

# STANDING ORDERS.

BEING

Resolutions of the Municipal Corporation of Bombay and their Town Council or Standing Committee which are in the Nature of Standing Orders for General Guidance.

From 1873 to 1909-10.

Bombay:

PRINTED AT THE TIMES PRESS.

1911.

# INDEX:

## A

• .

PAGE

#### Accounts-

Ż,

(Vide also "Audit of Accounts.")	
Final Accounts of loan works to be furnished to the Corpora- tion soon after completion of works	20
Returns of gross income and expenditure as well as Surplus Cash Balance, &c., to be submitted to the Standing Com- mittee quarterly	80
Weekly Progressive Statement of Municipal Receipts and. Disbursements to be circulated to the Corporation and published in the Government Gazette only	14, 01
Weekly Statement of Accounts to be audited monthly by the Auditors 62	: , 114
Administration Report-	х., Т
Inventory of all lands and buildings belonging to the Muni- cipality to be included in the Beport once in five years	193
• Particulars about unauthorized works sanctioned to be remov- ed and water connections sanctioned to be cut off to be	
given in the Report Particulars of Plague deaths in different sections of the City and according to race to be furnished in the Report	41 °
Particulars as to commencement and completion of loan works, amount expended on each work, etc., to be given in	
the Report of the Executive Engineer's Department	98
to be appended to the Report	97
The first and the last dates of the raising of a loan to be stated in the Report	98

21	
Allowances-	PAGE
Acting allowances which do not necessitate Budget transfer- to be paid without reference to the Standing Committee	
Applications for increase of pay or allowances not to be entertained by the Standing Committee unless strongly recommended by the Commissioner	
Bhatta allowances to be given in accordance with Civil Service Regulations	113
Conveyance allowances not to be consolidated with pay, except for special reasons	<b>100</b>
Analyst, Municipal—Vide * Municipal Analyst."	
Anonymous Letters-Vide " Petitions, Letters," etc.	
Arcades-	
Conditions on which Arcades can be permitted on public streets	78
Streets on which arcades can be permitted	9
Assessment of Properties-	
Land on which charitable buildings are erected, from which no rent is derived, not to be exempted from taxation	55
Lists of irrecoverable assessment bills to be submitted to the Standing Committee monthly instead of quarterly	
Lists of outstanding rates and taxes to be submitted with the Auditors' Annual Reports	66
Assessor and Collector to furnish the Auditors with names of ratepayers in arrears	67
Statements giving the number of new properties assessed, the number of appeals heard and disposed of, etc., to be submitted to the Corporation quarterly	

• .

١,

ij

Andit of Accounts- Page
Weekly audit of accounts to be conducted by members selected in alphabetical rotation on Wednesdays at Manimized Office
Municipal Office 78, 79
Secretary to issue monthly notices and reminders to members attending for audit of accounts 104, 105 & 109
Auditors-
Duties of-
To certify all Sinking Fund Investments annually
To verify annually all forms of securities furnished by
Municipal Officers and servants 14
To carry out from time to time a test audit of the Chief
Accountant's Office and report its results to the Standing Committee
To sudit monthly the Weekly Statements of Accounts 62
To report to the Standing Committee the result of exami-
nation of accounts from month to month 114
To submit to the Standing Committee annually along with
their Annual Report a list of outstanding rates and taxes. 66
To sudit the accounts of the Schools Committee
B
Budget Estimates
Amount of Taxes estimated for the Budget year to be shown
separately from the amount of outstandings for the pre-
vious years 21
Budget Estimates to be printed and circulated by the time
fixed in the Municipal Act 75

١

Budget Estimates to be prepared in the approved form and.	Ē
revised estimates to be furnished as usual	191
Expenditure in connection with Municipal Elections to be	
provided for annually in the Budget	73
Expenditure Statement of the Municipal Commissioner's Office Establishment to be divided into two parts-"Per-	
sonal" and "General"	82

üi

82

	iv	
Budg	et Estimates-conid.	PAON
	General statement of Income and Expenditure to be included in the Budget side by side	96
	Government and Port Trust contributions to be shown sepa- rately in the Estimates of Income from the consolidated rate	70
	Statement showing separately amounts estimated to be realiz- ed on account of General Tax from Government, Port Trust and private property-holders to be given in the	79
	Introductory Remarks of Budget Estimates	100 72
	In the Budget Estimates a column to be added showing the Revised Estimates as far as possible	97
	Proposed increases of expenditure in establishments of vari- ous departments to be submitted to the Standing Commit- tee at least a fortnight before the Budget in which they are to be incorporated is placed before the Committee	120
	Loan Works Budget to be prepared in the approved form	127
	Revised Estimates of Income and Expenditure for the runn- ing year to be submitted with the Budget Estimates for the following year	99
Budg	et Grants-	:
•	Grants to be spent in the year of sanction so as to prevent , accumulation of lapsed grants	16
	In proposals for additional grants, the original grant and the expenditure to date to be stated	66
Budg	et Transfers-	
	Details of savings from which proposed grants are to be met to be stated in the Transfer Statement	19
	In the proposals for transfers, the original grant, together with expenditure to date to be shown in parallel columns.	66
	No transfers to be made from the grant for Interest on Loans except on emergency	68

