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 feacal 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 licencee shall be required to produce the licence on demand during collection, transportation and disposal of faecal sludge and septage.
4. The licencee 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 licencee 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 licencee 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 licencee 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 licencee 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 licencee 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 licencee shall permit access of the GPS instrument to Chennai Metropolitan Water Supply and Sewerage Board / Urban Local Body, as the case may be. The licencee 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 licencee shall maintain the specified vehicle in good and workable condition so as to avoid any accident.

12. The licencee 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 licencee 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.

18. The licencee 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).

19. The licencee 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.

20. Any licencee with a valid licence shall maintain all vehicles and tanks used to transport septage in accordance with the following requirements:-

(a) 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;
(b) The specified vehicle shall be in good running condition in accordance with the Land Transportation Office safety standards on roadworthiness.
(c) The collection vehicle and tank shall be maintained to prevent excessive odors or public health hazards;

(d) The specified tank must be watertight;

(e) All piping, valves and connections shall be accessible for cleaning;
(f) 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;
(g) Discharge outlets shall be designed to control the flow of discharge without spraying or flooding the receiving area;
(h) The discharge pipe shall protrude for not less than six inches from the end of the tank; and
(i) The end of the discharge pipe must have a screwed-on end cap installed.

Form –III

(See rule 6 (b))

Sl. No	Travel Date	Vehicle No.	Applicant Licence No.	Travel Time	Collection Point	Disposal point	Total Trip Distance	Type of Premises	Driver Name	Driver Contact No.	Signature	Remarks

				Start	End								
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													

SHIV DAS MEENA
ADDITIONAL CHIEF SECRETARY TO GOVERNMENT.

//True Copy//

SECTION OFFICER.