

PROCEDURE FOR AVAILING VARIOUS SERVICES, OBTAINING LICENCES FROM THE MUNICIPALITY INCLUDING THE FEES IF ANY, TO BE REMITTED

1. WATER SUPPLY CONNECTION

Details	Time Schedule/ response
1. Water Supply: (Subject to availability of sanctioned strength of HSC s) 1.a) Issue of application for new water supply house service connection	At the Information Centre on all working days on the spot.
b) Receipt of filled applications with fees	At the information centre on all working days
c) Issue of acknowledgement	On the spot
d) Intimation to the applicant on rectification of defects noticed in the application	Within one week
e) After rectification of defects, issue of notice / chalan for remittance of fees for water supply connection	15 days.
f) Effecting Water Supply House service connection	30 Days from the receipt of application
II Complaints / Defects: 1. Replacement of defective meter.	Within 24 Hours
2. Rectification of pollution in drinking water supply	Within 24 Hours
3. Arresting of Leakage of water in the mains	Within 24 Hours
4. Minor repairs	2 Days
5. Major repairs	3 Days
6. Repairs to hand pumps	3 Days
7. Repairs to public fountain	2 Days
8. Repairs to India Mark 2 pumps/ Bore Wells	7 Days
9. Deficiency in chlorinating	24 Hours
10. For prevention of Fire	At once
III Special Demand: 1. Supply of water through lorry Tanker	Within 24 hours, if piped water supply is interrupted
2. Supply of water through lorry for Marriage / Festival	One day prior the function

1. Every assessed should be given details in the self assessment return for fixation of new assessments and improvement of existing buildings. After receipt of the above self return revenue official assess the Property tax on the basis of the details given in the self assessment return.

2. New Professional tax is assesses on the submission of half year income return filled by the traders. Every half year demand notice for Property tax and Profession tax is serving in April and October month to assesses. Tax should be paid within fifteen days after receipt of demand notice at computerized collection center.

3. After purchase of concerned building purchaser should submit original purchase document to revenue inspection or revenue assistant for verification of Xerox copies. Then the true copy of document and transfer application handed over at information center.

Response time for service / