed of inflammable materials.
- (4) Every such premises shall contain suitable separate accommodation for the preparation, storage and service of food. The place where preparation of food or tea or coffee is made shall be separated from the place where storage and service of food to customer is arranged.
- (5) The licensee shall ensure that no dust or smoke enters the place where storage/service of food is made and that in no case even or chulla is placed in front of the premises.
- (5) The floor shall be cemented and the premises shall be provided with sufficient means of effectual drainage.
- (7) The licensee shall cause every drain to be maintained at all times, in good order and efficient condition. If sewerage exists, they should be properly trapped.
- (8) The licensee shall provide suitable washing platforms having impervious surface.
- (9) The licensee shall provide sufficient latrines and urinals. Every latrine, privy or urinal on the premises shall be kept clean and thoroughly dis-infected daily. The Nagar Panchayat may require the licensee to construct sanitary latrine which the licensee shall provide for.
- (10) The licensee shall provide suitable means of ventilation and lighting every room in such premises and shall cause the same to be maintained at all times in good order and efficient condition.
- (11) The furnace and the cook-room shall be so constructed and ventilated and shall be of such a nature and so used as prevent any nuisance from smoke, provided, however, that in no case shall roadside even or furnaces be allowed. Necessary fire fighting equipments shall be installed at suitable place of the hotel and fitness certificate shall be obtained from the concerned authority of the Manipur Fire Services.
- (12) The licensee shall provide and use in connection with his/her business :-
 - (i) Proper receptacles made of galvanized iron or other suitable material to be approved by the Executive Officer or any other officer authorized by him/her in that behalf for the storage of adequate filtered water for the purpose of cooking drinking and washing utensil, such receptacles being provided with a tight fitting lid or cover at the top with lock and key arrangement and screw cap at the bottom for draining and cleansing residual water and a tap or taps at the side, 4 inches above the bottom level and which shall be placed on a stand or platform at least 3 feet above ground level.
 - (ii) Safe for keeping uncooked meat, fish or other food, such safes being freely ventilated by panels of perforated size and so constructed as to prevent access of flies therein.
 - (iii) Suitable receptacles of vessels for cooking milk or prepared food stuff in such a manner so as to prevent contamination thereof by dust, flies, vermin or any other thing likely to effect it in such a way as to make it injurious to human health.

- (13) No filtered water for purposes of cooking or drinking no uncooked meat, fish or other food and no milk or prepared food stuff shall be kept or stored except in receptacles, safes or vessels as prescribed in bye-law 12.
- (14) The desirable number of water closets, ablution tap, wash-bins, baths, slopsinks, kitchen sinks and dish-washers shall be provided as directed by the Nagar Panchayat.
- (15) The furniture kept for the convenience of customers shall be made of non-absorbent material and shall be kept clean at all time.
- (16) There shall be provision for sanitary refuse bin or bins of adequate size provided with lid to be kept for the collection and storage of all refuses, garbages waste food, sweeping of the floor and dust, ashes, etc. to be emptied into the nearest Nagar Panchayat dustbin and thoroughly cleaned at least twice in every twenty four hours or as may be necessary.
- (17) Every part of the internal surface of the walls and ceiling of every building in such premises shall be done washed at least 4 times in every year and the wood work therein, if any, shall be painted at least once every year.
- (18) No vessel or utensil which is likely to get corroded or to give a metallic or other unwholesome taste or in any deleteriously affect the quality of such articles of food shall be used.
- (19) Every cup plate, knife, fork, spoon or other such article used in the distribution or consumption of food shall after being used by any person be thoroughly secured and cleansed with running filtered water and later by hot water before it is allowed to be used by any other person and shall be kept and maintained in a thoroughly clean and sanitary condition. No cups, saucers, dishes and other utensils, cracked or with broken edges shall be used.
- (20) All provisions or materials so used for the purpose of business shall be good and adulterated or unwholesome provisions, food stuff or materials shall not be used. Sold or exposed for sale. Provisions not required for immediate use shall be stored in closed bins and suitably protected against chemical action.
- (21) No foodstuff of any sort which is unwholesome, offensive or in any way unfit for human consumption in the opinion of the Nagar Panchayat shall be stored, served, sold or exposed for sale in the premises.
- (22) (i) Dried fruit, out slices of fruit, cooked food and all other articles of food or drink kept ready for human consumption in the premises shall be stored or exposed for sale in such manner as to protect other completely from dust, effusive, flies or other vermins.
- (ii) Such articles exposed for sale, be kept in clean vessels or plates made of glass or metal covered with enamel or tin-lining placed in glass cases, if necessary, with fly-proof preformatted zinc or steel at the top for ventilation.
- (iii) No such articles shall be touched by hand and only clean spoons or other cutleries shall be used for serving them.