Budget Transfers—conid. Proposals for transfers to be presented in the approved form.	PAGE - 86
Standing Committee's prior sanction necessary to every transfer	- 74
Buildings-	•
Building application forms to be printed in Vernacular as well as in English	94
Buildings Municipal-Vide " Municipal Buildings ".	,
Building Works, Unauthorized-	
Notice of unauthorized works to be taken promptly	
Precis of building cases to be furnished to the Standing Committee where the sanction of the Committee is	
necessary for removal or alteration	72
In proposals for the removal of unauthorized works in formation as to whether the works add substantially	
to the stability of the building and as to whether the set-back at the premises is to be enforced to be	
-	3, 126
Particulars of unauthorized works sanctioned to be remov- ed, to be given in the Annual Administration Report.	41
List of buildings in which modifications of dimensions have been allowed to be submitted half-yearly	
List of houses to which floors have been allowed to be added	_ 17
to be submitted half-yearly	- <b>31</b> -
List of houses fallen with information as to when the last addition was made, what action was taken by the Munici- pality, &c., to be submitted to the Standing Committee	
monthly 85, 87, 9	
Bullocks, Municipal-	•
Quarterly Returns of casualties amongst-vide under "Stock	
and Stores."	
While applying for sanction to the purchase of bullocks the total number, length of service, &c., of the bullocks be-	
longing to the Corporation to be stated	10

- **T** 

	vi	
1	С	
Catch	pits-Vide under "Drainage."	P
Ceme	teries-	
•	Cemeteries not to be opened in thickly populated localities	
	Graves utilized for plague cases not to be re-opened	•
	Small or private burying grounds not to be encouraged	•
•	Mahim, Dadar and Worli cemeteries to be closed against	
Censu	s of Bombay's Live Stock-	-
Chequ	Quinquennial census of live stock in Bombay to be taken by the Commissioner at Government expense	
Quod a	Cheques not to be detached from cheque-books until their counterfoils are initialled by the Officers signing them and not to be charged for in Accounts until duly signed	1
•	Cheques on Municipal Fund to be marked as current for three months only	1
	Cheques more than 6 months old to be cancelled and to be redrawn	1
. Sig	ming of	
	Cheques to be led up and signed on Mondays and Thursdays instead of on Mondays and Wednesdays	1
	Conveyance charges incurred in emergent cases in connec- tion with the signing of cheques to be paid from the con-	1
	tingent grant for the Municipal Seoretary's Office Members of the Standing Committee serving by rotation for the audit of the weekly statement of accounts to sign cheques at the Municipal Office 103, 104,	•
· • ·	Secretary to issue monthly notices and reminders to members . attending for audit of accounts and cheque signing. 104, 105	1
Chief /	Locountant-	,
• • •	To be an officer possessing special training, experience and financial ability	2

.

m	PAGE
Chief Accountant-(con/music). Test sudit of the office of, to be conducted from time to time by the Auditors and result reported to the Standing Com-	
mittee	39
Cholera-	
Imported cases of, to be shown separately in the weekly Mortnary Returns	110
City of Bombay Improvement Trust- Excerpts from the Proceedings of, to be circulated to Councillors	28, 37
Municipal Commissioner's official representation to the Trust to be first laid before the Corporation	•
Coal- Purchase of, to be made from direct importers	106
Variations in the contract for, not to be made without the previous sanction of the Standing Committee	107
Quotations for the supply of, not to be asked for from Messra, C. J. Khambatta & Co	107
Commissioner-	
Monthly lists of reports awaited from, by the Standing Com- mittee to be submitted to the Committee by the Municipa Secretary	1
Quarterly list of reports awaited from, by the Corporation to	•
be submitted by the Municipal Secretary	. 34
When the Commissioner is not able to make a report calle for by the Corporation within six months, he should inform	
the Corporation of the reasons for the delay	. 47
Committees of the Corporation- Meetings of, to be convened at the earliest opportunity on	
requisition from three members thereof	. 52
Return of Meetings of, to be submitted to the Corporatio quarterly	n . 28
Return of Outstanding Committees to be furnished to the Corporation with the monthly Agenda	0

. .

ć

#### • • • Compassionate Allowances-Vide "Pensions, Gratuities and Compassionate Allowances." ÷

### Contracts-

•

Contractors' Bills for amounts more than actually due not te be considered unless properly amended	109
Drainage contracts to specify the time within which each section of the work shall be completed after excavation	105
· · · ·	105
Grain contractors to keep a month's supply in hand	97
Period for the completion of a contract when exceeded to be reported to the Standing Committee	8 <del>8</del>
Rate of exchange to be fixed when works or supplies are contracted for in sterling	21
Rate at which a contract is given and rate for which sanc- tion is asked to be stated on the Agenda Paper	76
While inviting tenders for works where quantities are variable, rates to be fixed by the Manicipality in the first	
instance and tenders to be invited on those rates	100
Tenderers for any contracts to pay in a deposit with their tenders	75
Variations in contracts not to be made without the previous sanction of the Committee	107
Printing Contract-Vide "Municipal Printing."	
Corporation-	
Comprehensive Index of the Corporation and Standing Com- mittee Proceedings to be prepared and kept up-to-date	53
and circulated to Councillors from time to time	00
Letters addressed to Government and other bodies by the President to be printed as an Appendix to the Records of	10
Proceedings	<b>48</b>
Notice of the impending termination of agreements with	
officers appointed by the Corporation to be given to the Corporation six months before the termination	8

. . PAGE

.

. •

Corporation-cond. PAGE
Outstanding Business of-Vide under "Commissioner".
Petitions addressed to-Vide under "Petitions, Letters, etc.".
Reference to the previous Proceedings of the Corporation or and I
Standing Committee in regard to the subject matter of
business to be transacted to be given in the Agenda paper. 8
Return of Meetings held and of attendance of Councillors
thereat, etc., to be submitted to the Corporation annually at their first meeting in each official year
Return of meetings of Committees of, to be submitted to the
Corporation quarterly 28
Return of outstanding Committees to be furnished to the
Corporation with the monthly Agenda 52
Councillors-
Personal interview with the Municipal Executive on behalf
of alients undesirable for Councillors 49
Return of Corporation Meetings held and of attendance of
Councillors thereat, etc., to be submitted to the Corpora- tion annually at their first meeting in each official year 3, 17
Cultivating Rights-Vile "Rights."
Cycles-
Return of cycles taxed to be submitted quarterly and par-
ticulars of motor vehicles taxed to be included in the re- turns 29, 35, 57
Damages-
Joint survey to be held of properties in respect of which,
a claim for damages arises, when settling claims 106

#### Dead Animals-

Particulars to be furnished to the Corporation while submit- ting tenders for the right of receiving and disposing of dead animals at Coorla ...

