

नगर पालिका परिषद कार्यालय
OFFICE OF THE
MUNICIPAL COUNCIL
पोर्ट ब्लेयर
PORT BLAIR



फाइल सं.
File No

परिमाण सं.
Volume No

वर्ष
Year

- 1 Port Blair Municipal Council Conduct of Business Bye-Laws.
- 2 Port Blair Municipal Council Bye-Laws for Hair Dressing Saloons.
- 3 Port Blair Municipal Council Advertisement Bye-Laws.
- 4 Port Blair Municipal Council Bye-Laws for grant of license for sale of Food.

पिछला हवाला/Previous References

बाद का हवाला/Later References

APP

R.K.

OFFICE OF THE MUNICIPAL COUNCIL
PORT BLAIR


NO: 1370: Port Blair dated the 2nd of September, 1999.

N O T E

Please find enclosed herewith following Bye-Laws of the Council, which have been duly approved by the A & N Administration vide its Notification NO:99/F.NO: 3-53/97-LSG dated 9th July, 1999. Henceforth these Bye-Laws may be followed wherever they are applicable in letter and spirit.

1. Port Blair Municipal Council conduct of Business Bye-Laws.
2. Port Blair Municipal Council Bye-Laws for Hair Dressing Saloons.
3. Port Blair Municipal Council Advertisement Bye-Laws.
4. Port Blair Municipal Council Bye-Laws for grant of licence for sale of food.

Please acknowledge receipt.


Secretary,
Municipal Council.

TO


1. The Public Health Officer, Municipal Council.
2. The Executive Engineer, Municipal Council.
3. The Accounts Officer, Municipal Council.
4. The Administrative Officer, Municipal Council.
5. The Revenue Officer, Municipal Council.
6. The Sanitary Officer, Municipal Council.
7. The Assistant Architect, Municipal Council.
3. The Sr. Sanitary Inspectors, Municipal Council.
9. The Food Inspector, Municipal Council.
10. Shri Gopalakrishnan, Dealing Assistant of Council meeting.

Copy to:

1. The Chairperson, Municipal Council.
2. The C.V.C, Municipal Council.
3. The J.V.C, Municipal Council.
4. All Members, Municipal Council.

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for favour of
information.


Secretary,
Municipal Council.

अण्डमान तथा



निकोबार राजपत्र

ANDAMAN AND

NICOBAR GAZETTE

सत्यमेव जयते

असाधारण

EXTRAORDINARY

प्राधिकार से प्रकाशित

Published by Authority

सं. 80 पोर्ट ब्लेयर, शुक्रवार, 9 जुलाई, 1999
No. 80 Port Blair, Friday, July 9, 1999

ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

NOTIFICATION

Port Blair, dated the 9th July, 1999.

No. 78/99/F. No. 3-53/97-LSG.—Whereas the draft Notification inviting claims and objections under sub-section (3) of Section 202 of the Andaman and Nicobar Islands (Municipal) Regulation, 1994 was published in The Daily Telegrams dated 18-12-98 vide Notification No. 99/98/F. No. 3-53/97-LSG dated 22-7-98 for information of the General Public.

And whereas the objection/suggestion received from the General Public within the specified period have been examined with due consideration.

Now, therefore, in exercise of powers conferred under Sub-Section (3) of Section 202 of the Andaman and Nicobar Islands (Municipal) Regulation, 1994 the Hon'ble Lieutenant Governor has been pleased to confirm the following Bye-Laws:—

Port Blair Municipal Council Conduct of Business Bye-Laws.

Port Blair Municipal Council Bye-laws for Hair Dressing Saloons.

Port Blair Municipal Council Advertisement Bye-Laws.

Port Blair Municipal Council Bye-laws for grant of licence for sale of food.

Sd/-

(ISHWARI PRASAD GUPTA)

Lieutenant Governor,

Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd/-

Assistant Secretary (LSG).

BYE-LAWS FOR CONDUCT OF BUSINESS IN THE PORT BLAIR MUNICIPAL COUNCIL
(Under section 62 of the A&N Islands (Municipal) Regulation 1994)

1. SHORT TITLE AND COMMENCEMENT :

(1) These bye laws shall be called the "PORT BLAIR MUNICIPAL COUNCIL CONDUCT OF BUSINESS BYE-LAWS".

(2) These bye-laws shall come into force with immediate effect.

2. DEFINITIONS AND INTERPRETATIONS :

(1) In these Bye-laws unless the context otherwise requires :

(a) "Chairperson" means the Chairperson of the Port Blair Municipal Council.

(b) "Secretary" means the Secretary of the Port Blair Municipal Council.

(c) "Vice Chairperson" means the Vice Chairperson of the Port Blair Municipal Council.

(e) "Regulation" means the Andaman & Nicobar Islands (Municipal), Regulation, 1994.

(f) "Form" means a Form appended to these Bye-laws and includes a translation thereof in Hindi.

Price: Rupee one and twenty-five paise only.

- (g) "Section" means a section of the Regulation.
- (i) "meetings" means meeting of the Port Blair Municipal Council.
- (j) "Council" means Port Blair Municipal Council.
- (k) "Sub Committee meeting" means meeting of the various sub-committees constituted under the Municipal Council.
- (l) Words and expressions used but not defined in these bye laws shall have the meanings respectively assigned to them in the Regulation.

3. MEETING OF THE COUNCIL :

- (i) Under section 55, 56, 57, 58, 59, 60, and 61 of the Andaman and Nicobar Islands (Municipal) Regulation 1994 the Port Blair Municipal Council shall meet for the transaction of the business atleast once in a month preferably on a working day after the 25th of every month.
- (ii) The Chairperson, may, whenever he thinks fit, and shall, on a requisition made in writing in this behalf by not less than on fifth of the members, convene an ordinary or a special meeting at any other time.
- (iii) Every meeting of Municipality shall be either ordinary or special.

(1) PLACE OF MEETING :

- (a) All meetings of the Council and sub-committees of the Council shall be convened in the Conference Hall of the Council or in a place/room in the Municipal office premises as may be fixed by the Chairperson.

(2) PREPARATION OF LIST OF BUSINESS :

The list of business to be transacted, at every meeting of the Council, except at an adjourned meeting, shall be prepared by its Secretary under the instruction/approval of the Chairperson, in his absence by the Vice Chairperson and by the Chairperson of the Sub-committees concerned in respect of the Sub-committee meetings and shall be entered in the book of Agenda to be maintained for the purpose and countersigned by the Chairperson of Vice Chairperson or Chairperson of the Sub-committees, as the case may be.

(3) NOTICE OF THE MEETING TO MEMBERS :

At least five days notice with the list of business to be transacted at every meeting, except a special meeting, of the council, shall be sent to each member of the Council. A special meeting may be called after 24 hours notice. The place, date and time of the meeting shall be written in the notice.

