

# UTTARPARA-KOTRUNG MUNICIPALITY

## RIGHT TO PUBLIC SERVICES ACT, 2013 TIME LIMIT FOR PROVIDING MUNICIPAL SERVICES

TABLE - 1

Service Provided by the Urban Local Bodies	Time limit for providing services by the urban Local body	Designated Officer	Appellate Officer	Reviewing Officer
<b>1. Water Supply :</b>				
1.1. Sanction of new house connection.	10 days from receipt of application	Executive Officer	Chairman	District Magistrate
1.2. Effecting of new house connection / shifting of water connection.	45 days from receipt of application			
1.3. Repairing of water supply line (Minor) repairing..	7 days			
1.4. Arresting leakage of water in mains and wash of ferrule.	2 days			
1.5. Change of shifting of ferrule.	15 days			
1.6. Supply of water through tanker / lorry	Within 24 hours of application			
1.7. Stoppage of misuse of water due to malfunction / removal of street taps etc.	10 days			
1.8. Replacement of defective meter.	30 days			
1.9. Actions against illegal method of taking water from municipal mains.	10 days			
<b>2. Sanction of Building Plan:</b>				
2.1. Approval of Site Plan and building plan for the residential buildings having height of 14.5 meters above.	60 days	Executive Officer	Chairman	District Magistrate
2.2. Sanction of Site Plan and building plan of residential buildings having height of less than 14.5 meters.	60 days			
2.3. Sanction of Site Plan and building plan for commercial or mixed use buildings.	60 days			
2.4. Sanction of Site Plan and building plan for institutional buildings.	60 days			
2.5. Sanction of plan for addition, alteration or repairing of old buildings.	60 days			
2.6. Initiating actions against illegal buildings / building activities.	15 days			

New G. T. Road, Uttarpara, Dist. Hooghly (West Bengal), Pin - 712 258

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Chairman  
Uttarpara-Kotrung  
Municipality

<b>3. Birth and Death Registration:</b> 3.1. Issuance of Birth and Death Certificate.	Within 3 days after receiving report form the concerned Health centre/Hospital/ Nursing home-if reported 21 days from occurrence of Birth and Death.	Executive Officer	Chairman	District Magistrate
3.2 Birth Certificate in case of domestic birth or death.	7 days after receiving report form the concerned health centre / Hospital/ Nursing home-if reported 21 days from occurrence of Birth and Death.			
3.3. Issuance of copy of Birth and Death Certificate	Within 7 days if recorded after the birth and death.	Executive Officer	Chairman	District Magistrate
3.4. Issuance of Cremation Certificate	At the time of cremation from the crematorium/ burial ground, if cremated or buried as the case may be, in a crematorium/ burial ground of Urban Local Body.			
3.5. Correction of records related to Birth or Death Certificate.	15 days			
<b>4. Enlistment of Profession Trade and Calling and other licences:</b> 4.1. New Enlistment Certificate.	30 days	Executive Officer	Chairman	District Magistrate
4.2. Renewal	10 days			
4.3. Registration of cart, carriage etc.	15 days			
<b>5. Assessment :</b> 5.1. Assessment of new holding partition change of name/ correction of records	60 days	Executive Officer	Chairman	District Magistrate
5.2. Issuance of any type of certificate or certified copy	60 days			
5.3. Licence for advertisement	45 days			
5.4. Licence of Private market	60 days			

  
**Dilip Yadav**  
 Chairman  
 Uttarpara-Kotrung  
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<b>6. Conservancy:</b>				
6.1. Garbage Cleaning :	2 days	Executive Officer	Chairman	District Magistrate
6.2. Removal of animal carcass	1 day			
6.3. Cleaning of drains	7 days			
6.4. Cleaning of chocked drain	2 days			
6.5. Cesspool tank wash	10 days			
6.6. Cleaning of hydrants	7 days (except in the urgent occasions of water logging)			
6.7. Cleaning of garbage after receipt of special cleansing charge	1 day			
6.8. Removal of materials dumped on the public thoroughfare	Within 2 days from the date of expiry of term, as determined by the urban Local Body, of the owner of such material to remove.			
<b>7. Electric:</b>				
7.1 Replacement of defective street lamp and repairing (Minor)	7 days	Executive Officer	Chairman	District Magistrate
7.2. Installation of new street light	7 days from the date of completion of installation of poles and connection by the electric supply agency.			
<b>8. Public Works :</b>				
8.1. Repairing work of public thoroughfare, or providing temporary thoroughfare till repairing of the road, to avoid any imminent danger on life and property of public.	7 days	Executive Officer	Chairman	District Magistrate
8.2. Repairing of drains.	2 to 7 days depending on urgency.			
8.3. Repairing / removal of street furniture.	2 to 7 days depending on urgency.			
8.4. Repairing of bridges/ culvert or providing temporary thoroughfare over any water course till repairing of the bridge/culvert.	15 days.			
8.5. Restoration of road, drain, culvert etc after installation/ repairing of water supply/ electric telephone or lines of other utilities lying under or beside such road/ drain culvert etc.	15 days			

  
**Dilip Yadav**  
 Chairman  
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**TABLE -2**  
**Industrial Building**

<b>UTTARPARA-KOTRUNG MUNICIPALITY</b>					
SL. NO.	Service provided by the Urban Local Bodies (II)	Designated Officer (D.O.) (III)		Appellate Officer (A.O.) (IV)	Reviewing Officer (R.O.) (V)
		Designation	Stipulated Time limit	Designation	Designation
1	<u>Water Supply for Industrial Building:-</u>	Swapan Das	15 days	Sri, Gokul Chandra Karmakar, Executive Officer	Sri. Dilip Yadav, Chairman
2	<u>*Sanction of building plan</u> <u>*Issuing Building Permit</u>	Madhab Bandhopadhyay	40 days	Sri. Dilip Yadav, Chairman	District Magistrate, Hooghly
3	<u>Occupancy Certificate</u>	Nilratan Dutta	30 days	Sri. Dilip Yadav, Chairman	District Magistrate, Hooghly
4	<u>Enlistment of Profession Trade and Calling and other licences:</u> <u>1. Issuance of Trade License</u>	Shyamalendu Mitra	25 days	Sri. Gokul Chandra Karmakar, Executive Officer	Sri. Dilip Yadav, Chairman
	<u>2. Renewal of Trade Licence</u>	Shyamalendu Mitra	25 days	Sri. Gokul Chandra Karmakar, Executive Officer	Sri. Dilip Yadav, Chairman

  
 Chairman  
 Uttarpara-Kotrung Municipality

**Chairman**  
**Uttarpara-Kotrung**  
**Municipality**