59

. .

<b>1</b>	
Dead bodies of Hindu Paupers-	PAGE
To be cremated at Municipal expense	7
Drainage-	
Chokes in all drains (public or private) to be removed	
immediately by Manicipal Agency	36
Conditions for constructing drains passing under buildings.	91
In cases of carrying drains of one party through the premises of another, objections received to be placed on	
the Table	116
Drainage operations should be carried on in public streets with as little inconvenience to the public as practicable	23
Drainage contracts to specify the time within which each section of the work shall be completed after excavation	
has been commenced	105
Drainage notices to be printed in vernacular as well as in English	94
No fees to be charged for use of tools and plant in connec- tion with works executed by the Drainage Engineer for the suppression of plague when charges for the works themselves are duly paid	111
Petty repairs to house drains to be executed at Municipal expense	D, 51
Precautions prescribed in connection with works in sewers and drains to be also enforced in connection with works in	
all storm-water drains	51
Returns of drains, sewers, catchpits, &c., cleaned, flushed,	<i>.</i>
etc., to be submitted quarterly 25, 32	2, 44 .
Storm-water drains to be cleaned once a year instead of every three years	89
Systematic records to be kept of quantity of sewage pumped,	•
rainfall, height of subsoil water, &c., in connection with the new pumping engines for remedying the surcharging	
the new pumping engines for remedying the surcharging	50

,

X

٠

.

Dust bins-	Pag <b>é</b>
- Dustbins not to be placed near places of worship	22
Dusthin stands to be provided with stone-pavements	87
` <b>`E</b>	
Editors' Table-(Vide also "Reporters").	
Papers circulated to the Standing Committee to be placed on the Table for public information	119
Educational Institutions-	
Compounded water-rate to be levied in respect of all Edu- cational institutions	95
Elections, Municipal-	<b>لم پریا</b> 
Expenditure in connection with Elections to be provided for in the Budget annually	73
Nature of the title of each voter to be stated in the Election Roll	49
Engineers-	,
Qualified men holding University Degrees or Diplomas should be appointed to the posts of Deputy and Assistant Engineers	45
Erysipelas-	
Cases of erysipelas occurring in Government Hospitals not to be admitted into the Arthur Road Hospital	46
European Articles-	•
Articles of European manufacture or production required annually to be purchased locally	91
Exchange Rate-	
Rate of exchange to be fixed when works or supplies are contracted for in sterling	21

### Padi

#### Expenditure, Unauthorized-

Expenditure in excess of Budget provisions not to be incurred without the previous sanction of the Corporation ... 13, 35,

#### Explosives-(Vide also "Fireworks" below).

Competent and skilful person to be present on behalf of the Municipality when explosives are used in carrying out Municipal Works ... ... ... ...

#### Fire Hydrants-

Fire hydrants requiring renewal to be replaced by water pillars or aluice valve hydrants .... ... ...

#### Fire Returns-

Returns containing detailed reports of time and causes of fires and the time of water supplied thereat, damage to property and loss of life caused by the fires, etc., to be submitted to the Standing Committee as early as practicable ... 63, 72, 85, 90, 94, 101, 120 Returns of fires to be entered on the Agenda and placed on the Table ... 71

#### Fireworks and other dangerous substances-

A limited number only of licenses for fireworks to be issued in connection with Diwali Holidays .... 96

Licenses for the storage or sale of dangerous articles like fireworks, not to be issued without previously ascertaining objections from the Police and residents of localities con-

Fishing Rights-- Vule " Rights."

cerned

64, 75

69

50

51

XIII	•
Food Stuffs-	PAGE
Return of unwholesome foodstuffs destroyed by the Munici- pality to be submitted to the Corporation monthly	58
Milk to be included in the returns of unwholesome foodstuffs destroyed by the Municipality	60
Footpaths-	•
Footpaths to be provided on roads traversed by tram lines when they are sufficiently wide	69
Fountains, Public-	
To be kept playing during day time in the hot weather	21
G	• • • • •
Gardens, Public- Viotoria Gardens-	
Gardens to be thrown open to the public, free of charge, or days other than those of extra band performances	. 15
Lessees of cultivating rights in the Gardens to pay in ad vance	- . 67
No alcoholie or intoxicating liquors to be supplied in th Garden Refreshment Rooms	0 . . 14 .
No goods from the Gardens to be supplied on credit	. 107
Goan Community-	
Deaths amongst, from small-pox, to be shown separately i the Mortuary Returns	n 117
Godowns and Offices-	1.
Water charges for, not to be levied by meter measurement.	
Government-	
Contributions from, on account of General Tax to be show separately in the estimates of Income in Budget Estimat and in the Introductory remarks thereto	

	2i9	
Govern	ament House, Parel—	Page -
	Tank at-Chemical and Bacteriological Analytic Reports as to the condition of the water of, to be submitted when the tank causes any nuisance	40
Grain-		
	Contractors for, to keep a month's supply in hand	- 97
Grass-		
•	Grass on the Vellard not to be sold beyond the 1st of September each year	110
Gratuit and	ties-Vide "Pensions, gratuities and compassionate a	110w-
	· H ~	
Halakl	lore Tax-	
	Special Halalkhore Tax to be charged at the rates fixed	112
	Special Halalkhore Tax not to be levied in respect of chawls and similar premises	115
Health	Camps-	
	No charges to be preferred for the services rendered to, by the Municipality	. 37
Health	Department-	
	Appointments of Assistant to the Health Officer and Inspectors to be filled up by qualified Medical Men, Apothecaries and Veterinary graduates 6, 2	2, 57
•	Maximum age limit for admission as Inspectors to be 35	62
	Officers of the Health Department to be allowed to give instruction in training Sanitary Surveyors and to receive	
• 2	fees prescribed by Government	33