(4) PRESIDING MEMBER TO VERIFY THE SERVICE RETURN OF THE OFFICE COPY OF THE NOTICE OF LIST OF BUSINESS :

On the date of meeting the Chairperson of the meeting shall verify the service return of the office copy of the notice and of the list of business/agenda and on being satisfied that the notice has been duly served on all the members (present in the Headquarters) the business shall be taken up by him for discussion.

(5) ATTENDANCE REGISTER :

An attendance register in form—1 shall be maintained by the Secretary of the Council. The register shall be kept in the meeting place at the time fixed for each meeting. Every member shall sign his name in the register as soon as he enters the meeting place. Where a member is unable to sign his name he shall put his thumb impression in the presence of the Chairperson of the meeting.

(6) QUORUM :

- (a) The quorum necessary for the transaction of business at a special meeting of the Council shall be one-half of the number of the elected members serving for the time being but shall not be less than "six".
- (b) The quorum necessary for the transaction of business at any ordinary meeting of the council shall be one-third of the number of members serving for the time being.
- (c) The quorum necessary for the transaction of business at a meeting of the Sub-Committee shall be one half of the members elected under sub-section (2) of section 18 of the Regulation.

(7) ADJOURNMENT OF MEETING FOR WANT OF QUORUM :

If, within 15 minutes from the time appointed for holding a meeting of the council there is no quorum, the meeting may be adjourned and may be held on another date to be fixed by the Chairperson or the Vice Chairperson or the Presiding member, as the case may be, in the case of Council meeting and by the Chairperson of the sub-committees in case of the sub-committee meetings. The members shall be informed of the date, place and time of the adjourned meeting by a fresh three days notice. No quorum shall be necessary for such adjourned meeting and no business other than that included in the list of business for transaction at the original meeting shall be brought before an adjourned meeting.

(8) NOTE TO BE KEPT OF THE FAILURE TO HOLD MEETING FOR WANT OF QUORUM:

When a meeting of a council or sub committee is not held for want of quorum, the Chairperson of the meeting shall make a note to that effect in the attendance register referred to bye-law No. 5.

(9) MINUTES OF THE MEETING :

Minutes of the proceedings of each meeting of the council shall be drawn up and recorded in a book to be kept for the purpose and the person who presides over the meeting shall sign it.

(10) MOTIONS AND RESOLUTION PRESSED FOR DIVISION :

If there is difference of opinion on any motion or resolution, it shall be put to vote. Every such motion or resolution shall be recorded in full in the Minute Book together with the number of members voting for or against the motion or resolution

(11) MANNER OF VOTING :

When a question is put to vote, the Chairperson of the meeting shall decide the manner in which the members shall cast their votes.

(12) VOTING BY PROXY PROHIBITED :

No vote shall be given by proxy and no member shall vote if he is not present in person at the time of voting.

(13) DECISION BY MAJORITY OF VOTES :

Subject to provision of quorum required for various meetings prescribed in the bye-laws, all questions at any meeting shall be determined by a majority of votes of the members present and voting. The Chairperson of the meeting shall have and exercise a casting vote in the case of an equality of votes.

(14) LANGUAGE IN WHICH MINUTES ARE TO BE RECORDED :

The minutes of the proceedings of a meeting shall be recorded either in English or in Hindi.

(15) PERSON RESPONSIBLE TO RECORD THE MINUTES :

The minute to minute proceedings of the meeting of the Council or Sub Committees, as the case may be, shall be got recorded by the Secretary of the Council.

The Secretary of the Council shall make available a copy of the draft proceeding duly signed by the Chairperson or the person, who presided over the meeting, as the case may be, to the members within 7 days from the date of the meeting inviting objections/corrections/additions/deletions, if any, based on the deliberations of the meeting, in writing within a reasonable time.

On receipt of the objections etc. necessary corrections/modifications based on such objections/corrections etc. be made by the Secretary and final proceedings be drawn and presented to the Chairperson or Presiding Officer of the said meeting, as the case may be, for approval and signature. The said proceedings, duly signed by the Chairperson of the meeting, shall be presented in its next meeting for confirmation by the Council/Sub Committee, as the case may be.

(16) POWERS OF THE CHAIRPERSON IN THE MEETING :

- (i) Seats for the members shall be such as may be allotted by the Chairperson of the meeting. The members shall speak from the place of seats allotted to them.
- (ii) The Chairperson of the meeting may suspend any member from voting or otherwise taking part in the proceedings of the meeting if the member is found guilty of any rule under bye-law No. 17.

(17) RULES TO BE OBSERVED WHILE SPEAKING :

- (i) A member while speaking shall not—
 - (a) comment on any matter which is subjudice ;
 - (b) make personal charge or accusation against a member of officers of the Council or official of a local self Govt./U. T. Administration,
 - (c) use offensive language about the conduct or proceedings of the Council meeting,
 - (d) utter defamatory words;
 - (e) use unfairly his right or speech for the purpose of obstructing the business of the council/sub committee,
 - (f) a member shall sit down and refrain speaking if called to order by the Chairperson of the meeting.

(18) MANNER IN WHICH RESOLUTION/QUESTION TO BE PUT :

- (i) A resolution/requisition received after issue of notice for a meeting shall be included in the next meeting unless its inclusion for a present meeting is approved in writing by the Chairperson.
- (ii) A member may move a resolution at the appointed time for moving the resolution in the meeting or with the permission of the Chairperson of the meeting.
- (iii) Subject to admission of the resolution, the member may put question to the Chairperson of the meeting on all connected matters or the person concerned authorised by him.
- (iv) A member may also discuss in the meeting and take part in general discussions about the developmental activities taking place under the jurisdiction of the Municipality.
- (v) All questions shall be put to the Chair and all answers shall also be given by the Chair.
- (vi) Copies of all resolutions adopted concerning to the Municipality shall be sent to the Deputy Commissioner, Andamans.
- (vii) No matter other than the business notified in the notice for the meeting shall be discussed in the notice for the meeting shall be discussed in the meeting, unless specifically permitted by the Chairperson.

Unless and until half of the total elected members of the Council has supported in a special or monthly meeting of the Council no resolution passed by the council in any meeting shall be reviewed within six months time. The members so desires to review any such resolution may furnish the suggestion in writing to the Chairperson of the Council who in turn shall place the suggestion/proposal before the council meeting.

4. MOTION OF NO CONFIDENCE AGAINST CHAIRPERSON AND VICE-CHAIRPERSON

(1) A motion of no-confidence against the Chairperson may be moved by any member of the Municipal Council at a special meeting requisitioned by not less than 1/5 of the total members of the Council. Such requisition shall be delivered to Chairperson.

(2) On receipt of a requisition of the Chairperson shall within seven days of its receipt convene a special meeting of the council. Notice of the meeting shall be delivered to every elected member of the Council in person and his/her acknowledgement of having received the notice shall be taken.

