

Citizen Charter

Sr. No	<u>Activity</u>	<u>Time Schedule</u>
1	Birth Certificate Application	3 Days
2	Death Certificate Application	3 Days
3	Building Plan Application	10 Days
4	New Tap Application - Ordinary	15 Days
5	Title Transfer	7 Days
6	Revision Petition	30 Days
7	Valuation Certificate	3 Days
8	Demand Extract	7 Days
9	New Tap Application - O.Y.T	7 Days
10	House Tax Fixation	5 Days
11	Right To Information Act Original	30 Days
12	NEW UGD CONNECTION	15 Days
13	TAP USAGE CONVERSION	3 Days
14	New Tap Application - BPL	15 Days
15	Right To Information Act Appeal	30 Days
16	Incorporation Certificate	3 Days
17	Vacant Land Tax	3 Days
18	No House Certificate	3 Days
19	Contractor Registration	15 Days
20	Sound Certificate	7 Days
21	Sanitary Certificate	7 Days
22	D and O Trade License	5 Days
23	Tap Meter Connection	15 Days
24	Boundary Certificate	5 Days
25	Advertisement Tax	7 Days
26	EMD Amount	30 Days
27	Tap Disconnection	7 Days
28	Tap Repairs	5 Days
29	Demand Generation	4 Days