٠ . •

,

#### Health Officer, Executive-

#### QUARTERLY REPORTS OF-

#### Contents of-

To contain details as to the probable cause of high mortality	6
when prevalent in the city	6 6
when prevalent in the city To show the localities where deaths from leprosy take place. 8 To give the number of deaths due to phthisis in various sections of the Wards of the City 43, 10 To give the number of unsuccessfully vaccinated children 8	6 6
To give the number of deaths due to phthisis in various sections of the Wards of the City 43, 10 To give the number of unsuccessfully vaccinated children 8	6
sections of the Wards of the City 43, 10 To give the number of unsuccessfully vaccinated children 8	•
To give the number of unsuccessfully vaccinated children 8	•
5	3
To contain a return of mortality by districts	
	8
To give the number of eases of hpdrophobia occurring in the	
City 9	1
To give the number of patients treated at Municipal Dispen-	
BB rick,	1
Submission of-	
To be submitted to the Corporation within six weeks from	
the date they fall due 1	0
To be submitted to the Corporation within one month from	•
the date they fall due 2	2
To be submitted to the Corporation direct	5
To be submitted early enough to admit of being placed on	
the Corporation Agenda for the month next to the quarter	
to which they refer 4	2
To be submitted regularly to the Standing Committee ,6	5
To be submitted to the Standing Committee within two	
months after the expiry of the quarter 1	11
Horses-	
Horses above the age of 6 years not to be purchased for	

1

Hospit	als	PAGE
In	BOTIOUS DISBASES HOSPITALS-	
. (	Arthur Road, Grant Road, etc. ).	
	Cases of Erysipelas occurring in different Governme	
	Hospitals not to be admitted to the Arthur Road Hosp	
	Returns of Patients treated at-to be submitted quart instead of monthly for triennial periods	erly 15, 19, 33
	Returns of Patients to show the number of plague	ases
1997 - 1997 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 - 1997 -	treated in the hospitals	88
	Returns of expenditure incurred on-to be submitted yearly	half- 15
Tourse	Vide "Buildings"	
ELO USOS	· ·	1
House	Connections 23	26, 30, 34
House	numbering-	
· ·	Progress made with the new system of numbering hous	es to
	be reported every six months	53
Hydro	phobia-	
	Number of cases of hydrophobia occurring in the city to	o be
· •	given in the Health Officer's Quarterly Reports	97.
Illumiı	nations, Gas-	
	Permits for-to be issued to the Gas Company only	25
		••• •••
Immig		
•	Mortality amongst immigrants and permanent residents t	
• • •	shown separately in the Mortality Returns	110
Indian	articles-	
1. T	Articles of Indian manufacture should, as far as possible	, be
	used for all Municipal requirements	34
$\pm 10^{\circ}$	ĸ	•
Khojah	· · ·	
	Mortality amongst-to be shown separately in the we	eklv
ر بەرمەرچى	· Mortality Returns	

•

xvi

•

L	
Labour and Hire of Carts-	Page
Savings in the grant for Labour and Hire of Carts to be utilized for payment of extra charges arising under that head only	108
Lakes and Tanks, Public-(Vide also "Wells and Tanks, Pu and "Water-supply.") Fishes to be introduced in, for purposes of purification	blio"
Rewards to be paid for the destruction of proceediles and their	•
eggs in the Tulsi and Vebar Lakes	95
Latrines or Urinals, Public-	
No urinals to be located near places of worship, &c Leases-Vide also "Rights"	51
Cases of renewal of leases to be brought before the Standing Committee six months before the expiry of the leases	117
Leave Rules-	
No Leave to be granted to Municipal Employés, except for special reasons, for enabling them to take other employ-, ment	119
Leper Hospital-	
Reference to the administration of-net to be made in the Commissioner's Annual Administration Report	20
Leprosy—	
Localities where deaths from leprosy take place to be shown in the Health Officer's Quarterly Reports	36
Live-Stock, Municipal-	
Incapacitated animals to be sent to Pinjrapole instead of being destroyed	74
Writing off, of the book value of-Vide under "Stock and Stores"	

•

xvii

.8	and Loan Charges (Vide also " Net Premia Fund.") PAGE
•-	Arrangements re appropriations of excess receipts on loans owing to the Municipal bonds being above par, purchase of such bonds for Sinking Funds of loans, unification of Sinking Funds' Accounts, &c 9, 18
	Terms and conditions, etc., of loans raised to be reported to the Corporation 29
	Final accounts of loan works to be furnished to the Corpo- ration soon after completion of works 20
	Statement showing the nature of loan works under con- struction, the dates on which loans were raised and fell due, etc., to be submitted in July each year 79, 88, 116
	Statement of investments, etc., of Loan Funds to be sub- mitted in July each year instead of being placed at the end of the Budget, and the dates on which investments were made, the dates on which loans were paid off, and total amount of different loans, etc., to be shown 79, 80, 88, 101, 102, 114
	The first and the last dates of the raising of loans to be stated in the Annual Administration Report 98
	Particulars as to commencement and completion of loan works, amount expended on each work, etc., to be given in the Report of the Executive Engineer's Department 98
	Loan Works Budget to be prepared in approved form 127
	Loan works not to be deferred in all cases pending the raising of specific loans for financing them 160
	Sinking Fund investments to be certified annually by the Auditors 9
	Transfers from Loan Funds to the Municipal General Fund and vice versa to be limited to Rs. 8 lakhs a month and to be reported to the Standing Committee within a fort- night 82, 83, 88, 96
	Balance remaining to the credit of loan funds after a trans- fer is made therefrom to the General Fund to be shown in reports of transfers

# Μ

Mahomedan Primary Schools-	Page
Grant of Rs. 5,000 made annually for the benefit of, not to be applied to any other purpose	70
Markets and Slaughter Houses-	•
Superintendent and Assistant Superintendent of Markets and Slaughter Houses and Meat, Cattle and Market Inspectors should be duly qualified Veterinary Surgeons or Medical Graduates	85.
Markets, Private-	
Private enterprise for the construction of, to be encouraged.	
Meters-	•
Sufficient notice to be given to parties concerned of the intention of the Commissioner to affix meters to premises, and meters to be placed within the premises as far as possible	> 59
Cases of fixing meters to dwelling houses to be reported to the Standing Committee	115
Return of premises metered to be submitted monthly Notice of time and place of testing the socuracy of a water	. 116
meter to be given to parties concerned	117
Milch Cattle Stables- (Vide under "Stables")	•
Milk-( Vide under " Foodstuffs").	
Mint, H. M.'s-	
Water to be supplied free to the Mint compound tank	· T .
Mortuary Returns-Vids (also "Administration Report" and "Health Officer's Quarterly Reports").	
Copies of, to be bound up with the Standing Committee Proceedings	110
Number of deaths due to plague to be shown in the Returns.	108

XX	
Mortuary Returns—conid	PAGN
Imported cases of plague and cholera to be shown separate	əly
in the Returns	110, 112
Mortality amongst immigrants and permanent residents to	be
shown separately in the Returns	110
Mortality amongst Khojas to be shown separately in t	he
Returns	••• 110
Mortality amongst the Goan Community from small-pos	: to
be separtately shown in the Returns	117
Motor Vehicles-	
Particulars of Motor Vehicles taxed during a quarter to	be
given in the Quarterly Returns of cycles taxed	57
Municipal Analyst-	· .
Monthly analysis of water supplied to the City to be do	ne
by the Analyst	119
Reports of the work done by, to be submitted half-yes	rly
'instead of bi-monthly	38, 49
Reports of, to show the locality of each well or tank	the
water whereof has been analytically examined	42
Reports of, to show the number of samples in wh	lich
Microbes, Vibrios, &c., were found on examination	, 48
Municipal Appointments-	
Notice of the impending termination of agreement w	
. Officers appointed by the Corporation to be given to	_
Corporation six months before termination	8
Preference should be given to men of University educa	
in Municipal appointments	29
Municipal Buildings and Lands-	
A sum to be set aside annually to provide against loss f	_
fire in Municipal Buildings Only valuable Municipal Buildings to be insured out	
and buildings practically fire-proof not to be insured	118
Inventory of, to be included in the Administration Re	
once in five years	22

,

XX

xxi	
Municipal Dispensaries- Number of patients treated at, to be stated in the Health Officer's Quarterly Report	Pagn -
Municipal Employes Applications fromfor increases of pay or allowances, not to be entertained by the Standing Committee, unless strongly recommended by the Commissioner	6 <b>2</b> ·
List of (with Index) corrected upto 31st October in each year to be published annually	
mensem Minimum limit of salary of permanent clorical appointments to be applicable to acting appointments also	123
Minimum salary of Municipal peons fixed at Bs. 11 per mensem	124
Municipal Officers not to be in any way interested in patents connected with the working of their departments	26
Municipal Officers not to undertake any duties which would interfere with their Municipal duties Municipal servants not to solicit the support of Councillors	61
on subjects under their consideration	62
special reasons, for enabling them to take other employ- ment	119
Petitioners in regard to their dismissed from Municipal service to be informed by the Secretary that the Standing Com- mittee have no authority to interfere	64
Securities to be furnished by-to be either cash deposits, or public securities, or Guarantees of Guarantee Associations, and forms of securities to be annually verified by the	••••••••••••••••••••••••••••••••••••••
Auditors	14
Bhatta charges to be given forng printing work at night	103
six months before the expiry of the running contract	89

	. :
Municipal Scoretary-(Vide also under " Corporation, Standing Pac Committee and Petitions", etc.)	316
Authorized to employ substitutes for clerks and peons in his office	5
Authorized to purchase, books, furniture, etc., and pay for repairs, etc., from his Office Contingent Grant ' 11	9
Municipal Solicitors-	
Municipal Solicitors to be retained in all appeals to Courts in	
• • • • • • • • • • • • • • • • • • • •	53
	<b>)9</b>
Municipal Solicitors' letters reporting judgments against 8 the Corporation re Setbacks to be laid on the Table 8	37
Whenever Municipal Solicitors are the Legal Advisers of parties contending against the Municipality, legal advice on behalf of the Municipality should be taken from other Solicitors	6
N	
Net Premia Fund-(Vide also "Loan and Loans Charges." Appropriations to and disbursements from-Arrangements for 18, 12	7
	1.8
Excess interest realizations on Sinking Fund Investments, etc., to be credited to the Net Premis Fund 12	7
Nightsoil Depots-	
	1
Notices of Motions-	
Notices of Motions to be included by dates in the Standing Committee Agenda and to have separate numbers 68, 7	6
Notices of motions-How to be worded 7	0
Nowroji Hill	
No huts to be allowed on the ground reclaimed in the vici-	
nity of Nowroji Hill 7	1

•

.

