



ABSTRACT

Rules – Tamil Nadu Urban Local Bodies and Chennai Metropolitan Area Septage Management (Regulation) Rules, 2022 – Issued.

Municipal Administration and Water Supply (MA-3) Department

G.O.(Ms)No.183

Dated: 31.12.2022

திருவள்ளூர் ஆண்டு 2052

சுபகிருது, மர்கழி 16

Read :

1. The Tamil Nadu Municipal Laws and the Chennai Metropolitan Water Supply and Sewerage (Amendment) Act, 2022 (Tamil Nadu Act 34 of 2022)
2. From the Managing Director, Chennai Metropolitan Water Supply and Sewerage Board, letter No.CMWSSB/CE(O&M)-II/SE(WT&T)/STP(S)/Spl.Ini/2022-23, dated 10.8.2022.

ORDER:

The Government have recognized the importance of Faecal Sludge and Septage Management (FSSM) as a viable method of sanitation for smaller cities and towns and outgrowths in metropolitan cities. In pursuance of National Policy on Faecal Sludge and Septage Management, to provide complete full cycle of sanitation in the local bodies, a comprehensive programme has been formulated, for regulating periodic cleaning of septic tanks and transportation, treatment and disposal of faecal sludge and septage.

2. Accordingly, the Chennai City Municipal Corporation Act, 1919 (Tamil Nadu Act IV of 1919), the Madurai City Municipal Corporation Act, 1971 (Tamil Nadu Act 15 of 1971), the Coimbatore City Municipal Corporation Act, 1981 (Tamil Nadu Act 25 of 1981) and the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920) have been suitably amended for the above purpose by the Tamil Nadu Municipal Laws and the Chennai Metropolitan Water Supply and Sewerage (Amendment) Act, 2022 (Tamil Nadu Act 34 of 2022).

3. Based on the said amendment, the Managing Director, Chennai Metropolitan Water Supply and Sewerage Board in the letter second read above has sent the draft rules/views.

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4. The Government after careful examination of the draft rules have decided to accept the same and accordingly, the Tamil Nadu Urban Local Bodies and Chennai Metropolitan Area Septage Management (Regulation) Rules, 2022, as in the Notification appended to this order are issued.

5. The appended Notification will be published in an Extraordinary issue of the *Tamil Nadu Government Gazette*, dated the 31st December 2022.

(BY ORDER OF THE GOVERNOR)

**SHIV DAS MEENA
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.**

To:

The Works Manager, Government Central Press, Chennai -1.

(to publish the notification in the *Tamil Nadu Government Gazette* Extra-ordinary and to send 300 copies to Government)

The Principal Secretary/Commissioner, Greater Chennai Corporation, Chennai-3.

The Director of Municipal Administration, Chennai-28.

The Director of Town Panchayats, Chennai-28.

The Managing Director, Chennai Metropolitan Water Supply and Sewerage Board, Chennai-28.

All Regional Director of Municipal Administration / Commissioners / Executive Officers of Urban Local Bodies, (through the respective Heads of Department)

The Additional Chief Secretary / Commissioner of Revenue Administration, Chennai -5.

All District Collectors.

Copy to:

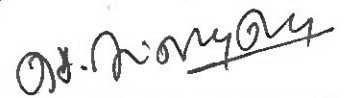
The Special Personal Assistant to the Hon'ble Minister (Municipal Administration), Chennai-9.

The Law (MA&WS-scrutiny) Department, Chennai-9.

The Revenue and Disaster Management Department, Chennai-9.

The Municipal Administration and Water Supply (all sections except OP.1), Department, Chennai-9.

// FORWARDED BY ORDER //


SECTION OFFICER
AS

APPENDIX.
NOTIFICATION.