(3) The special meeting shall be held on a day not later than 15 days from the date of issue of the notice.

(4) The special meeting shall be presided over by the Vice Chairperson. If the motion is against the Chairperson and by the Chairperson if the motion is against the Vice Chairperson.

(5) Every member shall be given an opportunity to speak for the motion or against the motion as per the time allocated by the Chairperson of the meeting.

(6) The Chairperson or the Vice Chairperson against whom a motion of no-confidence is moved shall also be given opportunity to present his/her case before the members of the council present in the special meeting.

(7) After the motion is discussed in the special meeting the motion shall be put to vote in the manner as decided by the chairperson of the meeting.

(8) If the motion is carried by majority of the total numbers of elected members at the special meeting the Chairperson or the Vice Chairperson as the case may be shall cease to hold office from the date on which the motion is carried unless he has resigned earlier.

5. DUTIES OF CHAIRPERSON :

(1) The Chairperson shall convene and preside over all meetings of the Municipal Council and control the transaction of business at all such meetings.

(2) The Chairperson shall have general powers of inspection of all the works undertaken in the Municipal area and he may give directions to the Secretary with regard to the implementation of any resolution of the Municipal Council or a sub-committee.

(3) The Chairperson shall give necessary directions to the Secretary with regard to implementation of the council's obligatory and discretionary functions and the Secretary shall comply with such directions.

(4) The Chairperson may call for any of the records of the Municipal Council from the Secretary and the same shall be made available to him. Such records shall be returned by the Chairperson to the Secretary within 15 days from the date they are made available to him.

(5) The Chairperson shall allot seats to the members in the meetings.

(6) The members in the meeting shall speak only when permitted by the Chairperson for such time as prescribed by the Chairperson.

(7) The Chairperson shall exercise powers of the Head of the Department as prescribed in the General financial Rules in respect of Head of Departments of Govt. departments.

(8) The Chairperson shall exercise all the powers and perform all such duties as laid down in the Andaman and Nicobar Islands (Port Blair Municipal) Council Accounts and Financial Rules, 1997.

6. EMERGENCY POWERS OF THE CHAIRPERSON :

(1) In case of emergency the Chairperson of the council may direct execution of any work or doing of any act which the municipality is empowered to execute or do, if in his opinion the immediate execution or doing of such work or act is necessary for the preservation of valuable property or for the safety of the fund.

(2) The Chairperson may direct that the expenses of executing such work or doing such act shall be paid from the Municipal fund.

(3) Every direction given under the above bye-laws shall be reported to the Council at its next following meeting.

(4) The Chairperson shall not act under these bye-laws in contravention of any expressed orders of the Council.

(5) The Chairperson may prohibit until the matter has been considered by the council the doing of any act which in his opinion is undesirable in the public interest if the Council is empowered to prohibit such acts.

A: 7. DUTIES OF VICE CHAIRPERSONS :

- (1) The vice chairperson shall perform the duties of the Chairperson during the continuous absence of the Chairperson from the city for more than eight days or if the Chairperson is incapacitated for more than eight days or during a vacancy in the office of the Chairperson.
- (2) The vice Chairperson, shall perform such other duties as assigned to him by the Chairperson.
- (3) The Vice Chairpersons shall assist the Chairperson in the performance of his day-to-day duties.

8. FUNCTIONS OF SUB COMMITTEES :

(1) SUB COMMITTEE FOR FINANCE, TAXATION & ACCOUNTS :

- (1) The Sub Committee for Finance, Taxation and Accounts shall deal with all matters relating to Finance, Taxation, Accounts and Audit of the council and submit report to the Council.
- (2) The Sub Committee shall supervise utilisation of budget grant by various sections of the Council and in the performance of this function may call for any document, expenditure register, stock register etc. from the Secretary of the Council.
- (3) If any short-fall is noticed by the committee in execution of any work such shortfall or lapse may be brought to the notice of the council through the Chairperson, in writing.
- (4) The Sub Committee shall have access to the accounts of the Municipal Council and may require the Secretary through the Accounts Officer to furnish any clarification which it considers to be necessary as to the receipts and expenditure of the Council.
- (5) The Sub Committee shall scrutinise all the bills pending for payment the value of which exceeds the power delegated to the Secretary by the council for incurring expenditure and submit its recommendation to the council for making payment.
- (6) The sub-committee shall conduct monthly audit of the Municipal account and shall be bound to check the monthly abstract of receipts and expenditure for the preceding months as furnished by the Secretary.
- (7) The sub committee shall submit its recommendation to the Municipal Council for writing off the amount of any loss or depreciation caused to the municipal property which appears to the sub committee to be irrecoverable.
- (8) The Sub committee shall scrutinise all tenders, quotations, conveyance, purchase proposals agreements and contracts and submit its recommendations to the Council for considerations and approval.
- (9) The sub-committee shall also perform all functions as prescribed in the Andaman and Nicobar (Port Blair Municipal Council Financial) Rules, 1997.
- (10) The Sub-Committee shall be assisted by an Accounts officer (Finance).

(2) SUB-COMMITTEE FOR PUBLIC HEALTH AND SANITATION :

- (1) The sub-committee for Public Health and Sanitation of the Council shall perform the following functions :
- (a) The sub-committee shall assess the workload of Sanitary and Public Health Section and submit its recommendations to the Council for engaging the work force required for efficient management of garbage disposal and solid waste and providing civic amenities in the Municipal.
- (b) The sub-committee shall be assisted by the Public Health Officer and Sanitary Officer in the assessment of workload and requirement of work force in the Public Health and Sanitation Section.
- (c) The sub committee shall prepare guidelines in respect of distribution of sanitary mazdoors in the Municipal wards, working hours, facilities to be provided to the Sanitary mazdoors and officials of the Sanitary and Public Health Section and the guidelines shall be submitted to the Council for consideration and approval.
- (d) The sub committee shall assess requirement of public toilets and urinals in the wards of Municipality submit its recommendations to the Council.
- (e) The sub committee shall select suitable sites for garbage disposal and submit its suggestions to the Council.
- (f) The sub committee shall formulate plans to prevent spread of epidemics and communicable diseases and submit to the Council for enforcement.
- (g) The sub committee shall submit its proposal for inclusion in the Annual Plan of the Municipality in respect of sanitary and public health section.

(3) SUB COMMITTEE FOR WORKS, TOWN PLANNING AND IMPROVEMENT :

- (1) The sub committee for Works, Town Planning and Improvement shall perform the following functions:
- (a) The sub committee shall have power to inspect execution of all the works under plan and non plan schemes under-taken in the Municipal area by the council. If any short-fall or lapse is noticed the sub committee shall submit its observations to the council.
- (b) The sub committee on receipt of proposals from the members of the Council in respect of public works, town planning and improvement shall after considering the proposal fix up the priority to be given to each of the works and submit its recommendations to the council.
- (c) The sub committee shall submit proposals for improvement and beautification of the town to the Municipal Council.