### **xx**iii

# 0

Offices and Godowns-Vide " Godowns and Offices". PAGE
Outstanding Business of the Corporation and Standing Committee-
Vide under "Corporation and Standing Committee " respectively.
P 11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Parsees-
Surnames of, to be stated in official correspondence 74
Paupers, Hindu-
Dead bodies of, to be cremated at Municipal'expense 7
Pensions, Gratuities, Compassionate Allowances -
The sum contributed to the Pension Fund to be stated in
applications for compassionate allowances, etc 77
Pensions payable to Municipal Pensioners living out of Bombay to be remitted to them on production of a life
certificate 111
6 per cent, simple interest to be charged in cases where Municipal employee had the option of contributing
Pension Fund but did not do so
Petitions, Letters, &
Letters addressed to the Standing Committee by individual members not to be printed without the Committee's sano-
tion 61 .
Letters addressed to the Standing Committee by individual members not to be communicated to the Press until consi-
dered by the Committee 83
Petitions, anonymous, to be destroyed by the Chairman 14, 67
Petitions addressed to the Corporation to be referred to the
Standing Committee in the first instance
Petitions on points where appeal does not lie to the Standing
. Committee not to be laid before the Committee, and the
petitioners to be informed accordingly 63

Petitions, Letters, etc.—conid.	PAGE
Petitions not coming within the cognizance of the Stand-	
ing Committee to be disposed of by the Chairman	68
Petitions relating to matters in which the Commissioner is vested with entire executive authority to be sent to him for disposal by the Secretary	4, 94
Petitions as received to be forwarded to the Commissioner for remarks by the Secretary, a list of such petitions being submitted to the Standing Committee monthly and trans- ferred to the Outstanding Business	. 81
Petitions to the Corporation to be in intelligible language and to be stamped under the Court Fees Act when	0*
Petitioners making Petitions on matters requiring the approv- al of the Standing Committee and the Corporation should first exhaust the right of appeal to the Commissioner before resort is had to the Corporation or Committee	9 <b>3</b> 9 <b>4</b>
Phthisis- Number of deaths due from, in various sections of the Wards of the city, to be stated in the Health Officer's Quarterly	•
<b>_</b>	3,105
Plague-	
Graves utilized for Plague cases not to be re-opened	26
No fees to be charged for use of tools, plant, etc., in connec- tion with works executed for the suppression of plague	•
when charges for the works themselves are duly paid	111
Number of plague cases treated in the Arthur Road Hospital to be shown in the Quarterly Returns of thatients	•
treated in the Hospital	88
Number of deaths due to plague to be shown in the Mortuary Returns	108
Imported cases of plague and cholera to be shown separate-	112

.

xxiv

Plague-contd.	AOK -
Particulars of plague deaths according to race and in different , sections of the City to be included in the Administration Report	42
Plumbers, Licensed	
Plumbers applying for licenses should be required to pass an examination of competency	43
Plumbers' bills can be taxed by the Municipality for a nominal fee	81
Printed copies of the Schedule of prices of materials supplied by, to ratepayers to be available to the public for a nominal price	. 31 `
Scale of charges payable for work done by Plumbers to be	43
Poison-	
Due notice to be given to the residents of the locality where Poison is scattered by the Municipality	48 .
Port Trust-	•
Contributions from, on account of General Tax, to be shown separately in the estimates of income in Budget Estimates and in the Introductory Remarks thereto	,100
Printing, Municipal-Vide "Municipal Printing."	
Privies, &c	n e N
In cases of requisitions under sections 248 and 249A of the Municipal Act in regard to privies, &c., objections from parties concerned to be invited and placed before the Standing Committee	· ~
Sanitary condition of houses as regards privy accommodation, &a., to be ascertained systematically and certain informa- tion to be given while applying for sanction to requisi-	23 29

XXY

#### xxvi

•

:

•

•

Progress Reports-	PAOK
Contents of-	
To show separately works not commenced, works in progress and works completed	87
To state against works completed, whether the accounts thereof have been finally adjusted or not	96
To state the value of land on which buildings in progress stand	104
Submission of—	•
To be submitted to the Standing Committee quarterly instead of monthly	2, 89
To be submitted not later than the middle of the month after they fall due	68
To be submitted in the form approved of by the Standing Committee	76
<b>R</b> ···	`
Relief House-	
Relief House at Grant Road not to be used as a hospital for any infectious diseases	73
Reports-	
Periodical Reports from Officers to be submitted early enough to admit of being placed on the Corporation Agends for the month next to the Quarter to which they refer	42
Reporters of Public Press-	
Papers circulated to the Standing Committee to be available for the information of the Public Press	112
Reporters not to report matters which they are asked not to publish 17, 66	, 110
Result of questions discussed in camera to be communicated to Press Reporters by the Secretary	66

• .

xxvii

Reservoirs-	PLOB
Bhandarwada Reservoir-	•
Progress of works sanctioned to remedy the leakage at the Reservoir to be reported from time to time	50
Rights-	
Areas of land let for cultivation to be stated in the Report of Sale of Rights	
Number of toddy trees let to be stated in the Report of Sale of Rights for drawing toddy	. 73
Number of trees sold for collecting fruits to be stated in the Report of Sale of Bights	
Contrasted Statement showing figures for previous years to be submitted with the Beports of Sale of Rights &co	73
Lessees of cultivating rights in the Victoria Gardens to pay in advance	67
Licenses for private fishing to be issued, unless the sales by public auction are satisfactory	84 .
Road Sorapings	69
Roads and Streets, Public-Vide also "Set-backs and Street Improvements"	
All streets to be cleaned by the Municipality	. 28
uniform and to possess architectural pretensions	. 13
List of streets and lanes opened up for drainage purposes to be furnished to the Corporation from time to time	23
Measures to be adopted for expediting repairs to roads open ed for laying drains or water mains	. 11
Not more than one-fourth the width of any public road to be broken up at any one time for any purpose other than metalling	
Statement of particulars concerning road repairs to be pre- pared and maintained up to date from time to time	

•

# XXVIII

•

.