- (iv) All papers or leaves used for wrapping an articles of food shall be clean and stored in a clean rack or box.
- (23) No articles of food intended for human consumption shall be stored in such a way as is likely to permit the absorption of noxious gases or vapours, or in any room or place opening directly into a place where persons sleep or reside or where animals are kept or which communicates directly with a latrine or drain.
- (24) Care shall be taken by the licensee for transmission of articles of food in such manner as to prevent all chances of contamination.
- (25) No part of the building or premises shall be used at any time or purposes of human habitation unless such building is sufficiently detached or separated from the rest of the said premises.
- (26) The licensee shall allow only servants who are redressed in clean clothes to attend on the customers and servants employed in the manufacture, preparation or handling of any article shall wear clean clothes.
- (27) The licensee shall forthwith report to the Nagar Panchayat any case of dangerous infections or contagious disease occurring in the premises.
- (28) The licensee shall arrange for vaccination inoculation of the employees engaged in preparation or distribution or handling of any article of food from time to time or as often as the Nagar Panchayat may require & when so required by the Nagar Panchayat, he shall cause such employees being free from disease or infection of any kind and fit, to carry on such business.
- (29) No person suffering from the an open sore or any leathsome, infectious or contagious disease or has recently been in attendance on a person suffering from such disease shall carry on such business or be employed in or to assist in carrying on such business in such premises or be allowed to enter any part of such premises.
- (30) The licensee shall ensure that no person shall spit in or upon such premises except in such receptacles or places as provided for such purpose. The premises shall be provided with sufficient number of apitions which shall be conveniently place and cleansed and disinfected daily.
- (31) No dog or cat or cattle shall be stabled or allowed to be stabled either permanently or temporarily in any part of such premises.
- (32) Care shall be taken by the licensee to prevent unreasonable amount of noise being created or used of broadcasting of playing of gramophones with or without pickup loud-speaker arrangements, so as to avoid annoyance or discomfort to the owners or occupiers of houses in the vicinity.
- (33) No impediment, or encroachment shall be made on the footpath or road or overdrain by placing the benches, tables, bottles, boxes or any other articles for the use of the licensee or his/her customers.

