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(Authoritative English text of this department Motification No. UD-A(3)-14/2015 dated 11/03/2016 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:-

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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	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/	Parents of any other family member	7 2 days	8 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.	nurse/ trained midwife/ Ward Councilor.  Report of Medical Officer, if death takes place in Health Institute. In case death takes place at home report signed by the family docter/Ward	family member	2 days	Commr. of the Corp/ SDM concerned	As per the HP Registration of Birth & Death Rules 2003
3.	Registration of Marriage		On prescribed form as per the provision of Registration of Marriage Act 1996.	getting married	Parents of any other family member	2 days	Commr. of the Corp / SDM concerned	

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	py of Birth death &	Registrar, Birth & Death	On prescribed form as per the	Name, date of Birth/Death/Marria	Any person of family	2 days	Commr. of the Corp/SDM	
1	Marriage Catificate	(C.H.O),Marri ge, M.Corp/	provision of Registration of	ge/ and other relevant details.		To the second as post	concerned	*
\$	O'Attalouse	EO,MC / Secy, of NP	Marriage Act, 1996.					
	Water supply	M.E. M.Corp/ EO,MC/ Secy,	On prescribed form.	Completion/sanction letter, Tax	Owner or tena: it	30 days	Commr. of	Fee as
ş	connection	NP	ioim.	Clearance, Ownership/ site plan and NOC of			Corp/SDM concerned	the municipality concerned
	•			owner in case of tenants Tech. report of JE/AE/ME.		•		
	Sewerage	M.E. M.Corp/	On prescribed	Completion/sanctio	Owner or	30 days	Commr. of	Fee a
	connection	EO,MC/ Secy, NP	form.	n letter. Tax Clearance, • Ownership/ site	tenant	TO THE THE THE THE PRODUCTION OF	the Corp/SDM concerned	prescribed by the municipality
		1		plan and NOC of owner in case of tenants Tech.		3		concerned `
	¢.			report of JE/AE/ME.		The second secon		
$\dashv$	Building					To have been an a		
1	Plan/ Planning					-		
	permission /map	<b>S</b>				V - T - T - T - T - T - T - T - T - T -		
	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	•
	permission /map Fresh planning	EO,MC/ Secy, NP  A.P. M.Corp/	form.  On prescribed	the Form  As prescribed in	the property Owner of		the Corp/SDM concerned Commr. of	prescribed by the municipality
	permission /map  Fresh planning permission  Revised-cum-	EO,MC/ Secy, NP  A.P. M.Corp/ EO,MC/ Secy,	form.	the Form	the property		Commr. of the Corp/SDM	prescribed by the municipality concerned  Fee a prescribed b the
	permission /map  Fresh planning permission  Revised-	EO,MC/ Secy, NP  A.P. M.Corp/	form.  On prescribed	the Form  As prescribed in	the property Owner of	90 days	the Corp/SDM concerned  Commr. of the Corp/SDM concerned	prescribed by the municipality concerned  Fee a prescribed b the municipality concerned
	Permission /map  Fresh planning permission  Revised- cum- Completion plan  Completion plan (after completion	EO,MC/ Secy, NP  A.P. M.Corp/ EO,MC/ Secy,	form.  On prescribed	the Form  As prescribed in	the property Owner of		Commr. of the Corp/SDM	rescribed by the municipality concerned  Fee a prescribed b the municipality concerned  Fee a prescribed b the Municipality
	Permission /map  Fresh planning permission  Revised- cum- Completion plan  Completion plan (after	A.P. M.Corp/ EO,MC/ Secy, NP  A.P. M.Corp/ EO,MC/ Secy, NP	On prescribed form.  On prescribed	As prescribed in the Form  As prescribed in the Form	Owner of the property  Owner of the property	90 days	the Corp/SDM concerned  Commr. of the Corp/SDM concerned  Commr. of the Corp/SDM concerned	Prescribed by the municipality concerned  Fee a prescribed by the municipality concerned  Fee a prescribed by the municipality concerned by the municipality concerned by the municipality concerned
	Permission /map  Fresh planning permission  Revised- cum- Completion plan  Completion plan (after completion of building	A.P. M.Corp/ EO,MC/ Secy, NP  A.P. M.Corp/ EO,MC/ Secy, NP	On prescribed form.  On prescribed	As prescribed in the Form	Owner of the property  Owner of	90 days	Conimr. of the Corp/SDM concerned  Commr. of the Corp/SDM concerned  Commr. of the Corp/SDM	rescribed by the municipality concerned  Fee a prescribed by the municipality concerned  Fee a prescribed by the municipality concerned  Fee a prescribed by the municipality concerned  Fee prescribed by the municipality concerned
	Permission /map  Fresh planning permission  Revised- cum- Completion plan  Completion plan (after completion of building in all respect  Reconstructi on on old	A.P. M.Corp/ EO,MC/ Secy, NP  A.P. M.Corp/ EO,MC/ Secy, NP  A.P. M.Corp/ EO,MC/ Secy,	On prescribed form.  On prescribed form.  On prescribed	As prescribed in the Form  As prescribed in the Form  As prescribed in	Owner of the property  Owner of the property  Owner of the property	90 days 90 days 60 days	the Corp/SDM concerned  Commr. of the Corp/SDM concerned  Commr. of the Corp/SDM concerned  Commr. of the Corp/SDM concerned	rescribed by the municipality concerned  Fee a prescribed by the municipality concerned  Fee prescribed by the municipality concerned  Fee prescribed by the municipality concerned  Fee prescribed by the municipality concerned
	Permission /map  Fresh planning permission  Revised- cum- Completion plan  Completion plan (after completion of building in all respect  Reconstructi on on old	A.P. M.Corp/ EO,MC/ Secy, NP  A.P. M.Corp/ EO,MC/ Secy, NP  A.P. M.Corp/ EO,MC/Secy, NP	On prescribed form.  On prescribed form.  On prescribed form.	As prescribed in the Form  As prescribed in the Form  As prescribed in	Owner of the property  Owner of the property  Owner of the property	90 days 90 days 60 days	the Corp/SDM concerned  Commr. of the Corp/SDM concerned  Commr. of the Corp/SDM concerned  Commr. of the Corp/SDM concerned	prescribed by the municipality concerned  Fee a prescribed by the municipality concerned

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	in ficate	CJAC of M.Corp/ EO.MC/Sucy. NP.	Application on plain paper	Copy of BP1 cards Affidavit. 15 required. Lest of family members with name Photograph of benefit of the family		ny person 07	days	Corp/SDM the concerned m	escribed by e unicipality oncerned
	NOC for Electricity	A.P. M.Corp/ EO,MC/Secy, NP	Application on plain paper	Reference sanction	1/	Any person	30 days	the Corp/SDM topocerned	prescribed by he he he concerned
0	Non P.F.A. License	J.C./A.C. M.Corp/ EO,MC/Secy.	Application on plain paper	Reference sanction	of	Any person	30 days	the	Fre as prescribed by the municipality concerned
11	Permission for Canopy	NP  I.C/A.C. M.Corp/ EO,MC/Secy, NP	Application on plain paper	Reference sanction	of	Any person	7 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
12	Permission for Dumpin of muck	XEN, M. Cor	p Application of plain paper	n Reference sanction	of	Any person	7 days	Commit of the Corp/SDM concerned	fee a prescribed be the municipality concerned

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

The request for service on the apple ation/from prescribed alongwith specified control. 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 By Order Authority.

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

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