Roads and Streets, Public-conid.	PAGE
Road surface dressing to be sifted, free of loose stones, before being placed on the roadways	53
Narrow lanes and streets not to be watered at certain hour	s, 47
Opportunities for opening up a blind lane or widening narrow one to be brought to the notice of the Corporatio	
Procedure to be followed in acquisition of land for constru- tion of new roads	
Return of roads partly or wholly closed from the 1st to the end of each month to be submitted monthly to the Stand	
ing Committee	. 69
Road worked by rollers to be closed against carriage traffic	. 75
Particulars of liabilities incurred in respect of street improv ment to be furnished whenever grants for the purpo are applied for	
Roads and Streets, Private-	
All streets to be cleaned by the Municipality	•• 28
Tulsi Pipe Line	. 10
S	
Sandstone-	. •
Not to be excavated within the Island	107
Schools Committee-	
Accounts of, to be kept by the Committee in the same we in which the Chief Accountant keeps department accounts and to be audited by the Municipal Auditors	
Committee to approach the Corporation in time when t Secretary's appointment has to be made	he 31
Excerpts from the proceedings of, to be furnished to the Corporation	10 23
School Fund- Statement showing reasons for increases and decreases accompany the School Fund Budget	to 21

.

Page Seal of the Corporation-Documents requiring to be sealed with the seal of the Dorporation not to be placed on the Standing Committee 126 Agenda Securities-Securities furnished by Municipal servants to be verified annually by the Auditors .... 14 Set-backs and Street Improvement-Vide also (Roads and Streets, Public.) Basis on which deeds of agreement in respect of set-backs of properties acquired but not enforced are to be ex-90, 101 108 ecuted .... Municipal Solicitors' letters reporting judgments against Corporation ve set-backs to be laid on the Table .... 87 Particulars of liabilities incurred in respect of Street improvement to be furnished whenever grants for the purpose are upplied for .... 57 Particulars relating to set-backs, e. g., area of land purchased, price paid, etc., to be laid before the Standing Committee from time to time 102, 106, 116, 118, 125 Stables-Half-yearly report of mildh-eattle stables licensed in crowded localities to be submitted to the Corporation 80 Reports of improvements made in public stables in the City to be submitted to the Corporation annually 46 Standing Committee-Documents requiring to be sealed with the seal of the Corporation not to be placed on the Standing Committee Agenda 195 Minutes of the previous meeting to be read before being confirmed, unless circulated ..... 76 Notices of motions to be included according to dates in the Agenda Paper and to have separate numbers 68, 70, 76 .

Trit

#### Standing Committee-contd.

.

Standing Committee-conid.	PAGE
Outstanding Business of-Lists of to be prepared by the Secretary monthly and circulated to the Committee. 81,	
Petitions addressed to-Vide under "Petitions, Letters, e	to."
Proceedings of	
Copies of, to be circulated to the members of the Corporation after each meeting of the Committee	. <b>1</b>
Weekly Progressive Statement of Municipal Receipts and Disbursements to be circulated to the Corporation along with the Committee's proceedings	
	14
Weekly Bombay Health Return to be bound up with the proceedings	. 110
Steam Rollers-	
Better class of drivers to be employed on steam rollers	75
Stock and Stores, Municipal—	
	7, 87
Articles of the value of Rs. 10 or under not to be sold from Municipal Stores or works without cash payment	81
Sanction to write off losses on account of live-stock to be	, UL
applied for quarterly,	13
In the Return of Casualties amongst live-stock the age of	· · · ·
bullocks when purchased to be stated	27
Lists of losses from sale of old and unserviceable dead-stock and from death of live-stock to be submitted quarterly	66
In applications to write off live-stock, particulars of animal's	
death, cause of death, etc., to be given	72
In the Mortality Return of bullocks, the annual percentage of loss on the whole stock to be shown	80
In the lists of dead and unserviceable stores, the book-value	
TH MA HAR OF CORD BUC MUSCIALCOUND BOULD? MUS DOOR ASIDE	

and sale-proceeds to be shown against each item ... 93

•

XXX

XXX	•
	PAGE
Stormwater Drains-Vide under "Drainage".	
Surplus Cash Balance Statement—	
To be furnished to the Corporation and Standing Committ	<b>68</b>
in the approved form whenever grants are proposed to	
paid out of the Balance	20, 114
Surveyors and Plumbers-	
Surveyors and Plumbers, not already in Municipal emplo	y, <sup>1</sup>
to be paid at the rates fixed for giving evidence	·
Municipal cases	113
T · · ·	
Tansa Duct Line-	
To be kept clear of all growth of trees	
Telegraph and Telephone-	
Construction of telegraph and telephone lines on Municip property to be subject to certain conditions	<b></b> 70
Tenders, Tenderers-Vide " Contract ".	
Toddy Rights-Vide " Rights ".	
Toll Collectors-	
Toll collectors not to harass wheel tax-payers and to keep	
list of wheel tax-payers for ready reference	
Town Council-Vide "Standing Committee ".	
Town Duties-	
Rewards to be paid in the cases of seisures of goods evadi	ng 🕴
payment of Town Duties	<b></b>
Town Sweepings-	5 
As little eutchra as possible should be deposited in any pa	art
of the City	
At the end of each monsoon a report to be submitted as	to
the removal of road detritus	