- (d) The sub committee shall give its recommendations to the Council in the matter of existing slum areas, as identified and as notified in providing of Civil infrastructures and other civil amenities and also identify new slum areas for the purpose of Notification and submit recommendations to the council.
- (e) The sub committee shall scrutinise only those building plans in which violation of the provisions of the regulation and building bye-laws have been noticed for the purpose of compounding the violation and submit its recommendation to the Council.
- (f) The sub-committee shall assess the manpower required for execution of work sanctioned by the council and submit its proposal to the council for engagement and deployment of the work force in the Municipal area.
- (g) The sub-committee shall be assisted by the Asst. Engineers (Works) and Asst. Engineer (E&M) in the performances of its duties.
- (h) The sub-committee shall prepare a plan for protection and improvement of the environment in the Municipal area and submit the same to the Council.
- (i) The sub-committee shall submit its proposals for inclusion in the Annual Plan of the Municipality in respect of Works, Town Planning and Improvement to the Council.

(4) SUB-COMMITTEE FOR WATER WORKS :

- (1) The Committee for water works shall perform the following functions :—
- (a) The sub-committee shall prepare plan for efficient distribution of water in the Municipal area and submit the same to the Council.
- (b) The Sub-Committee shall inspect all works relating to water supply in the Municipal area and suggest measures to be taken for improvement of water supply to the Council.
- (c) The Sub-Committee shall inspect all works relating to water supply in the Municipal area and report any defects or irregularities noticed to the Council.
- (d) The Sub-Committee shall submit its proposals for revision of water charges to the Council from time to time.
- (e) The Sub-Committee shall assess the manpower required for execution of work sanctioned by the Council and submit its proposal to the Council for engagement and deployment of work force in the Municipal area.
- (f) The Sub-Committee on receipt of proposals from the members of the Council in respect of water supply shall after considering the proposals fix up the priority to be given to each of the works and submit its recommendations to the Council.
- (g) The Sub-Committee shall be assisted by the Assistant Engineer (Water) and (Project) in the performances of its duties.
- (h) The Sub-Committee shall submit its proposals for inclusion in the Annual Plan of the Municipality in respect of water works to the Council.
- (i) The sub-committee shall prepare contingency plan for distribution of water in the Municipal area during the peak of summer when there is over all shortage of water in reservoir and submit the plan to the Council for consideration.

(5) SUB-COMMITTEE FOR EDUCATION AND SOCIAL JUSTICE:

- (1) The Sub Committee for Education and Social Justice shall perform the following functions:
- (a) The Sub-Committee shall prepare plans for establishment and functioning of pre-primary and primary schools in the Municipal area particularly in areas which has been declared as slums.
- (b) The Sub-Committee shall recommend establishment of adult education centres wherever necessary in the Municipal area.
- (c) The Sub-Committee shall formulate and submit schemes for providing assistance to physically disabled persons in the Municipal area to the council.
- (d) The sub-committee shall formulate schemes for providing shelter to destitute women, orphans and home-less persons and submit the same to the Council.
- (e) The Sub-Committee shall suggest measure for development of sports and cultural activities in the Municipal area to the Council.
- (f) The sub-Committee shall render assistance for the proper implementation of nutrition, Family Welfare Schemes, Health Education, Immunization programmes undertaken by the Govt. department of the Administration.
- (g) The sub-committee shall submit proposals to the Council for establishment of public libraries, Community Halls and amusement parks for children etc.
- (h) The Sub-Committee shall submit proposals for construction and maintenance of Old age home, Ratri Niwas etc. to the Council.
- (i) The sub-committee shall submit its proposals for inclusion in the Annual Plan of the Municipality in respect of all the works connected with the committee as mentioned above to the Council.
- (j) The sub-committee shall be assisted by the Public Health Officer in the performance of its duties.

9. The sub committee constituted under section 18 of the Regulation notwithstanding anything contained in the abovementioned bye-laws shall perform any other functions delegated by the council by a resolution.

10. FUNCTIONS OF THE SECRETARY :

- (1) The Secretary of the Council shall perform the following functions :
- (a) The Secretary shall function as the Chief Executive Officer of the Port Blair Municipal Council. He shall supervise all the works under execution and report to the Council through the Chairperson about the progress or otherwise of the work.

- (b) The Secretary shall deal with all correspondence relating to any matter between the Municipal Council and the Govt. or other authority. Copies of the correspondence when asked for, shall be sent to the Chairperson by the Secretary.
- (c) The Secretary shall be responsible for implementation of the resolutions of the Council.
- (d) The Secretary shall function as Head of the Office and exercise all powers conferred to a Head of Office under the General Financial Rules and the Andaman & Nicobar (Port Blair Municipal Council Financial) Rules, 1997.
- (e) The Secretary shall be responsible of the custody of all records of the Municipal Council including all papers and documents connected with the proceedings of the Municipal Council and sub committees.
- (f) The Secretary shall take, in any emergency, such immediate action for the service or safety of the public or the protection of the Municipal property as the emergency shall appear to him to justify or require such actions, even if such action can not ordinarily be taken under the regulation without the sanction, approval or authority of the Council or the Administration.
- (g) After taking such action under the bye-law (f) above the Secretary shall report forthwith to the sub committee concerned and to the council the action he has taken and the reasons for taking the same and the amount of cost if any incurred or likely to be incurred in consequence of such action which is not covered by the current budget grant.
- (h) The Secretary shall also perform all duties and exercise all the powers conferred on him by the Council by a resolution.
- (i) The Secretary shall act as "Authority" for exercise of those powers under the Regulation, the Rules and the Bye-laws as assigned to/conferred on him by a notification by the Council.
- (j) The Secretary may delegate to any officer of the Council subordinate to him any of his powers other than the powers under clause (b) of sub section (1) of Section 52 of the Regulation.

11. Custody of Common Seal & Purpose

The Secretary of the Council shall be the Custodian of the Common Seal, if any.

The common Seal shall be used for the purposes of execution, of all documents, agreements, contracts, lawful suits and documents, Tender Notices, legal orders issued under the provisions of the Regulation and the Rules and bye-laws framed thereunder and for any other purpose as would be decided by the Council in a resolution on behalf of the Council.

12. Grant of receipt for money

The procedure for grant of receipt on money received by the Council under the provision of the Regulation and the person/persons authorised grant such receipts shall be governed by the provisions laid down under the Financial Rules of the Council.

13. Procedure for appointment, sanction of leave, suspension and removal of officers and other employees

The procedure as laid down under the rules as to applicable Central Govt. employees in respect of appointment, leave, disciplinary proceedings, suspension and removal of officers and other employees shall be applicable in respect of officers and employees of the Council.