In exercise of the powers conferred by section 347 of the Chennai City Municipal Corporation Act, 1919 (Tamil Nadu Act IV of 1919), section 303 of the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), section 431 of the Madurai City Municipal Corporation Act, 1971 (Tamil Nadu Act 15 of 1971), section 430 of the Coimbatore City Municipal Corporation Act, 1981 (Tamil Nadu Act 25 of 1981) read with section 8 of the Tiruchirappalli City Municipal Corporation Act, 1994 (Tamil Nadu Act 27 of 1994), the Tirunelveli City Municipal Corporation Act, 1994 (Tamil Nadu Act 28 of 1994), the Salem City Municipal Corporation Act, 1994 (Tamil Nadu Act 29 of 1994), the Tiruppur City Municipal Corporation Act, 2008 (Tamil Nadu Act 7 of 2008), the Erode City Municipal Corporation Act, 2008 (Tamil Nadu Act 8 of 2008), the Vellore City Municipal Corporation Act, 2008 (Tamil Nadu Act 26 of 2008), the Thoothukudi City Municipal Corporation Act, 2008 (Tamil Nadu Act 27 of 2008), the Thanjavur City Municipal Corporation Act, 2013 (Tamil Nadu Act 24 of 2013), the Dindigul City Municipal Corporation Act, 2013 (Tamil Nadu Act 25 of 2013), the Hosur City Municipal Corporation Act, 2019 (Tamil Nadu Act 10 of 2019), the Nagercoil City Municipal Corporation Act, 2019 (Tamil Nadu Act 11 of 2019), the Avadi City Municipal Corporation Act, 2019 (Tamil Nadu Act 24 of 2019), the Cuddalore City Municipal Corporation Act, 2022 (Tamil Nadu Act 1 of 2022), the Kancheepuram City Municipal Corporation Act, 2022 (Tamil Nadu Act 2 of 2022), the Sivakasi City Municipal Corporation Act, 2022 (Tamil Nadu Act 3 of 2022), the Karur City Municipal Corporation Act, 2022 (Tamil Nadu Act 4 of 2022), the Tambaram City Municipal Corporation Act, 2022 (Tamil Nadu Act 5 of 2022) and the Kumbakonam City Municipal Corporation Act, 2022 (Tamil Nadu Act 6 of 2022) and section 80 of the Chennai Metropolitan Water Supply and Sewerage Act, 1978 (Tamil Nadu Act 28 of 1978), the Governor of Tamil Nadu hereby makes the following rules:-

RULES.

1. Short title and commencement.- (1) These Rules may be called as the Tamil Nadu Urban Local Bodies and Chennai Metropolitan Area Septage Management (Regulation) Rules, 2022.

(2) They shall come into force on the 1st January 2023.

2. Definitions.- In these Rules, unless the context otherwise requires,-

- (a) "Act" means the Chennai City Municipal Corporation Act, 1919 (Tamil Nadu Act IV of 1919), the Tamil Nadu District Municipalities Act, 1920 (Tamil Nadu Act V of 1920), the Madurai City Municipal Corporation Act, 1971 (Tamil Nadu Act 15 of 1971), the Coimbatore City Municipal Corporation Act, 1981

(Tamil Nadu Act 25 of 1981), the Tiruchirappalli City Municipal Corporation Act, 1994 (Tamil Nadu Act 27 of 1994), the Tirunelveli City Municipal Corporation Act, 1994 (Tamil Nadu Act 28 of 1994), the Salem City Municipal Corporation Act, 1994 (Tamil Nadu Act 29 of 1994), the Tiruppur City Municipal Corporation Act, 2008 (Tamil Nadu Act 7 of 2008), the Erode City Municipal Corporation Act, 2008 (Tamil Nadu Act 8 of 2008), the Vellore City Municipal Corporation Act, 2008 (Tamil Nadu Act 26 of 2008), the Thoothukudi City Municipal Corporation Act, 2008 (Tamil Nadu Act 27 of 2008), the Thanjavur City Municipal Corporation Act, 2013 (Tamil Nadu Act 24 of 2013), the Dindigul City Municipal Corporation Act, 2013 (Tamil Nadu Act 25 of 2013), the Hosur City Municipal Corporation Act, 2019 (Tamil Nadu Act 10 of 2019), the Nagercoil City Municipal Corporation Act, 2019 (Tamil Nadu Act 11 of 2019), the Avadi City Municipal Corporation Act, 2019 (Tamil Nadu Act 24 of 2019), the Cuddalore City Municipal Corporation Act, 2022 (Tamil Nadu Act 1 of 2022), the Kancheepuram City Municipal Corporation Act, 2022 (Tamil Nadu Act 2 of 2022), the Sivakasi City Municipal Corporation Act, 2022 (Tamil Nadu Act 3 of 2022), the Karur City Municipal Corporation Act, 2022 (Tamil Nadu Act 4 of 2022), the Tambaram City Municipal Corporation Act, 2022 (Tamil Nadu Act 5 of 2022), the Kumbakonam City Municipal Corporation Act, 2022 (Tamil Nadu Act 6 of 2022) and the Chennai Metropolitan Water Supply and Sewerage Act, 1978 (Tamil Nadu Act 28 of 1978);