- (34) The licensee shall ensure sufficient cleanliness of the frontage and that no road or drain or footpath is used for storage of garbage, rubbish or other refuse collected from the premises.
- (35) The licensee shall not at any time receive or allow to be received into the licensed premises or into any room or part thereof a greater number of persons than the number specified in the license and in the place annexed thereto.
- (36) The licensee shall, when such premises are intended for habitation of both sexes, also provide and maintain separate sleeping accommodation and conveniences for the use of boarders of either sex.
- (37) The show-cases displaying and storing articles of food or drink kept ready for human consumption shall be properly maintained and shall be kept free from flies, rats or dust. These shall never be exposed and shall always be fully and permanently covered at the top sides and the front.
- (38) No material structural alteration in the premises shall be made by the licensee without the previous sanction of the Executive Officer.
- (39) The licensee shall put up in each road in such premises a Board notifying the dimensions thereof and the maximum number of persons permitted to lodge therein.
- (40) The licensee shall immediately, on knowing that any person in the premises is suffering from any infectious, contagious or dangerous disease, adopt such precautions as may be necessary to prevent the spread of infections and inform the Executive Officer or the health Officer of the Nagar Panchayat.
- (41) The licensee shall immediately after the death, removal or recovery of any person who may have been ill of any infectious, contagious or dangerous disease cause every part of the room occupied by such person to be thoroughly disinfected in the manner specified by the Health Officer of the Nagar Panchayat and shall not admit any person into such room until permitted by the Health Officer.
- (42) The licensee shall also give or cause to be given written notices to the Nagar Panchayat on the occurrence of any birth, death or dangerous accident in the premises.
- (43) (a) The licensee shall either himself/herself reside in the premises or keep an agent approved by the Nagar Panchayat as resident therein and shall maintain a register showing therein the number and names of lodgers, the rooms occupied, the period of occupation and such other information as may from time to time be specified by the Nagar Panchayat.
- (b) A register showing the names and particulars of the employees of the hotel like cooks, servants, waiters and whoever is concerned with the services of the hotel shall also be maintained and made available to the inspecting team of the Nagar Panchayat or any concerned authority.
- (44) A Board specifying the rates and charges for different items of food and for lodging shall be prominently displayed in the premises.

- (45) A Board stating the purpose for which such premises are intended and the hours of its working shall be fixed or caused to be fixed in a conspicuous place in such premises.
- (46) The licensee shall keep a complaint book for entering remarks or any complaints by the customers and such book shall be open for inspection by any inspecting Officer of the Nagar Panchayat.
- (47) The powers of the Nagar Panchayat in respect of or grant, issue, renewal or refusal, or cancellation, of a license and all other powers and functions of the Nagar Panchayat mentioned in these bye-laws or otherwise necessary or expedient for the purposes of these bye-laws, shall be exercised by the Executive Officer and /or any other Officer or employee of the Nagar Panchayat duly authorized by the Executive Officer in this respect.
- (48) It shall be lawful for the Executive Officer or any Nagar Panchayat employee/Officer authorized or empowered in this behalf by him/her or under any provision of the Act.
- (49) (a) To inspect the premises, provisions, articles or food or drink all utensils and furniture on the premises and to take samples of any provisions, any articles of food or drink manufactured or kept for sale therein. Samples so seized may be subjected to chemical or other examination to ascertain its purity or otherwise.
- (b) To remove or cause to be removed forthwith from such premises any article or food or drink which in their opinion, is stale, unwholesome, offensive or unfit for human consumption besides prosecuting the licensee for violating the bye-laws.
- (c) To issue to the licensee such directions as he/she may deem necessary for securing proper compliance with the bye-laws or in the interest of public health.
- (d) To suspend or completely revoke any license granted under these bye-laws in respect of any place of grounds of public health or safety or where any of the conditions specified in these bye-laws are not being strictly observed provided that such suspension or revocation of the license shall not be deemed to exempt the licensee or any other person from liability to prosecution under these bye-laws and provided further that such suspension or revocation shall be made only after an opportunity is given to the licensee to show cause in the matter.
- (e) To seize, detain destroy, and/or dispose articles of food or drink and vessels, utensils etc. used for manufacturing preparing or keeping such articles of food or drink as are stale unwholesome offensive or unfit for human consumption and to close down and lock the premises in whose respect licensee have been suspended cancelled or not renewed.
- (f) To revoke the license granted under these bye-laws if he/she is satisfied that it has been secured by the grantee through misrepresentation or fraud or if any of the instructions have not been complied with or the grantee has been convicted for contravention of any of the provisions of this Act or any Rules or bye-laws made thereunder relating to any matter for which the license or permission has been granted.

Provided that before making any order of suspension or revocation, reasonable opportunity shall be afforded to the grantee or the licensee to show cause as to why it could not be suspended or revoked.