The Council shall separately constitute Rules in respect of appointing authority, constitution of D.P.C. Disciplinary authority, appellate Authority etc in respect of different Grade and Cadre of Officers and employees and shall obtain approval of the Administrator for such Rules of their implementation.

BYE-LAWS FOR REGULATING HAIR DRESSINGS SALOON OR BARBER'S SHOP

(Under section 137 (1) (c) of the Andaman & Nicobar Islands Municipal Regulation (1994)

1. Short title and commencement :

- (1) These Bye-laws shall be called the "Port Blair Municipal Council Bye-Laws For Hair Dressing Saloons".
- (2) These bye-laws shall come into force with immediate effect.

2. Definitions and Interpretations :

In these bye-laws unless the context otherwise requires :

- (a) "Chairperson" means the Chairperson of the Port Blair Municipal Council.
- (b) "Secretary" means the Secretary of the Port Blair Municipal Council.
- (c) "Regulation" means the Andaman & Nicobar Islands (Municipal) Regulation, 1994.
- (d) "Public Health Officer" means the Public Health Officer of the Port Blair Municipal Council.
- (e) "Council" means the Port Blair Municipal Council
- (f) "Licencing Authority" means the Officer of the Port Blair Municipal Council, so notified for the purpose.

3. Except under a licence granted by the Licencing Authority and in accordance with the terms and conditions of such licence no person shall keep a hair dressing saloon or a Barber's shop or engage in Barber's trade within the Municipal area.

4. A licence shall be current for one year only, i. e. upto 31st March and shall be renewable annually in the month of April.

5. All Saloon and Barber shops shall be of sufficient size with a floor space of not less than 10'x10' and not less than 10' in height except in the case of saloons and shops in existence before these bye-laws came into operation where a smaller floor area may be permitted at the discretion of the Licencing Authority.

6. All saloon and barbers' shops shall be properly ventilated and lighted and approved by the Public Health Officer.

7. The whole of the floor of a saloon or Barbers' shop shall be paved or covered with materials, the upper surface of which shall be smooth, even and impervious to dust.

8. The premises shall be kept in a sanitary condition and the licensee shall be bound to carry out all the requisitions of the Public Health Officer in this behalf.

9. The floor shall be swept at least three times a day, before commencement of the work, at noon and the close of each day's work.

10. All tables should have smooth and even surface or marble zinc or other materials to be approved by the Public Health Officer and shall be washed and cleaned daily and keep free from accumulation of hair.

11. Each customer shall be provided with a clean apron and towel.

12. Razors, scissors and other implements shall be disinfected immediately after use and before they are employed for another customer, by dipping them in boiling water or by other method approved by the Public Health Officer.

13. Brushes shall be made of good materials and shall be thoroughly washed, cleaned and sterilized every day before use.

14. The licensee shall provide a movable bin made of galvanized iron for the reception of hair and sweepings which he shall keep or cause to be kept covered with a close fitting lid.

15. All hair and sweeping shall be collected at frequent intervals and deposited in the bin, the contents of which shall be emptied into the Municipal dust bin twice a day.

16. The vessels utilized for the storage of water shall be kept scrupulously clean and covered with mosquito proof covers.

17. All basins for washing and all skins and washing places on the premises shall be efficiently drained by pipes which shall be properly tapped and which shall be disconnected from any pipe or gully, which communicates directly with the drain carrying sewage.

18. At the end of each day's work, all implements aprons, towels etc. shall be thoroughly cleaned and washed.

19. No unserviceable articles shall be kept on the premises and no encroachment shall be made on the road or footpath.

20. No barber shall attend on any customer who is visibly suffering from an infectious skin disease or any other similar infectious ailments.

21. The utmost cleanliness shall be maintained by the barbers in their work. They shall wear clean clothes and wash their hands after each customer has been attended.

22. No barber who is suffering from an infectious skin disease or any other infectious ailment shall be allowed to attend customers or to be present on the licensed premises.

23. The licensee shall cause his licence to be affixed in some conspicuous part of the premises to which it relate.

24. The licences will also be liable to suspension or revocation by the Licencing Authority of the Council with the prior approval of the Chairperson if the premises are so kept on the trade or any operation connected with it is so carried on, as to be, in the opinion of Public Health Officer a source of nuisance or danger to life, health or property of the person, residing in or resorting to the neighbourhood.

25. The fees chargeable for this licence shall be, as fixed by the council from time to time per annum payable in advance half yearly fees shall be chargeable in respect of licences granted on or after 1st October, full yearly fees being payable in case of licences granted before that date.

26. The Public Health Officer shall cause periodical inspection of the premises of Saloon and If noticed breach of conditions set out in the Bye-laws, he shall bring the facts in writing to the notice of the Chairperson.

27. The Public Health Officer shall issue a notice to the owner of the Saloon directing him to rectify the defects, if any, noticed by him during the inspection, within 15 days from the date of receipt of such notice and failure on his part to comply the directions will lead to cancellation of his licence.

28. In case the owner of the Saloon fails to comply the directions of the PHO issued under bye-laws 27 or breach any sections of the conditions of bye laws, the PHO with the approval of the Chairperson shall initiate action for cancellation of the licence issued to him.

29. An appeal from the order of Licencing Authority under bye-laws shall lie to the Chairperson within a period of one month.

30. If the affected party is arrived by the decision of the appellate Authority a revision petition on the order of the appellate Authority shall lie with the Council within a period of 30 days from the date of the order of the appeal and the decision of the Council shall be final.

FORM No. 1

Form of attendance register for meeting of Port Blair Municipal Council and sub-committees.

Nature of Meeting :
Date of Meeting :
Place of Meeting :
Time of Meeting :

Serial No.	Name of the member	Signature of LTI of the member	Time of arrival	Remarks
(1)	(2)	(3)	(4)	(5)

PORT BLAIR MUNICIPAL COUNCIL
PORT BLAIR

(Under Section 80 (i) of the A & N Islands (Municipal) Regulation, 1994)

1. SHORT TITLE & COMMENCEMENT :

- (1) These Bye-laws shall be called the Port Blair Municipal Council Advertisement Bye-laws.
(2) They shall come into force with immediate effect.

2. DEFINITION :

In these Bye-laws unless there is any thing repugnant in the subject or context :

- (a) "Advertisement means a bill, poster, every kind of notice, trade advertisement, hoardings, banners and signs lighted by electricity but does not include posters or notices announcing public meetings or processions.
(b) "Name Board" means a board or other surface affixed to or forming part of any premises, on which is painted or otherwise delineated the name or trade name of the occupant of those premises or the name by which the occupant desires the premises to be known, together with such description of the occupant or the occupants business as the occupant may desire to and.
(c) "Notice Board" means a board or other surface, affixed to or forming part of any premises, on which painted or otherwise delineated a description of the business carried on in those premises and includes a Board on which is displayed or is intended to be displayed advertisements of goods sold or dealt with in the premises to which the notice board is affixed or of which it forms a part.
(d) "Banners" means a large rectangular sign bearing a slogan, design, advertisement carried on two side poles or structures on either sides.
(e) "Hoarding" means a screen or board of any size and shape erected/affixed in any premises for display of bills advertisement, slogan, design etc.