(b) "Appellate Authority" means,-

- (i) the Director of Municipal Administration in respect of Municipalities and Municipal Corporations except Chennai City Municipal Corporation;
- (ii) the Director of Town Panchayats in respect of Town Panchayats;
- (iii) the Chennai Metropolitan Water Supply and Sewerage Board in respect of Chennai Metropolitan Area.

(c) "Board" means the Chennai Metropolitan Water Supply and Sewerage Board established under sub-section (1) of section (3) of the Chennai Metropolitan Water Supply and Sewerage Act, 1978 (Tamil Nadu Act 28 of 1978);

(d) "Commissioner" means,-

- (i) in relation to a Municipal Corporation and Municipality, the Commissioner of Municipal Corporation or Municipality, as the case may be;
- (ii) in relation to a Town Panchayat, the Executive Officer of Town Panchayats; and

- (iii) in relation to Chennai Metropolitan Area, the Managing Director, Chennai Metropolitan Water Supply and Sewerage Board;
- (e) "disposal facility" means the arrangement made for the scientific treatment and disposal of faecal sludge and septage, as may be specified in the operative Guidelines issued from time to time;
- (f) "licencing authority" in relation to a Municipal Corporation other than Chennai City Municipal Corporation, a Municipality, a Town Panchayat and the Chennai Metropolitan Area means the Commissioner of Municipal Corporation, Commissioner of Municipality, Executive Officer of Town Panchayat and Managing Director, Chennai Metropolitan Water Supply and Sewerage Board, respectively;
- (g) "Urban Local Bodies" means the Municipal Corporation other than Chennai City Municipal Corporation or Municipality or Town Panchayat, as the case may be;

3. Licence for collection, transportation and disposal of faecal sludge and septage.- (1) Any person who intends to collect, transport or dispose faecal sludge or septage shall submit an application to the licensing authority for grant of licence in Form-I, along with a fee of Rupees two thousand and the following documents, namely:-

- (a) Documents of the vehicles, used for the purpose, namely- Registration Certificate, Fitness certificate, Road Tax, Insurance Certificate, Goods Vehicle permit and photographs of the vehicle's of front view and rear view showing number plate;
- (b) Document for Applicant's - proof of address, Photo ID, proof of applicant, copies of Goods and Services Tax Registration Certificate, PAN card, Driving Licence (if any), Employees' State Insurance and Employees' Provident Fund registration certificate (if applicable);
- (c) Documents of the employees including drivers proof of address- Photo Identity proof, Medical Certificate (Issued by registered medical practitioner of the State Government) and Driving Licence;
- (d) Personal Accidental Insurance Policy, for a sum of Rs.10 Lakh (Rupees ten lakh only) each for the drivers; and
- (e) Demand Draft for a sum of Rs.2000/- (Rupees two thousand only) towards fee drawn for licence in favour of the Managing Director, Chennai Metropolitan Water Supply and Sewerage Board or in favour of the Commissioner of Urban Local Bodies concerned, as the case may be.

(2) The licensing authority shall scrutinize the application, verify the documents submitted and grant licence in Form-II, if eligible within thirty days from the date of receipt of a valid application. The licence shall be valid for a period of two years from the date of issue.

(3) The licence issued under sub-rule (2) shall be subject to the following terms and conditions, namely:-

- (a) The licence shall be valid for two years from the date of issue, and is not transferable. The licence shall be prominently displayed on the windshield of the specified vehicle.
- (b) The specified vehicle shall not be used for the collection and transportation of industrial waste or mixed industrial waste of any nature whatsoever.
- (c) The licensee shall be required to produce the licence on demand during collection, transportation and disposal of faecal sludge and septage.
- (d) The licensee shall adhere to,-
 - (i) timing of operations; and
 - (ii) Area / Routes of operations for the vehicle specified in the licence.
- (e) In the event of failure, to perform clean up operations caused due to any spillages during transportation, the licensee shall be charged with all the related expenses incurred by Urban Local Body or the Chennai Metropolitan Water Supply and Sewerage Board, as the case may be for performing the clean-up, in addition to the fines and penalties.
- (f) The licence shall not mean exemption from requirements or licences or clearances required for the business or trade or activity under various other applicable rules, laws and regulations.
- (g) The licensee shall dispose the Faecal Sludge and Septage at the disposal facilities during the operational hours as mentioned in the licence. The licenced septage and faecal sludge Transportation Operators shall only be allowed to desludge septic tanks/pits and transport faecal sludge and septage to the designated disposal facility.
- (h) The licensee found dumping faecal sludge and septage at any location or site other than at the disposal facilities in the Chennai Metropolitan Water Supply and Sewerage Board or the Urban Local Body, as the case may be, shall be deemed to be in violation of the terms and conditions of the said licence.
- (i) The licensee shall maintain a logbook record of each trip undertaken for collection, transportation and disposal and submit the same to the Chennai Metropolitan Water Supply and Sewerage Board or to the Urban Local Body concerned as the case may be, before the 10th day of every quarter in a year.
- (j) The licensee shall equip the specified vehicle used for transportation of faecal sludge and septage with a Global Positioning System (GPS) instrument or vehicle tracking system approved by the Chennai Metropolitan Water Supply and

Sewerage Board / Urban Local Body, as the case may be. The licensee shall permit access of the GPS instrument to Chennai Metropolitan Water Supply and Sewerage Board / Urban Local Body, as the case may be. The licensee shall ensure that the GPS instrument is functional and transmitting data without any interruption. Interruption in data received will be considered as a violation of the terms and conditions of licence.

- (k) The licensee shall maintain the specified vehicle in good and workable condition so as to avoid any accident.
- (l) The licensee shall ensure no leakage/spillage of faecal sludge and septage during transportation from the collection point to the disposal facility. In the event of accidental spillage of septage, the licensee shall immediately take action to contain the leakage/spillage, minimize the environmental impact, and remove all Septage immediately from the sites of spillage. The Licensee shall inform to the nearest located Chennai Metropolitan Water Supply and Sewerage Board / Urban Local Body office, as the case may be, and/or to the decanting facility where the event took place about the spillage and action taken immediately after the occurrence of the event.
- (m) The licensee shall ensure that each driver and worker employed undergoes periodic training and participates in other activities organized by Chennai Metropolitan Water Supply and Sewerage Board / Urban Local Body, as the case may be from time to time.
- (n) The licensee shall ensure that all drivers and workers employed follow Standard Operating Procedures for maintenance of sewer and septic tanks, mechanized cleaning as per the circulars and guidelines notified from time to time. The licensee shall also ensure that the drivers and workers employed are provided with appropriate safety equipments/safety gears and they are put to use these equipments/safety gears during collection, transportation and disposal of faecal sludge and septage.
- (o) The licensee shall ensure that each driver and worker employed undergoes annual health check-up and shall submit a record of the same to the licensing authority.
- (p) The licensee shall insure each driver and worker employed for a sum of Rs.10 Lakh (Rupees Ten Lakh only) towards personal accidental insurance every year and submit the policy document to Chennai Metropolitan Water Supply and Sewerage Board/ Urban Local Body, as the case may be at the time of grant and renewal of licence.
- (q) The driver and service providers are responsible for safe operation of the vehicle and equipment at all times. Traffic rules must be followed at all times. All accidents and citations shall be reviewed and investigated by the licensee to ensure adequately

