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(Authoritative English text of this department Notification No. UD-A(3)-14/2015 dated 11/08/2016
as required under clause (3) of Article 348 of the Constitution of India)

Government of Himachal Pradesh
Department of Urban Development

No: UD-A(3)-14/2015

Dated: 11 August, 2016.

NOTIFICATION

In supersession of this Department notification No. UD-A(3)-6/2011 dated 01-02-2012 and in exercise of the powers conferred by section 3 of the Himachal Pradesh Public Services Guarantee Act, 2011, the Governor, Himachal Pradesh is pleased to notify the Services, Designated Officers, First Appellate Authority, Second Appellate Authority and the stipulated time limits for the purpose of above Act for the Department of Urban Development, Himachal Pradesh as under :-

S.N.	Name of service/ public service	Designated Officer	Format of the application to obtain service	List of documents required to obtain service	Person who can request for service	Time limit for service	First Appellate Authority	Remarks
1	2	3	4	5	6	7	8	9
1.	Registration of Birth	Registrar, Birth & Death (C.H.O), M.Corp/ EO,MC/ Secy, NP	On Form No.7 prescribed under the HP Registration of Birth & Death Rules, 2003.	Report of Medical officer, if birth takes place in Health Institute in case birth takes place at home, birth proforma duly signed by the family doctor/ nurse/ trained midwife/ Ward Councilor.	Parents of any other family member	2 days	Commr. of the Corp/SDM concerned	As per the HP Registration of Birth & Death Rules, 2003
2.	Registration of Death	Registrar, Birth & Death (C.H.O), M.Corp/ EO,MC/ Secy, NP	On Form No.8 prescribed under the HP Registration of Birth & Death Rules, 2003.	Report of Medical Officer, if death takes place in Health Institute. In case death takes place at home report signed by the family doctor/ Ward Council.	Parents of any other family member	2 days	Commr. of the Corp/ SDM concerned	As per the HP Registration of Birth & Death Rules 2003
3.	Registration of Marriage	Registrar/ J.C./AC of M.Corp/ EO,MC/ Secy, NP	On prescribed form as per the provision of Registration of Marriage Act, 1996.	Detail of persons getting married	Parents of any other family member	2 days	Commr. of the Corp / SDM concerned	

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	Copy of Birth, death & Marriage Certificate	Registrar, Birth & Death (C.H.O), Marriage, M.Corp/EO,MC/ Secy, of NP	On prescribed form as per the provision of Registration of Marriage Act, 1996.	Name, date of Birth/Death/Marriage/ and other relevant details.	Any person of family	2 days	Commr. of the Corp/SDM concerned	
5.	Water supply connection	M.E. M.Corp/EO,MC/ Secy, NP	On prescribed form.	Completion/sanction letter, Tax Clearance, Ownership/ site plan and NOC of owner in case of tenants Tech. report of JE/AE/ME.	Owner or tenant	30 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
6.	Sewerage connection	M.E. M.Corp/EO,MC/ Secy, NP	On prescribed form.	Completion/sanction letter, Tax Clearance, Ownership/ site plan and NOC of owner in case of tenants Tech. report of JE/AE/ME.	Owner or tenant	30 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
7.	Building Plan/ Planning permission /map							
a	Fresh planning permission	A.P. M.Corp/EO,MC/ Secy, NP	On prescribed form.	As prescribed in the Form	Owner of the property	90 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
b	Revised-cum-Completion plan	A.P. M.Corp/EO,MC/ Secy, NP	On prescribed form.	As prescribed in the Form	Owner of the property	90 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
c	Completion plan (after completion of building in all respect	A.P. M.Corp/EO,MC/ Secy, NP	On prescribed form.	As prescribed in the Form	Owner of the property	90 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the Municipality concerned
d	Reconstruction on old line	A.P. M.Corp/EO,MC/Secy, NP	On prescribed form.	As prescribed in the Form	Owner of the property	60 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
e	Change of building use	A.P. M. Corp/EO,MC/Secy,NP	On prescribed form.	As prescribed in the Form	Owner of the Property	60 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned

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	Sanction of L. Certificate	J.C./AC of M.Corp/EO,MC/Secy, NP.	Application on plain paper	Copy of BPL card. Affidavit. List of family members with name. Photograph of head of the family	Any person	07 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
9.	NOC for Electricity	A.P. M.Corp/EO,MC/Secy, NP	Application on plain paper	Reference sanction	Any person	30 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
10	Non P.F.A. License	J.C./A.C. M.Corp/EO,MC/Secy, NP	Application on plain paper	Reference sanction	Any person	30 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
11	Permission for Canopy	J.C./A.C. M.Corp/EO,MC/Secy, NP	Application on plain paper	Reference sanction	Any person	7 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
12	Permission for Dumping of muck	XEN, M. Corp / EO, MC/ Secy, NP	Application on plain paper	Reference sanction	Any person	7 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned

* This will be applicable only for those Municipalities where both the services are under their control.

The request for service on the application from prescribed alongwith specified documents can be made to the designated officer or to a person subordinate to him authorized to receive such applications. An acknowledgement will be issued as per Himachal Pradesh Public Service Guarantee Rules. All designated officers are required to issue order authorized person and display in the Notice Board as per section 5 of the Act.

An appeal under Section 6 can be filed before the first appellate authority within thirty days from the date of rejection of application or the expiry of the stipulated time limits.

An appeal against the order of the First Appellate Authority can be filed before the State Information Commission, Himachal Pradesh, who shall be the second Appellate Authority.

By Order

Manisha Nanda
Additional Chief Secretary (UD) to the
Government of Himachal Pradesh

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