3. Whenever in these Bye laws there is a prohibition against the erection or affixing any advertisement, hoardings name board, Notice Board or Banners the prohibition shall extend to the retention of any advertisement, name board Notice Board, Hoarding or Banner already erected or affixed.

4. ADVERTISEMENTS DISPLAYED OTHERWISE THAN AT THE PREMISES OF THE ADVERTISER

No person shall erect any board, hoarding or banner for the display of advertisements, other than a name board or notice board in any place visible from a public street except in accordance with a licence granted from the Council under these bye-laws. No person shall affix or cause or permit to be affixed any advertisement in any place visible from a public street save on a name board or on a hoarding or board for which a licence has been issued under these Bye-laws.—

5. FEE FOR ISSUE OF LICENCES :

- (1) for the erection of boards, hoardings or banners for the display of advertisements and for the erection of electrical or other advertising signs may be issued on behalf of the Council by its Secretary with the approval of the Chairperson on payment of the following fees :
- (a) for a Board or sign having a surface not more than 20 sq. ft. — Rs 1000/- per year
(b) for a board, sign or hoarding having a surface exceeding 20. sq. ft. — Rs. 2500/- per year
(c) Banners having a size of 6' x 3' — Rs. 100/- for a period of 3 days, or part thereof.
(d) Banners having a size of above 6' x 3' — Rs 150/- for a period of 3 days or part thereof.
(e) for Bye-laws 5 (1) (c) & (d) Rs 10/- per day shall be charged for exceeding three days till it is removed by the owner/advertiser.

(2) Annual rent of Rs. 750/- (Rupees seven hundred and fifty only) shall also be charged in addition to above fees for the use of the properties belonging to the Council on which the Board hoarding, sign or banners is erected. In other cases a no objection certificate of the owner of the land/building shall invariably be produced to the Council by the applicant for issue of licence.

(3) No licence shall be issued for the erection of any advertisement board or advertisement hoarding or advertising sign or advertising banners on such a site or of such size that such board, hoarding or sign/banner would impair the amenities of any property belonging to any person other than the applicant for the licence or would obstruct or impair any outlook of scenic or archeological interest

(4) Any person who occupies premises in a side street and desires to erect a board directing the public to these premises may apply to the Secretary of the Council for a licence; and if he considers that there is a genuine need and that the erection of a board will not impair the appearance of the locality, the Secretary may, with the approval of the Chairperson, issued special licence for such a board, being a board with a surface not exceeding six square feet, on a fee of fifteen rupees, a year. All such licences shall also be renewed annually on payment of usual licence fees.

(5) Every licence issued under these bye-laws shall specify the type and size of the board, hoarding sign or banners that may be erected and the conditions subject to which the licence is issued, and subject any special orders that may be made in any particular case, the shall be the general conditions of every licence namely :

- (a) That the board, hoarding or sign/banner shall be strongly fixed in a upright and level position and shall be kept in good repairs and that any paint work shall be maintained in fresh conditions. (The board shall also bear the licence number) in a legible fashion.
- (b) That the display of banners shall not adversely affect the vehicular and pedestrian traffic in any manner.
- (c) That any advertisement that have become turn of dishevelled shall be removed at once from the board or hoarding.

6. NAME BOARDS AND NOTICE BOARDS :

In those streets which falls under the perview of these bye-laws no person shall erect a name board or notice board which does not conform to the following requirement :

- (1) The total area of any name board shall not exceed a hundred square feet and the total area of any notice board shall not exceed twenty square feet; Provided that where the contents of two or more notice boards are in sequence they shall be regarded as one unit for the purpose of this restriction in the measurement.
- (2) One name board only shall be allowed for the tenant of any premises of where there are more tenants than one for each tenant; provided that where there is more than one public entrance to premises occupied by any person one additional name board shall be allowed for each entrance.
- (3) Every name board and notice board shall be affixed to a habitable building. The erection of name boards or notice board supported on the ground or attached to compound walls, hedges, gates, or gate posts is prohibited. Provided that a person conducting a business on land which has a frontage on a street but which contains no buildings on which a name board visible from the street could be affixed may erect on such land one name board with a surface not exceeding six square feet. Provided further that name boards on the gates or gate posts of private houses or hotels or offices shall be permitted upto maximum size of two square feet, Provided further that if any person can establish that it is necessary for his business to have a notice board erected at or near the entrance to the gardens or compound surrounding his premises and that the erection of such notice board will not impair the appearance of the street, the Secretary of the Council with the approval of the Chairperson, may grant a licence therefor on the same terms and fees for one advertisement board under clause 5 of these Bye-laws.
- (4) In the case of building having a railing ground on upper storey varandha or balcony one name board or notice board only may be affixed to the railing for each separate business and no name board or notice board so affixed shall have a surface exceeding twelve square feet.
- (5) Every name board or notice board or banner shall be securely fixed to the wall in a level position in such a way that it does not project more than eighteen inches beyond the wall surface, provided that at the business or residential premises of a Doctor or Chemist not more than one projecting sign of such design as is approved by the Secretary of the Council may, with his permission be fixed. Provided further that the Secretary may issue a licence, renewable annually, permitting any person to erect a projecting notice board or sign of such design as approved by him.
- (6) Every name board or notice board or banner shall be kept in good repair and any paint work maintained in a fresh condition.

7. PROHIBITION OF STRAMERS ACROSS STREETS :

No person shall put or cause to be put up any rope, string or other material across a public street or any part of a public street with a view to the exhibit any advertisement suspended therefrom.

8. PROHIBITION OF SKY-SIGNS :

- (1) No person shall erect or affix any advertisement in the form of a sky-sign.
- (2) For the purposes of this Bye-laws "Sky-sign" means a Board or sign so erected on a building that:—
 - (a) it projects above that of the wall on or to which it is affixed and
 - (b) its highest part is not less than thirty feet above ground levels.
- (3) This Bye-law does not prohibit the erection of flag-poles or the poles of flags.

9. ADVERTISEMENTS INSCRIBED DIRECT ON BUILDING SURFACES :

In so far as these bye-laws prohibit or regulate the erection or suffixing of any advertisement on a Board or in the form of a board, this prohibition or regulation shall apply equally to any advertisement painted or other-wise inscribed direct on a wall or any other building.

Advertisement shall be deemed to be the measurements of the smallest quadrilateral rectangular board which if placed upon the advertisement would completely cover it.