trained and competent drivers are employed for sludge and septage transportation. Drivers shall inspect all trucks prior to transport on public roads to ensure that septage will not leak, spill, or run out of the tank. All vehicles used to transport septage shall be equipped, at all times, with spill control or absorbent materials and disinfectant materials, such as lime or chlorine bleach. No discharge of septage or sludge shall be allowed in manholes, drainage areas, canals, creeks, rivers or other receiving bodies of water or land; and Manifest forms must be properly filled out.

- (r) The licensee shall not engage or employ, directly or indirectly a manual scavenger or any person for hazardous cleaning of a sewer or septic tank in contravention of the provisions of the Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 (Central Act 25 of 2013).
- (s) The licensee shall ensure that the company name, contact number, company logo and body number of the septage hauler or transporting vehicle are displayed on both sides of the vehicle used to transport the septage. The said information shall be marked using permanent and legible lettering at least 3 inches high and made of a reflective material.
- (t) Any licensee with a valid licence shall maintain all vehicles and tanks used to transport septage in accordance with the following requirements:-
 - (i) The specified vehicle used for the transport of septage and domestic sludge should have a leak-proof body and lock to secure the sludge and septage and shall be able to withstand a collision with another vehicle or any permanent structure;
 - (ii) The specified vehicle shall be in good running condition in accordance with the Land Transportation Office safety standards on roadworthiness.
 - (iii) The collection vehicle and tank shall be maintained to prevent excessive odors or public health hazards;
 - (iv) The specified tank must be watertight;
 - (v) All piping, valves and connections shall be accessible for cleaning;
 - (vi) All inlet and outlet connections shall be constructed and maintained such that no material will leak, spill, or run out of the tank during transfer or transportation;
 - (vii) Discharge outlets shall be designed to control the flow of discharge without spraying or flooding the receiving area;
 - (viii) The discharge pipe shall protrude for not less than six inches from the end of the tank; and

(ix) The end of the discharge pipe must have a screwed-on end cap installed.

(4) If the documents and information furnished by the applicant do not provide all the particulars necessary to process the application satisfactorily, the licencing authority may within seven days from the date of receipt of application require the production of such further particulars and details as it deems necessary within a stipulated time. Upon receipt of the required particulars, the licensing authority shall scrutinize the application and verify the documents submitted and shall issue licence to the eligible applicant in Form II within fifteen days thereafter.

(5) The applicant shall produce the original of the documents for the purpose of verification. If any of the document submitted expires during the licence period, the Licencee shall obtain a new valid certificate/document within thirty days of the last date of the validity of the document. If there is any change of employee, the photocopy of the driving Licence, Photo Identity and Address proof of the new employee shall be submitted by the licensee within seven days of employment. The acknowledgment receipt received from the licencing authority upon submission of the Application form, Licence fee and necessary documents, shall be retained until the Licence is approved.

(6) In case an application is not submitted in accordance with these Rules or where the applicant fails to furnish the additional particulars called for or where the submitted documents cannot be authenticated, the licencing authority may reject the application stating the reason therefor and send an intimation to the applicant. No person shall be refused a licence, unless he has been given an opportunity of being heard.

4. Renewal of Licence.- (1) Any person who intends to renew the licence issued under rule 3 shall apply to the licencing authority, thirty days before the date of its expiry.

(2) The provisions contained in rule 3 including application form and fee shall *mutatis mutandis* apply for renewal of licence.

5. Decantation fee.- The concerned Urban Local Body or the Board, as the case may be, shall collect decantation fee of Rs.200/- per trip from the licensee for specified vehicles with a capacity of not more than 6000 litres and Rs.300/- per trip for specified vehicles with a capacity of more than 6000 litres.

