

Municipal

OFFICE OF THE MUNICIPAL COUNCIL
PORT BLAIR
APPENDIX-'A'
(See Bye-law 3)

Form of notice of intention to erect a building or to execute any work.
From:

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

Ward No: Location:

To,
The Authority,
Port Blair Municipal Council,
Port Blair.

Sir,

I/We hereby given you notice that * I/We intend to erect-re-erect/execute/add to the following works in the site or plot of land bearing Revenue Survey No. situated at Street/Road/Village/Ward No: According to plan submitted herewith.

DESCRIPTION OF CONSTRUCTION:

1. Basement Floor
2. Ground Floor
3. First Floor
4. Second Floor
5. Specifications: General and detailed
- 6.

*I/We attach (a) Site plan in triplicate showing the portion of the plot proposed to be built upon and showing septic tank and other existing building if any.

(b) Copies of plans elevations section with location plan and other details of the proposed construction with or without projections, as required by Port Blair Municipal Council Building Bye-laws.

(c) Revenue sketch, Record entry issued by the Revenue Department, Andaman and Nicobar Administration, in support of my ownership to the said property.

I/We hereby declare that * I/We are the owner/owners or authorized agents of the property to be building upon.

The plan have been prepared by:
Name of Regd. Architect/Regd. Engineer/Licence Supervisor.
License No.
Address.

*I/We request that the site plan may be approved and that the permission be accorded to execute the said work.

Signature of Owner
Owners or Authorized Agent/Agents
Name of Owner/Owner or authorized agent/agents
(in block letter) with full postal address.....

CONDITIONS

1. I/We agree not to proceed with the execution of the work until approval is signified by the secretary under Bye-laws 3 (1).
2. I/We agree not to do any work otherwise than in accordance with the site and building plans and specifications which have been approved or in contravention of any of the provisions of the Fort Blair Municipal Council building bye-laws order or the declaration made there under or of any direction or requisition lawfully given or made under the said bye-laws.
3. I/We agree to make any alterations, which may be required by any notice issued or by any order confirmed by the authority under bye-laws 3(1).
4. I/We agree to keep one of the approved site plan and one set of copies of the sanctioned plans of the buildings of the site of the execution at all times when the work is in progress and also agree to see that such plans are available and the building is open at all times for the inspection of the authority or any officer by him in the behalf.
5. I/We agree to give notice in accordance with bye-laws 3.20 and furnish a set of completion plans with fifteen days from the date of completion or occupation of the building, whichever is earlier.
6. I/We also agree not to occupy the building that will be constructed or reconstructed by me/us or cause or permit it to be occupied until I/We have obtained an occupancy certificate from the Authority.

Signature of owner/owners or
Authorized agent/agents

Price Rs.10/-

Case No.
Form No.

OFFICE OF THE MUNICIPAL COUNCIL PORT BLAIR

APPLICATION FORM FOR SANCTION OF 1/2"/3/4"/1" DIA TAP CONNECTION

Issued to
S/o, W/o, D/o
R/o W.No.
Issued vide Receipt No..... Dated

Single Window Counter
Municipal Council.

Executive Engineer(Water Works)
Municipal Council.

Ph.No.

-
1. Name of the applicant :
(In Block Letters)
 2. Father's/ Husband's Name :
 3. Residential Address :
.....
.....
 4. Official Address :
.....
.....
 5. State whether the House/premises :
where the Tap Connection required
to be provided is recorded in the
name of applicant. If so, please
enclose latest revenue records
 6. State whether the Tenant requires :
the tap connection. If so, Please
furnish the latest revenue records
and "No Objection Certificate" of
the house owner/Landlord.
 7. Location of the house/premises :
where the tap connection is to be
provided
 - a) Ward No. :

b) No. of person occupying premises.

- 9. Monthly income of the applicant :

- 10. Purpose of the Tap Connection
 - a) Domestic :
 - b) Commercial :

- 11. From which date the applicant is residing in the Port Blair, Municipal area (enclose documentary evidence) :

- 12. Whether the house/ building where the tap connection is required has been constructed as per the approved plan of the Council. If so, please give approval No. & Date. :

DECLARATION OF THE APPLICANT

I S/o, W/o, D/o
R/o do hereby affirms and declares that the statement particulars given by me above are true to the best of my knowledge and belief and nothing has been concealed. I hereby undertake that, if any information/ particulars given by me is found false or manipulated at later date, the Municipal Council at its liberty to disconnected the tap connection provided in my favour without any notice. I also undertake to pay all taxes/charges payable to the Municipal Council as per rules and regulation as may be amended time to time.