- (50) The holder of the licensee or the servants or the manager shall produce the license at all reasonable hours for inspection if so required by the Executive Officer or any employee authorized by him/her in this behalf.
- (51) An appeal against any order passed or instruction given by an officer subordinate to the Executive Officer shall lie to the Executive Officer and against order passed or instruction given by the Executive Officer shall lie to the Chairperson. The decision of the Chairperson in appellate matters shall be final and no further appeal shall be allowed.

PENALTY

- (52) Whoever commits a breach of any of these bye-laws or any other conditions of the license and agreement shall be punishable in addition to the penalties imposed under the Act.
- (a) With a fine which may extend to one thousand rupees and
- (b) In case of continuing contravention with additional fine which may extend to three hundred rupees for every day during which such contravention continues after receipt of the notice to discontinue the breach of these bye-laws.
- (53) A fine not realized within 15(fifteen) days from the issue of notice shall be deemed to be in arrear any may be realized as an arrears of land revenue.

SCHEDULE**THE RATES OF LICENCE/REGISTRATION FEE.**

Class	Particulars	Range of licence fees for one year and part thereof.	Range of Registration fees for one year and part thereof.
1	2	3	4
Class - I	Where the business is run on a big scale with lodging accommodation or with separate rooms for kitchen, Dining Hall and lodging accommodation	Rs.500/- to Rs.1000/-	Rs.1000/- to Rs.2000/-
Class - II	Where separate rooms are kept for kitchen and dining hall and a large variety of food is kept for sale.	Rs.250/- to Rs.500/-	Rs.500/- to 1000/-
Class - III	Where the business is run on a small scale and arrangement for cooking and eating is made in the same room.	Rs.100/- to Rs.300/-	Rs.250/- to Rs.500/-

FORM -A**APPLICATION FOR REGISTRATION* /LICENCE RENEWAL LICENCE.**

1. Full name and address of applicant:- _____

2. Father's name :- _____
3. Age :- _____
4. Purpose for which registration* /Licence* is required :- _____
5. The place in respect of which the registration/licence is required:- _____
6. i) Ward No :- _____
 ii) Street:- _____
 (iii) Holding No. :- _____
 (iv) Registration No. (in case where registration has already been made):- _____
 (v) Boundaries for identifying the place:- _____
7. The name and address of owner of the Holding :- _____
8. The rent of place or the estimated rental value when the applicant is the owner of the premises :- _____
9. Period for which licence is required:- _____

I declare that all items of information above are true to my knowledge and belief.

APPLICANT

Dated _____

Witness :- _____

1. Name :- _____

Address:- _____

2. Name :- _____

Address:- _____

* Strike-out which is not applicable.

FROM 'B'

REGISTRATION CERTIFICATE

It is hereby certified that _____ has been registered as _____ under the Sugnu Nagar Panchayat (Regulation of Hotels) Bye-laws, 2012 this _____ day _____ 20 _____ and the Registration No. is _____ dated _____

SEAL

Signature of the Registering Officer

FROM 'C'

**FORM OF LICENCE ISSUED UNDER THE BYE-LAWS OF
THE MANNIPUR MUNICIPALITIES ACT, 1994.**

This licence is granted to Shri of
.....of the use
of(insert description of place)
..... as a Hotel/Restaurant/eating house/Boarding or lodging
house/Coffee or Tea House under Registration No. dated

This licence will expire on the It is subject to
the conditions set forth in the bye-laws rule of the Nagar Panchayat framed under the Manipur Municipalities
Act, 1994. The maximum number of person allowed to lodging the premises shall be
..... as detailed in the plan referred herewith.

Executive Officer

THE SUGNU NAGAR PANCHAYAT
(SCAVENGING TAX FOR TRADE AND HOUSEHOLD REFUSE) BYE-LAWS, 2012.

1. Short title, extent and commencement :

- (i) These Bye-laws may be called the **Sugnu Nagar Panchayat (Scavenging Tax for Trade and Household Refuse) Bye-laws, 2012.**
- (ii) These Bye-laws shall extend to the whole of the **Sugnu Nagar Panchayat area.**
- (iii) These Bye-laws shall come into force from the date on which they are published in the Official Gazette.