6. Transportation of faecal sludge and septage.- The licensee shall be responsible for the safe transportation of faecal sludge or septage. He shall,-

(a) ensure that the specified vehicles are equipped with Global Positioning System for vehicle tracking system as specified by the Urban Local Bodies or the Board, as the case may be. The Global Positioning System for vehicle tracking system shall be in working condition and

transmit location details to the vehicle tracking system maintained by the Urban Local Bodies or the Board, as the case may be; and

(b) maintain a log book containing the septage and faecal sludge transport trip details as in Form- III.

7. Monitoring of desludging operations and prohibition of unsafe disposal.- (1) The concerned Assistant Engineer/ Junior Engineer/ Overseer of Urban Local Bodies and Depot Engineer, Deputy Area Engineer and Area Engineer of the Board shall monitor the activities of the licencees under their respective jurisdiction in order to prevent any illegal disposal of faecal sludge and septage in places other than those identified for decanting.

(2) The concerned Assistant Engineer/ Junior Engineer/ Overseer of the Urban Local Bodies and the Depot Engineer, Deputy Area Engineer and Area Engineer of the Board shall maintain records of complaints filed against the licencees and action taken on such complaints.

8. Power to seize specified vehicles.- Where an offence under the Act, rules, bye-laws or any other regulations is believed to have been or is being committed, the Area Engineer of the Board in case of Chennai Metropolitan Area, the Assistant Commissioner in case of Municipal Corporation, Commissioner in case of Municipality and Tahsildar in case of Town Panchayats may seize the vehicle or other article including motor, pump, tube, tool or equipment used for the commission of such offence and shall produce the same within 24 hours before the concerned territorial Superintending Engineer of the Board in case of Chennai Metropolitan Area, the Commissioner in case of Municipal Corporation, Regional Director of Municipal Administration in case of Municipality, the Assistant Director of Town Panchayats in case of Town Panchayats, as the case may be, within whose jurisdiction the vehicle or other article including motor, pump, tube, tool or equipment used for the commission of such offence is seized.

9. Appeal.- (1) Any person who is aggrieved by an order of the licensing authority suspending or cancelling the licence issued under rule 3 or by an order of confiscation or the sale of confiscated vehicle passed by an authorised officer under the Act, may within a period of thirty days from the date of receipt of such order, prefer an appeal to the Appellate authority.

(2) The Appellate authority shall pass orders on the appeal after giving an opportunity of being heard to the appellant.

(3) The decision of the Appellate authority shall be final and shall not be called in question in any court of law.

FORM-I

(See rule 3 (1) and 4(2))

**Application Form for Issuance/Renewal of Licence for Collection,
Transportation and Disposal of Faecal Sludge and Septage**

1. Applicant Details (Individual / Company / Firm):							
(1)	Name of the individual / all directors of the company / all partners of the firm :						
(2)	Age in years :						
(3)	Father's/Husband's Name :						
(4)	Address(s) Proof of the applicant(s) / all directors of the company / all partners of the firm (copy of proof to be enclosed):						
(5)	Photo ID proof of applicant(s) / all directors of the company / all partners of the firm (copy of proof to be enclosed):						
(6)	GST No:						
(7)	PAN No:						
(8)	Email ID:						
(9)	Contact No.:						
10)	Nature of Licence:					New/Renewal	
(11)	If renewal, reference to the existing Licence :						
(12)	Previous case registered for illegal disposal of faecal sludge (Yes/No)						
(13)	If yes, provide details of such cases:						
(14)	ESI/EPF Registration Number: (if applicable)						
(15)	Details (copy to be enclosed):						
2. Driver Details:							
Sl No.	Name	Gender/ DOB	Driving licence No. and Validity upto (copy to be enclosed)	Address of Residence (copy to be enclosed)	Years of Experience and Locations	Mobile Contact Number	
(1)							
(2)							
(3)							
(4)							
(5)							
History of Accidents or Cases registered or Complaints registered for illegal disposal, if any, Details:							