Port Blair
Dated :

Signature of applicant

Name :

NO OBJECTION CERTIFICATE

(To be furnished in case the Tap Connection is required by a tenant)

I S/o, W/o, D/o R/o
..... (Ward No. House No..... do
hereby declare that I have no objection to sanction/ provide drinking water tap connection to Shri
..... S/o, W/o, D/o residing
as tenant in my building/ premises bearing survey no. at
.....) in case the building vacated by the tenant, I
undertake to inform the Municipal Council, Port Blair well in advance, I also under take to clear the
Taxes/Charges against the tap connection in case Shri fails to do so.

Name/Signature of the house owner/ Land Lord

Port Blair
Dated :

CERTIFICATE OF THE WARD COUNCILLOR

Certified that Smti/Shri S/o,
W/o, D/o R/o is known
to me and the information's/ particulars given by the applicant/ Land Lord are true to the best of
my knowledge and belief.

Her/His request for sanction of ½" dia domestic / commercial tap connection may be
considered.

Name & Signature of the Councillor

Ward No.

Seal

	OWNER/LANDLORD)		
Property Tax		Rs.	Rs.
Water Charges (..... Nos of tap)		Rs.	Rs.
Conservancy tax		Rs.	Rs.
Other tax		Rs.	Rs.

(Rupees)

Certified that the applicant has cleared all the above dues vide Receipt No.....
dated

Revenue Officer
Municipal Council

Accounts Officer,
Municipal Council

DIRECTION TO THE APPLICANTS

1. Applicants are requested to furnish proper address for identification of the residence. If Municipal house number is allotted same is to be mentioned in the appropriate column. Phone No. if any can also furnished at Col.7
2. Application is requested to clear all municipal dues if the Revenue Section of the Council and get the endorsed on the application form is person for spend disposal of his case.
3. Applicants are requested to furnish the documents as required in column No.5 & 6 of the form properly or the application will be summarily rejected.
4. After ensuring that all pending Municipal Council dues of the applicant is cleared, the application will be forwarded by this office to concerned Junior Engineer, In absence of proper address the concerned Junior Engineer may find it difficult to locate the residence. For speedy disposal of his case, the applicant may contact the Junior Engineer to get his residence identified.
5. In some areas/ locations or during dry season Council may not be in a position to provide tap connections. In such cases requests to issue application for tap connection in those area or during dry season will not be entertained by the Council without any prejudice till further improvement of the situation.

:

REPORT OF JUNIOR ENGINEER

1. Name of the applicant :
2. No. of tap connection(s) applied for :
3. Total length and dia of pipe to be provided :
4. No. of Valves to be provided and its dia :
5. No. of tap connection already existing in the premises with name its size : Name Nos. Dia
- a.
- b.
- c.
6. State whether the existing tap connection and pipe are in good condition and properly fitted with control valves. : Yes/No a.
- b.
7. Description and dia of pipe line to which the connection is proposed to be provided. :
8. State whether the proposed tap connection will feed adequate water without effecting the supply through other taps of the Branch Line. : Yes/No
9. No. of family members
- (a) Owner :
- (b) Tenants :
10. Length of APWD road/Municipal footpath cutting required. :
11. Special suggestions/ Remark if any :

Junior Engineer – I/II/III(Water Works)
Municipal Council
Port Blair.

Details of Sketch Map overleaf

ACKNOWLEDGEMENT

RD No.

Received duly filled application form no. of the year 2014 to 2015 from
Shri/Smti. S/o, W/o, D/o,
R/o on

CHECK LIST FOR ISSUE OF WATER CONNECTION FORM

Sno.	Recorded Land	Sno.	Encroached Land
1.	Land record documents (Revenue map & record entry)	1.	Councillors recommendation regarding residence proof
2.	All payment receipts upto dated to be produced in the Single Window Counter.	2.	All payment receipts upto dated to be produced in the Single Window Counter.
3.	Permanent Address with contact telephone no.	3.	Permanent Address with contact telephone no.
4.	NOC from the house owner (for rental)	4.	Affidavit from Notary/Executive Magistrate.

FORM 'A'

Declaration to be Furnished by the Importer of the Goods

..... (insert here the full name and the full residential or the business of the Declarer)
 share the Vehicle No. which is driven by me/which is in my charge contained the under mentioned goods only.

ber es Description of each variety of goods in details	No. of Packages or bags of each variety of goods	From where imported	Date of import	Value/weight of the goods	Remarks, if any (to be filled in by the Naka Officer)

self responsible for the accuracy and correctness of the above statement.

of the importer

Date and Licence No. of the Driver

