

তমলুক পৌরসভা

OFFICE OF THE COUNCILLORS OF TAMLUK MUNICIPALITY

স্থাপিত-১৮৬৪ ★ Estd - 1864

তমলুক - পূর্ব মেদিনীপুর - ৭২১৬৩৬ ★ TAMLUK - PURBA MEDINIPUR - 721636

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প্রেরক From
পৌরপ্রধান Chairman
তমলুক পৌরসভা
Tamluk Municipality
প্রতি To :



স্মারক / পত্রাঙ্ক নং Memo No.
তারিখ, তমলুক
Dated, Tamluk, The

ORDER

No: 698

Dated: the 25th Day of November, 2013

In pursuance of Notification No. 508/MA/C-4/1A-14/2013 dated 1st November, 2013 of Department of Municipal Affairs, Government of West Bengal, under sub-section (2) of section 3 of the West Bengal Right to Public Services Act, 2013 (West Ben. Act XVII of 2013) the Board of Councillors of Tamluk Municipality is pleased hereby to specify the services mentioned at column I in the table below (herein after referred to as the said table), provided by this municipality; time limit to provide each of the services in column II of the said table; and the Designated officer, Appellate Officer, and Reviewing Officer appointed by notification No. 507/MA/C-4/1A-14/2013 dated 1st Nov, 2013 of Department of Municipal Affairs, Govt. of West Bengal in column III, IV, V respectively of the said table; and to state that the time for Designated Officer shall start from submission of the application to the Designated Officer or to a person subordinate to him:

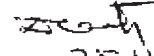
TABLE

Services provided by TAMLUK MUNICIPALITY (I)	Time limit for providing service by this Municipality (II)	Designated Officer (III)	Appellate Officer (IV)	Reviewing Officer (V)
1. Water Supply: 1.1. Sanction of new house connection	10 days from receipt of application	Sri Sambhunath Ghosh Executive Officer, of this Municipality.	Smt. Debika Maity Chairperson of this Municipality.	District Magistrate Purba Medinipur.
1.2 Effecting of new house connection/Shifting of Connection	45 days from receipt of application			
1.3 Repairing of water supply (minor)	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 hour			
1.7 Stoppage of misuse of water due to malfunction / removal of street tap	10 days			
1.8 Action against illegal method of taking water from municipal main	10 days			

Services provided by TAMLUK MUNICIPALITY (I)	Time limit for providing service by this Municipality (II)	Designated Officer (III)	Appellate Officer (IV)	Reviewing Officer (V)
2. Sanction of building plan: 2.1 Approval of site plan and building plan for the residential building having height of 14.5 meter or above	60 days	Sri Sambhunath Ghosh Executive Officer, of this Municipality.	Smt. Debika Maity Chairperson of this Municipality.	District Magistrate Purba Medinipur.
2.2 Sanction of Site plan and building plan of residential building having height of less than 14.5 meter	60 days			
2.3 Sanction of Site plan and building plan for commercial or mixed used building	60 days			
2.4 Sanction of Site plan and building plan for institutional building	60 days			
2.5 Sanction of plan for addition alteration or repairing of old building	60 days			
2.6 Initiating action against illegal building activities	15 days			
3. Birth & Death Registration :				
3.1 Issuance of Birth & Death certificate	Within 3 days after receiving report from the concerned Health centre/Hospital/Nursing home- if reported within 21 days from occurrence of Birth & Death	Sri Sambhunath Ghosh Executive Officer, of this Municipality.	Smt. Debika Maity Chairperson of this Municipality.	District Magistrate Purba Medinipur.
3.2 Birth certificate in case of Domestic Birth or Death	7 days after receiving report from the concerned health centre /Hospital/Nursing home –if reported within 21 days from occurrence of Birth and Death			

Services provided by TAMLUK MUNICIPALITY (I)	Time limit for providing service by this Municipality (II)	Designated Officer (III)	Appellate Officer (IV)	Reviewing Officer (V)
3.2 Issuance of copy of Birth & Death certificate	Within 7 days if recorded after the Birth & Death	Sri Sambhunath Ghosh Executive Officer, of this Municipality.	Smt. Debika Maity Chairperson of this Municipality.	District Magistrate Purba Medinipur.
3.3 Correction of records related to Birth or Death certificate	15 days			
4. Enlistment of profession Trade & calling & other licenses:	30 days	Sri Sambhunath Ghosh Executive Officer, of this Municipality.	Smt. Debika Maity Chairperson of this Municipality.	District Magistrate Purba Medinipur.
4.1. New enlistment certificate				
4.2 Renewal	10 days			
4.3 Registration of Cart, Carriage	15 days			
5. Assessment:	60days	Sri Sambhunath Ghosh Executive Officer, of this Municipality.	Smt. Debika Maity Chairperson of this Municipality.	District Magistrate Purba Medinipur.
5.1. Assesment of new holding ,Partition ,Change of name/ Correction of records				
5.2 Issuance of any type of certificate or certified copy	60 days			
5.3 License for advertisement	45 days			
5.4 License of private market	60 days			
6. Consergency	2 Days	Sri Sambhunath Ghosh Executive Officer, of this Municipality.	Smt. Debika Maity Chairperson of this Municipality.	District Magistrate Purba Medinipur.
6.1 Garbage cleaning				
6.2 Removal of animal carcass	1 day			
6.3 Cleaning of drain	7 days			
6.4 Cleaning of choaked Drain	2 days			
6.5 Cesspool tank wash	10 days			
6.6 Cleaning of garbage after receipt of special cleaning charge	1 day			
6.7 Cleaning of hydrant	7 days			
6.8 Removal of materials dumped on the public through fair	Within 2 days			

7. Electric : 7.1 Replacement of defective street lamp and repairing (Minor)	7 days	Sri Sambhunath Ghosh Executive Officer, of this Municipality.	Smt. Debika Maity Chairperson of this Municipality.	District Magistrate Purba Medinipur.
7.2 Installation of new street light	7 days from the date of installation by supply agency(WBSEDCL)			
8. Public Works: 8.1 Repairing Works of public thoroughfare to avoid any imminent danger on life and property of public	7 days	Sri Sambhunath Ghosh Executive Officer, of this Municipality.	Smt. Debika Maity Chairperson of this Municipality.	District Magistrate Purba Medinipur.
8.2 repairing of drain	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 /Calvert or providing temporary through fare over any water course till repairing of the bridge/culvert	15 days			
8.5 Restoration of road, drain, calvurt etc. after installation / repairing of water supply /Electricity/Telephone or lines of others utilities lying under or beside such road/drain /culvert etc.	15 days			


 25.11.13
 Chairperson,
 Tamluk Municipality