3. Vehicle Details:		
Sl. No	Description	Details
(1)	Registration number	
(2)	RC Book No. with validity (copy to be enclosed)	
(3)	Ownership	
(4)	Leased (copy of lease agreement to be enclosed)	
(5)	Model of vehicle	
(6)	Vehicle type [Four-wheeler vacuum truck or above) (please specify)]	
(7)	Vehicle capacity (in Litres)	
(8)	Chasis Number	
(9)	Engine No.	
(10)	FC Valid upto	
(11)	Permit Valid upto	
(12)	Weight in Kg: 1) Gross 2) Unladen 3) Payload	
(13)	Insurance Valid upto	
(14)	Pollution Certificate Valid upto	
(15)	Speed Governor installed (Yes/No)	
(16)	GPS Installed (Yes/No) Whether working (Yes/No) tamper proof cabin (Yes/No)	
(17)	Tax Valid upto	
History of Accidents or Cases registered or Complaints registered for illegal disposal, if any, Details:		
4. Timing of Operations		
5. Route / Area of Operation		
6. Point of Disposal		
DECLARATION:		
I certify that above mentioned information given by me is true to the best of my knowledge and belief.		
Signature:		
Date:		
Place:		

CHECK LIST

S. No.	Form / Document	Submitted for Vehicle(s)				
		1	2	3	4	5
(1)	Address proof of applicant(s)					
(2)	Photo ID proof of applicant(s)					
(3)	Copy of GST registration Certificate					
(4)	Copy of PAN					
(5)	Copy of previous issued Licence (if any)					
(6)	Copy of ESI and EPF registration certificate (if applicable)					
(7)	Registration certificate					
(8)	Fitness certificate					
(9)	Road tax					
(10)	Insurance certificate					
(11)	Vehicle permit					
(12)	Photographs of the Vehicle(s) – Front and Rear side showing number plate					
(13)	Government Photo ID and Address proof (Aadhaar) – Drivers and Workers					
(14)	Medical certificate – Drivers and Workers					
(15)	Personal Accident Insurance policy – Drivers and Workers					
(16)	Driving Licence(s)					
(17)	Signed undertaking to be given in the prescribed form					

FORM – II

(See – rule 3(2) and (4))

LICENCE FOR THE COLLECTION, TRANSPORTATION AND DISPOSAL OF FAECAL SLUDGE AND SEPTAGE

Thiru / Thirumathi / Selvi

Son/Wife/Daughter of

resident of

Licence Number :

Licence Holder :

Vehicle Registration Number(s) :

Driver(s) Name with Driving Licence No.:

Route(s)/Area(s) allotted to the Licence Holder :

Point(s) of Disposal :

Operating Time :

This Licence is effective for the period set forth below, and is not transferable.

Valid from: ___/___/___ to ___/___/___

The Terms and Conditions of Licence are annexed. All the rules, regulations, instructions, terms and conditions issued by the Government and the Chennai Metropolitan Water Supply and Sewerage Board/ Urban Local Bodies from time to time shall be followed.

Seal and Signature
Commissioner
Municipalities / Corporations /
(_____)

Executive Officer, Town Panchayats /
(_____)

Place:

Date:

Managing Director,
Chennai Metropolitan Water Supply
and Sewerage Board*

[*strikeout whichever is not applicable]

TERMS AND CONDITIONS.

1. The licence shall be valid for two years from the date of issue, and is not transferable. The licence shall be prominently displayed on the windshield of the specified vehicle.
2. The specified vehicle shall not be used for the collection and transportation of industrial waste or mixed industrial waste of any nature whatsoever.
3. The licensee shall be required to produce the licence on demand during collection, transportation and disposal of faecal sludge and septage.
4. The licensee shall adhere to,-
 - (a) timing of operations; and
 - (b) Area / Routes of operations for the vehicle specified in the licence.
5. In the event of failure, to perform clean up operations caused due to any spillages during transportation, the licensee shall be charged with all the related expenses incurred by Urban Local Body or the Chennai Metropolitan Water Supply and

Sewerage Board, as the case may be for performing the clean-up, in addition to the fines and penalties.