2. Definition :-

In these bye-laws, unless the subject or context otherwise requires,

- (i) 'Act' means the Manipur Municipalities Act, 1994 ;
- (ii) 'Household' means the occupants of a house or building if regarded as one unit ;
- (iii) 'Refuse' means the waste or any items of materials rejected as worthless and rubbish as defined under section 2(51) of the Act ;
- (iv) 'Scavenging Tax' means the tax mentioned under section 75(1) (e) of the Act ;
- (v) 'Schedule' means Schedule appended to these bye-laws ;
- (vi) 'Tax' means the Scavenging Tax and Fee imposed under these Bye-laws.

3. (i) No person shall use any premises for trade, profession and calling in a Nagar Panchayat area unless he/she pays a scavenging tax to the Nagar Panchayat for sweeping collection and disposal of the trade refuse, rubbish or waste generated by his/her trade, profession and calling at the rate as specified in the Schedule.
- (ii) Every household or owner or occupier of a holding/Government building in a Nagar Panchayat area shall pay a scavenging tax to the Nagar Panchayat for clearance of household refuse, rubbish or waste at the rate specified in the Schedule.
4. (i) The list of trades, professions and callings which are liable to pay the tax shall be as specified in the Annexure to this bye-law.
- (ii) The procedure laid down in Bye-law 7(ii) shall mutatis mutandis apply in the case of the dispute as to the type of trade, profession or callings liable to pay the tax.

5. Every trader or vendor in a Nagar Panchayat market and every household in the Nagar Panchayat area shall collect the rubbish or refuse or waste in his/her premises and shall temporarily deposit the same in such manner at such place and time as prescribed by the Nagar Panchayat for its final disposal.
6. The Nagar Panchayat may remove garden refuse, rubbish or waste from the premises of private parties or individual households on collection of fees at the rate as specified in the Schedule.
7. (i) Assessment of refuse, rubbish or waste generated and the tax payable thereby shall be made by the Officer/officers to be authorized in this behalf by the Executive Officer.
- (ii) Any trader, occupier or owner of a holding/building who is not satisfied with the assessment made under sub-by-law (i) may appeal to the Executive Officer within 15(fifteen) days from the date of a notice for demand of tax is issued.
- (iii) The Executive Officer shall dispose of the appeal with a period of 7(seven) days from the date of filing such appeal and his decision shall be final.
8. (i) Assessing officer (s) authorized in this behalf, 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 assessment year.
- (ii) A notice of demand of tax payable shall be served to the person liable to pay the tax before the end of the month of June of the assessment year.
- (iii) The tax assessed for the year shall be payable to the Nagar Panchayat before the commencement of the month of August of the assessment year.
- (iv) A person liable to pay tax under these Bye-laws, may pay tax on self-assessment year.

Provided that the balance of tax, if found liable to pay a higher tax on the subsequent inspection by the Assessing Officer, shall be paid by him before the commencement of the month of August of the assessment year.

9. If any person, who has been served a notice of demand under Bye-law 8(ii), fails to pay the tax before the commencement of the month of August of the assessment year shall be liable to pay a penalty not exceeding Rupees one thousand and for delay in payment of the tax along with penalty a further penalty not exceeding Rupees fifty for each day of continuing delay 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. If the payable by the owner of any holding/building remains unpaid after the notice of demand has been duly served, and if such owner is not a resident within the Nagar Panchayat or the place of abode of such owner is unknown, the tax may be recovered from the occupier for the time being of such holding/building, who will deduct from the next and following payments of his/her rent, the amount which may be paid by or recovered from him/her.

Provided that if any such holding/building is occupied by more than one person, the sum to be recovered from any such present shall be proportionate to the quantum of refuse, rubbish or waste as assessed by the Assessing officer for the respective occupants.