10. ADVERTISEMENT AT CINEMA HOUSES AND PETROL STATION :

- (1) Notwithstanding any thing contained in these bye-laws the license of a cinema house or petrol station may exhibit at the licensed premises, any advertisement for which permission has been given by the authority who granted the licence for the cinema house or petrol station or by the District Magistrate.
- (2) If the licence of a cinema house or petrol station exhibits any advertisement for which permission has not been given by the licensing authority or the District Magistrate and which is in contravention of these bye-laws he shall be deemed to have committed a breach of these bye-laws.

11. NOTICE FOR REMOVAL OF UNAUTHORISED ADVERTISEMENT :

If any name board, advertisement board or advertisement banners or advertisement is affixed in contravention of these Bye-laws the Council may by notice direct the person believed to be responsible for erecting the board or affixing the advertisement or the owner of the premises at which the board is erected or the advertisement/banner is affixed to remove the same within a reasonable time and if the terms of the notice are not complied with may after six hours notice cause such board or advertisement to be removed by the Secretary or an officer authorised on his behalf by the Council.

12. REMOVAL OF INDECENT OR OFFENSIVE ADVERTISEMENT :

Subject to the orders of the Chairperson, the Secretary of the Council may at any time remove or deface or cause to be removed or defaced any advertisement visible from a public street which is indecent or offensive to good taste or religious feelings.

13. PENALTY

Any person committing or abetting a breach of any of these bye-laws shall be punishable with fine which may extend to Rs. 500/- (Rupees five hundred) and when the breach is a continuing breach with a further fine which may extend to Rs. 50/- (Rupees fifty only) for every subsequent day during which the breach continues.

14. SAVINGS :

Nothing in these bye-laws shall :—

- (a) take away or bridge the right of the council to erect boards for the display of advertisements or prohibit any person from affixing advertisements to any Municipal advertisement boards in accordance with such Bye-laws or instructions as may be applicable to such boards.
- (b) prohibit or regulate the erection of traffic signs streets name boards or other notices in public street by the Municipal Council Govt. or other authority empowered by any express provision of law or statutory rules to erect such boards, signs or notices.
- (c) apply to advertisements displayed in the windows or doors of any premises or (in the case of ground floor premises) immediately alongside the windows or doors; or on any stall where goods are exposed for sale.
- (d) prohibit or regulate the display of religious picture, inscriptions, images or emblems on or at religious edifices.
- (e) apply to name signs constructed in iron, brick or other building materials so as to form part of the building or incised in or embossed upon the building materials provided that the sign is not brightly coloured or artificially illuminated.
- (f) apply to name boards in form of brass or copper plates with lettering engraved thereon, such are customarily displayed by doctors and other professional men.
- (g) apply to mottoes or messages on triumphal arches or other signs or decorations erected temporarily at times of public or private rejoicing or
- (h) apply banners depicting religious, charitable functions and banners with messages such as protection of environment, safety measure to be taken while driving, messages concerning education, health or
- (i) apply to small boards or plates, banners exhibiting the street number or any premises and nothing else. Provided that in the case of advertisements of the kind referred to in clause (c), (e), (f), (g) and (h) of the bye-laws the Secretary shall have power under Bye-laws 12 of these bye laws to remove or deface any indecent boards or banners or advertisements which is offensive to good taste or religious feeling.

Port Blair Municipal Council Port Blair

BYE-LAWS FOR GRANT OF LICENCE TO CONTROL OF SALE OF FOOD WITHIN THE LIMITS OF PORT BLAIR MUNICIPAL COUNCIL

1. SHORT TITLE AND COMMENCEMENT :

- (1) These Bye-laws shall be called the Port Blair Municipal Bye-laws for grant of licence for sale of food.
- (2) These shall come into force with immediate effect.

2. DEFINITIONS :

- (a) "Council" means the Port Blair Municipal Council.
- (b) "Chairperson" means the Chairperson of the Port Blair Municipal Council.
- (c) "Secretary" means the Secretary of the Port Blair Municipal Council.
- (d) "Public Health Officer" means the Public Health Officer of the Port Blair Municipal Council.
- (e) "Asstt. Health Officer" means the Asstt. Health Officer of the Port Blair Municipal Council.
- (f) "Sanitary Inspector" means the Sanitary Inspector of the Council.
- (g) "Food Inspector" means the Food Inspector of Municipal Council.
- (h) "Regulation" means the Andaman and Nicobar Islands (Municipal Council) Regulation, 1994.
- (i) "Form" means the forms appended to these Bye-laws.

3. No person shall open a public eating House, Food Stall, tea shop, Bakery or place where Sweets and other food articles and drinks are manufactured, stored or exposed for sale, without a licence granted in that behalf under these Bye-laws.

4. The licence obtained under these Bye-laws shall be framed and displayed in a conspicuous spot on the licenced premises.

5. Each licensee shall provide and use a dust bin fitted with proper lid. Waste food, rubbish, etc. will not be thrown about on the surrounding ground or in the drains but into these bins. Bins will be emptied once or twice or as many times daily as may be necessary in the Municipal dust bins and no rubbish will be allowed to remain in the dust bins provided for in the premises as foresaid for more than six hours especially in the case of waste of meat, fish or such other perishable articles.

6. The floor or every cooking, storage and eating room shall be made out of cement or some impervious materials. The floor, walls and roof shall be kept scrupulously clean.

7. The premises shall be kept clean, adequately lighted and well ventilated and lime washed at least once in a year or earlier, if so directed, by the Public Health Officer or painted at least once in two years and a record to show the date of every such lime washing or painting shall be maintained by the licensee.

8. Galvanised iron or such other good quality tin or barrel with lids or cement tank with cover and antiwaste taps approved by the Public Health Officer of the Council shall be provided by the licensee for the storage of drinking water from an approved source.

9. The articles that attract flies shall be protected by a covering of fine wire gauze, sweet mats etc. shall be stored in glass fronted almirahs to prevent contamination by dust and made ant proof. Premises will be kept free of flies by constant spraying with an insecticide such as "Flit" Dizinol etc.

10. All ingredients used in the preparation of food and eatables in the licenced premises shall be good and wholesome and free from adulteration and of good quality.

11. A licenced eating house shall provide a proper washing up platform for cleaning of dishes etc. The platform shall be paved and properly drained. All dusters used must be cleaned and boiled at the end of each day or if necessary at a shorter intervals daily.

12. A eating house or its kitchen shall not be situated close to any latrine or water closet. The kitchen shall have a chimney of the size and plan to be approved by the Public Health Officer to serve as an outlet for smoke.

13. All cooking utensils shall be kept clean and the case of such utensils as are of brass or copper, they shall be coated with tin.

14. No person suffering from a communicable disease shall be employed by the licensee to work in the licenced premises.

15. Every table used on the premises shall be covered with Zinc sheet, stone or any other impervious material without any creavises or cracks.