6. The licence shall not mean exemption from requirements or licences or clearances required for the business or trade or activity under various other applicable rules, laws and regulations.
7. The licensee shall dispose the Faecal Sludge and Septage at the disposal facilities during the operational hours as mentioned in the licence. The licenced septage and faecal sludge Transportation Operators shall only be allowed to desludge septic tanks/pits and transport faecal sludge and septage to the designated disposal facility.
8. The licensee found dumping faecal sludge and septage at any location or site other than at the disposal facilities in the Chennai Metropolitan Water Supply and Sewerage Board or the Urban Local Body, as the case may be, shall be deemed to be in violation of the terms and conditions of the said licence.
9. The licensee shall maintain a logbook record of each trip undertaken for collection, transportation and disposal and submit the same to the Chennai Metropolitan Water Supply and Sewerage Board or to the Urban Local Body concerned as the case may be, before the 10th day of every quarter in a year.
10. The licensee shall equip the specified vehicle used for transportation of faecal sludge and septage with a Global Positioning System (GPS) instrument or vehicle tracking system approved by the Chennai Metropolitan Water Supply and Sewerage Board / Urban Local Body, as the case may be. The licensee shall permit access of the GPS instrument to Chennai Metropolitan Water Supply and Sewerage Board / Urban Local Body, as the case may be. The licensee shall ensure that the GPS instrument is functional and transmitting data without any interruption. Interruption in data received will be considered as a violation of the terms and conditions of licence.
11. The licensee shall maintain the specified vehicle in good and workable condition so as to avoid any accident.
12. The licensee shall ensure no leakage/spillage of faecal sludge and septage during transportation from the collection point to the disposal facility. In the event of accidental spillage of septage, the licensee shall immediately take action to contain the leakage/spillage, minimize the environmental impact, and remove all Septage immediately from the sites of spillage.

The Licencee shall inform to the nearest located Chennai Metropolitan Water Supply and Sewerage Board / Urban Local Body office, as the case may be, and/or to the decanting facility where the event took place about the spillage and action taken immediately after the occurrence of the event.

13. The licencee shall ensure that each driver and worker employed undergoes periodic training and participates in other activities organized by Chennai Metropolitan Water Supply and Sewerage Board / Urban Local Body, as the case may be from time to time.
14. The licencee shall ensure that all drivers and workers employed follow Standard Operating Procedures for maintenance of sewer and septic tanks - mechanised cleaning as per the circulars and guidelines notified from time to time. The licencee shall also ensure that the drivers and workers employed are provided with appropriate safety equipments/safety gears and they are put to use during collection, transportation and disposal of faecal sludge and septage.
15. The licencee shall ensure that each driver and worker employed undergoes annual health check-up and shall submit a record of the same to the licensing authority.
16. The licencee shall insure each driver and worker employed for a sum of Rs.10 Lakh (Rupees Ten Lakh only) towards personal accidental insurance every year and submit the policy document to Chennai Metropolitan Water Supply and Sewerage Board/ Urban Local Body, as the case may be at the time of grant and renewal of licence.
17. The driver and service providers are responsible for safe operation of the vehicle and equipment at all times. Traffic rules must be followed at all times. All accidents and citations shall be reviewed and investigated by the licencee to ensure adequately trained and competent drivers are employed for sludge and septage transportation. Drivers shall inspect all trucks prior to transport on public roads to ensure that septage will not leak, spill, or run out of the tank. All vehicles used to transport septage shall be equipped, at all times, with spill control or absorbent materials and disinfectant materials, such as lime or chlorine bleach. No discharge of septage or sludge shall be allowed in manholes, drainage areas, canals, creeks, rivers or other receiving bodies of water or land; and Manifest forms must be properly filled out.

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SHIV DAS MEENA
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

//True Copy//

Sh. Das Meena
SECTION OFFICER.
RS