

## Notification

In exercise of the powers conferred by Section 3 of the Himachal Pradesh Public Service 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 as under for the Department of Urban Development, Himachal Pradesh:-

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	AC of M.Corp/EO,MC/ Secty, of 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 duty signed by the family doctor/ nurse/ trained midwife/ Ward Councilor	Parents of any other family member	2 days	Commr. Of the Corp/SDM condemned	As per the HP Registration of Birth & Death Rules, 2003
2.	Registration of Death	AC of M.Corp/EO,MC/ Secty, of 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 condemned	As per the HP Registration of Birth & Death Rules, 2003
3.	Registration of Marriage	AC of M.Corp/EO,MC/ Secty, of 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 condemned	
4.	Copy of Birth death & Marriage Certificate	AC of M.Corp/EO,MC/ Secty, of NP		Name, date of Birth/Death/Marriage/ and other relevant details	Any person of family	2 days	Commr. Of the Corp/SDM condemned	

5.	Preparation of ration card	AC of M.Corp/EO,MC/Secty, of NP	On prescribed form at Ann-A	Application on prescribed form duty verified by the Ward Councilor or Gazetted Officer Previous record/ Surrender deletion certificate/ Affidavit duty attested by the Magistrate Depot holder report	Any person of family	15 Working Days	Commr. Of the Corp/SDM condemned	
6.	Water supply/ Sewerage connection	AC of M.Corp/EO,MC/Secty, of NP	On prescribed form Copy at Ann-B	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	60 days	Commr. Of the Corp/SDM condemned	Fee as prescribed by the municipality concerned
7.	Building plan/Planning Permission/Map							
a	Fresh planning permission	AC of M.Corp/EO,MC/Secty, of NP	On prescribed form Copy at Ann-C	As prescribed in the From	Owner of the property	90 days	Commr. Of the Corp/SDM condemned	Fee as prescribed by the municipality concerned
b	Revised-cum-Completion plan	AC of M.Corp/EO,MC/Secty, of NP	On prescribed form Copy at Ann-C	As prescribed in the From	Owner of the property	90 days	Commr. Of the Corp/SDM condemned	Fee as prescribed by the municipality concerned
c	Completion plan (after completion-in of building in all respect	AC of M.Corp/EO,MC/Secty, of NP	On prescribed form Copy at Ann-C	As prescribed in the From	Owner of the property	90 days	Commr. Of the Corp/SDM condemned	Fee as prescribed by the municipality concerned
d	Reconstruction on old line	AC of M.Corp/EO	On prescribed form Copy at Ann-C	As prescribed in the From	Owner of the property	60 days	Commr. Of the Corp/SDM condemned	Fee as prescribed by the municipality concerned

E`	Change of building use	AC of M.Corp/EO	On prescribed form Copy at Ann-C	As prescribed in the From	Owner of the property	60 days	Commr. Of the Corp/SDM condemned	Fee as prescribed by the municipality concerned
8.	Issuance of BPL certificate	AC of M.Corp/EO	Application on plain paper	Copy of BPL card/ Affidavit, if required List of family member with of name Photograph of head of the family.	Any person	07 days	Commr. Of the Corp/SDM condemned	Fee as prescribed by the municipality concerned
9.	NOC for Electricity	AC of M.Corp/EO	Application on plain paper	Reference of sanction	Any person	30 days	Commr. Of the Corp/SDM condemned	Fee as prescribed by the municipality concerned

This will be applicable only for those Municipalities where both the services are under there 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 filed before the first appellate authority within thirty days from the date of rejection of application or the expiry of the stipulated time limits.