16. No person shall be employed in the establishment of a licenced premises unless he or she has been inoculated against Cholera and Typhoid and holds a valid Health Certificate obtained from Govt. Medical or from a licenced medical practitioner.

17. A receptacle with perfect boiling water should be provided for scalding the rims of cups, saucers and glasses before serving drinks.

18. Every application for licence shall be in Form-A appended to these bye-laws and shall be made to the Chairperson. The applicant shall attach two passport size photograph and a medical certificate in Form-'B' alongwith the application for licence. The Chairperson, upon receipt of such application and on his preliminary satisfaction, shall mark to the Area Licensing Authority for processing the application and issuance of licence after due observation of formalities.

19. The Area Licencing Authority, as notified for the Municipal area, may issue the licencing if he is satisfied that premises, in respect of which the licence is applied for, satisfy the requirements of these bye-laws. Every licence issued under these bye-laws shall be in Form-'C' appended to these bye-laws. Before grant of licence, however, the Area Licencing Authority shall take the approval of the Chairperson in the file.

20. Every such licence shall, unless sooner suspended or revoked, be valid for period ending March 31st next following. Application for renewal shall be made to the Chairperson in Form-'D' appended to these bye-laws atleast one month before the expiry of the licence and the Area Licencing Authority may renew such licences with prior approval by the Chairperson after being satisfied that all formalities have been duly observed as required under these bye-laws.

21. The Chairperson, Secretary of Public Health Officer or any officer duly authorised by the Council in that behalf may enter any premises in respect of which a licence is given or required under these bye-laws for the purpose of satisfying themselves whether any provisions of the bye-laws is being contravened.

22. Any inspecting authority will have right to enter any licenced premises for which licence has been applied for, at any time for purposes of inspection and the licensee shall render all necessary help to carry out such inspection.

23. No person shall be allowed by the licensee to sleep within room used for preparation, storage of food or drink.

24. The Public Health Officer, Asstt. Health Officer, Food Inspectors or any such sub-ordinate Officers in what-ever designation they may be called, who have necessary prescribed qualifications in terms of PFA Act, 1954 are authorised to inspect any food stuff whether cooked or uncooked intended for human consumption and exposed or intended for sale. In case where it is considered unfit for human consumption, the Inspecting officer, if he is below the rank of Public Health Officer, is authorised to seize them for final inspection by the Public Health Officer with a view to being destroyed, if considered necessary by the Public Health Officer.

25. The licensee shall put up a Notice Board containing separate lists of articles which have been cooked in ghee, edible oil, vanaspathi and other fats for the information of the consumers.

26. The licensee shall provide fire fighting equipment for being used in the event of outbreak of fire in the licenced premises. The licensee shall also arrange to make his employees working in the licenced premises to be conversant about the use and handling of the said equipment.

27. Any licence granted under these bye laws may, at any time, be suspended or revoked by the Licencing Authority of the Council, with prior approval of the Chairperson, if any of the provisions of the bye-laws is evaded or infringed by the licensee or if the licensee convicted of a breach of any or its provisions or if the licensee has obtained the same by misrepresentation or fraud.

28. Notwithstanding anything contained in these bye-laws a licence may also be suspended or revoked by the licencing authority, with the prior approval of the Chairperson, at the outbreak or during the prevalence of any epidemic.

29. Any person aggrieved by the order of the Licencing Authority granting, suspending or revoking a licence may appeal to the Chairperson of the Council within 30 days of the date of such order.

30. If aggrieved by the order of the appellate Authority the licensee may submit a review petition to the Council within 30 days from the date of order on the appeal petition and the decision of the Council shall be final and binding upon the parties.

The appellate Authority, after giving due opportunities to the parties to be heard, shall dispose of such appeals within 60 days from the date of such appeal.

31. All licences issued in the Port Blair Municipal area under the A & N Islands (Municipal) Regulation, 1994 and the bye laws framed thereunder shall cease to have effect on the commencement of these bye-laws and the licensee shall within a period of 45 days from the commencement of these bye-laws obtain necessary licence under the provisions of these bye-laws failing which they will be deemed to have failed to comply with the provisions of these bye-laws and without care they will render themselves liable to punishment under the provisions of A & N Islands (Municipal) Regulation, 1994 and the Bye laws framed thereunder.

32. Whoever contravenes any provisions of any of the above bye-laws or whoever fails to comply with any requisition lawfully made upon him under any of the said bye-laws or section of the said Regulation shall be punished with a fine which may extend to Rs. 100/- and in the case of continuing breach with a further fine which may extend to Rs. 10/- for every subsequent day after the date of first conviction during which the offender is proved to have persisted in the offence.

33. Nothing in this Regulation shall affect the provisions of the A & N Islands Prevention of Food Adulteration Rules, 1986.

FORM--'A'

APPLICATION FORM FOR GRANT OF RENEWAL OF LICENCE

(See Rule 6 (a))

To

The Licensing Authority,
Municipal Council,
Port Blair.

I/we (name In Block letter)
 age... ..sex... ..by occupation... ..
 I/o apply for the grant/renewal
 of licence under the provision of the PFA Act, 1954 (Central Act, 37 of 1954) and rules made there-
 under, for the manufacture for sale/storage for sale/sell/distribution/exhibition of sale of

 by wholesale/retail within the limits of... ..
in the premises situated/the temporary stall at
 atmeasuring... ..
 sq. mtrs. situated at... .. for a period of
 upto... ..My/our annual turnover is of Rs... ..
 (Rupees... ..).

I/we shall abide by the prevention of Food Adulteration Act, 1954 and the rules made there-
under and carry on the aforesaid trade subject to restrictions and conditions imposed by the licence,
grant to me/us.

The amount of Rs... ..in cash/treasury receipt for the
fees for licence as per schedule is enclosed herewith.

I/we am/are also enclosing Medical Certificate in Form 'B' of my/our own and also that of
my/our employed employees.

In my/our absence Shri/Smt
 age... ..sex... ..address... ..
 shall conduct the abovesaid business.

The statement made above are true to the best of my knowledge and belief and if any is found
to be false or not true the licence shall be liable to be cancelled.

NOTE

In case of partnership or the limited company or Co-operative Society, and attested copy of
the partnership deed or the article of association of the Registration Certificate Issue, should be attached
herewith.

- * Specify the District or the State.
- ** Specify the article of Food.
- *** Specify the local area.

Signature of applicant.

FORM 'B'

(See Rule 6 (a))

MEDICAL FITNESS CERTIFICATE

1. Name |
2. Father's Name :
3. Age :
4. Residential Address |
5. Height |
6. Mark of Identification |
7. Signature/Thumb Impression :
8. X-Ray report of cough is more than two weeks duration :
9. Stool & Urine Report |
10. Whether Immunised against Cholera, Small Pox and Typhoid with date |

Place :

Date :

(M. B. B. S. MEDICAL OFFICER)