### xxxii

t i

•

Tramway Company—	PAGR
Company to pay for the use of Municipal carts and water used for road repair purposes	85
Tramways-	
Extensions-	
Full particulars of proposed extensions of tramway lines to be laid before the Corporation	1
Footpaths-	
Footpaths to be provided on roads traversed by Tram lines	69
Mattere-	
Full particulars as to the action proposed to be taken in regard to tramway matters under the Agreement with B. E. S. & T. Co. to be laid before the Corporation	49
Roadways-	
Extent of Roadways to be left on each side of tramways 2, 44	, 69
Transfers of Funds-	
Budget Transfers-Vide "Budget Transfers" above.	
Transfers from one invested fund to another to be reported to the Standing Committee 82, 83	, 88
Travelling Allowance Rules	, 90
Trees	
Trees should be planted along roadsides	26
U	
Urinals or Latrines, Public-	
Vide "Latrines or Urinals, Public".	
Vaccination-	
Number of unsuccessfully vaccinated children to be given in	40 -

the Health Officer's Quarterly Reports .... 83

**XXXIII** 

·· ·

Ventilating Shafts-	AGB.
Expensive ventilating shafts not necessary on Municipal	89
Veterinary College, Bombay-	
Copies of the Annual Report of, to be distributed to Council-	88
Vacancies in free studentships in, granted by the Corpora- tion to be advertised	3
Victoria Gardens-Vide under "Gardens, Public."	
Vital Statistics-	
Unit of Registration for compilation of, to be the smallest	•
obtainable	73
W	
Water Charges-	
Compounded water-rate to be byied on all Educational Institutions	85
Compounded monthly sum to be charged to owners of properties for water used for building purposes in addition to water tax on valuation	101
Statements showing income from the levy of water makes by unctor measurement, compared with that derived from the rates on valuation to be submitted to the Standing Com- mittee annually	126
Water to be supplied free to the Mint Compound Tank	140
Water charges in respect of godowns and offices not to be	
levied by motor measurement	117
Water charges rules to be sold to the public at As-1 a copy. "	113
Water Connections-	
Connections not to be cut off for non-payment of rates other than water rates	61
Instead of cutting off water connections for non-payment of	<b>.</b>
water rates, the water supply should be merely turned off.	29

	XXXIV
Wate	PAG
	Notice of severance of water connections to be given to
	OWNERS 8
	Reasons for sanctioning the cutting off of, to be stated in the Standing Committee Proceedings 2
	Connections to be restored after Municipal requirements are
	complied with 11
	Particulars of connections sanctioned to be cut off to be given in the Annual Administration Report 4
	House owners to bear the cost of repairs of their own water
	connections 6
Wate	r Mains-
	Bursts in water mains and their causes to be reported to the
•	Standing Committee 99, 11
e z	Statements of leaks detected in, to be furnished to the
•	Standing Committee monthly JI
Wate	r Metors Vide " Meters."
Wate	r Supply
<b>,</b> ·	Analysis of Vebar and Tulsi Water filtered as well as unfiltered to be submitted monthly to the Standing Com-
	mittee at their second meeting in each month 89, 92, 10
	Analysis of, to be done by the Municipal Analyst 11
	Analytical and Bacteriological Reports on the Bombay
	Water supplies to be placed monthly before the Corpora- tion and the Standing Committee 5
	Bacteriological examination of water supply to be made as
	often as chemical analysis 30
	Care should be taken against pollution of water in the mains from the contents of adjoining sewers 30
	Returns of water brought into the City as registered by the
	Becamerate and the second s
	Venturi Meters to be submitted to the Corporation

	7174		
Water	Supply-contd. Statements of hours of water supply in different localities as pressure in the mains to be submitted to the Corporati monthly and to be notified from time to time for pub information 60,	nd o <b>n</b> lio	LGB
	Particulars as to the duration of the maximum pressure the mains during high pressure hours to be given in t statements of water supply, &c Water-supply to be regulated on the basis of 20 gallons	he ••• of	60
	water per head Water supply from Municipal mains to districts outside t City—Applications for, not to be encouraged		52
	Weekly Statement of consumption and storage of water Municipal Lakes with figures for corresponding weeks the previous year to be submitted to the Standi Committee	of ng	, 95
	Height on the gauge and the overflow height in respect each Lake to be stated in the Weekly Statement		84
Water	Ground underneath water taps to be paved and coment	ed are	26
Water '	Works Department- Bhatta allowance to be paid to certain employes of, when se out into districts beyond Bombay at fixed rates		105
·	Overtime wages to be paid to certain workmen of, as occasi arises		105
Wateri	ing Roads- Narrow lanes and streets not to be watered at certain hom		97 • 47
Wells a	and Tanks. Private Proposals for closing wells to be accompanied by an analysi of their waters	vis 	68
	Wells to be cleaned and covered rather than filled up und Section 381 of the Municipal Act	8 <b>7</b>	34

### XXXVI

	XXXVI	
	s and Tanks, Public-(Vide also " Lakes and Tanks, Public")-	Page
	To be thened periodically	38, 45
	No fees to be levied for water drawn from	10
	Chemical and Bacteriological analytic reports as to the condi- tion of the water of the tank behind Government House, Parel, 'to be submitted only when the tank chuses a	•
	1001552100	, 40
Whee	Conditions which render carriages liable to wheel-tax	61
	Wheel-tax bills not to remain in arrears for more than one	1
	quarter	100
Work		
	Capital and Revenue Works-Principles for the financing of	. 4
	Estimates of proposed new works to be submitted to the	)
	Standing Committee in 6	4, 115
	Copies of estimates and plans of proposed new works requir- ing the sanction of the Corporation to be circulated to Councillors	
	Establishment and supervision charges of preposed works to	)
	be shown separately in the provision for contingencies in	
	respect of the works	
	Lists of irrecoverable bills in respect of private works on	
	services done by the Municipality to be submitted to the	
	Standing Committee quarterly	. 65
	Progress Reports of Vide " Progress Reports."	
	Special work to be supervised by the officer in white district the work happens to lie, without extra payment	- 104
Work	shəpā—	
	Overtime wages to be paid to certain worktnen of, as beca- sion arises	9, 105
	-Rate of castings made in the Workshops to be fixed by the	
	Gommissioner	