11. If any holding/building is occupied by more than one occupier or tenant, the Nagar Panchayat may recover from the owner of such holding/building the tax payable by the occupiers or the tenants of the holding/building.
12. The Nagar Panchayat may, whenever considered necessary in the interest of efficient management and administration conveniences, appoint, by public auction or by inviting tenders, any private agent, contractor or individual for collection and disposal of refuse, rubbish or waste under such terms and conditions as may be fixed by the Nagar Panchayat from time to time.
13. (i) Notwithstanding anything contained in Bye-law, 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 notice of demand.

"LIST OF TRADES, PROFESSION AND CALLINGS LIABLE TO PAY TAX"**(See Bye-law 4)**

1. Association.
2. Auctioner.
3. Authorized Agent (Except residential office)
4. Auto parks.
5. Bank.
6. Beauty Parlour.
7. Boarding House.
8. Canteen
9. Carpenter
10. Caterer.
11. Cinema.
12. Cinema Film Studio.
13. Cold storage.
14. Cleaner.
15. Clearing & Forwarding Agent.
16. Clinic.
17. Dairy & Cattle 0 shed.
18. Dentist.
19. Decorator.
20. Diesinker.
21. Depot Owner.
22. Diesel filling Station.
23. Distributor.
24. Dyer.
25. Engraver.
26. Exporter.
27. Factory.
28. Film Distributor.
29. Film Studio.
30. Flour Mill.
31. Freight Borker.
32. Godown Owner.
33. Health Resort.
34. Hair Dressing Saloon.
35. Holder or Dealership.
36. Hotel keeper.
37. House Dealer.
38. Hydrotherapy Bath.
39. Ice Factory.
40. Importer.
41. Intoxicating drug.

42. Intoxicating Liquor.
43. Jatra Party.
44. Lodging House.
45. Loundry.
46. Lithographer.
47. Market Owner.
48. Manufacturer.
49. Medicine Factory.
50. Merchant.
51. Mill.
52. Motor Garage/Workshop.
53. Newspaper.
54. Nurshing Home.
55. Office Establishment.
56. Oil Mill.
57. Opera Party.
58. Pathological Laboratory.
59. petrol Filling Station.
60. Photographer.
61. Prototypes.
62. Photo processing.
63. Place of Public Entertainment/Resort.
64. Poultry.
65. Press House.
66. Printer.
67. Restaurant.
68. Retail Trader.
69. Rice Mill.
70. Rickshaw Manufacturing.
71. Sanitorium.
72. Saw-Mill.
73. Screw House.
74. Shop-keeper.
75. Slaughter House.
76. Shoe Factory.
77. Soap Factory.
78. Structural Fabricating shop.
79. Tannery.
80. Trader.
81. Thela Manufacturing.
82. Ware House.
83. Whole sale Trader.
84. Workshop.
85. Vendor.

UNDER THE HEAD SHOPKEEPER:

1. Sweetmeat shcp.
2. Grocery Shop.
3. Meat selling shop.
4. Fish seller.
5. Dry fish shop.
6. Sanitary foods shop.
7. Telebhaja shop.
8. Vegetable shop.
9. Fruit shop.
10. Fresh Juice Drink shop.
11. Pan and cigarattee shop.
12. Cloth shop.
13. Ready-made garments shop.
14. Jewellery shop.
15. Stationery shop.
16. Medicine shop.
17. Tea stall.
18. Coal shop.
19. Machine shop.
20. Ration shop.
21. Tailoring shop.
22. Bakery.
23. Moulding shop.
24. Book binding shop.
25. Old paper selling shop.
26. Wheat grinding shop.
27. Spices grinding shop.
28. Ice seller.
29. Fire wood shop.
30. Hard ware shop.
31. Scrap metal shop.
32. Clay modeling shop.
33. Sweet Ingredient shop.
34. Smithy shop.
35. Cobbler's shop.
36. Glassware shop.
37. Co-sumer durable selling/serving shop and such others.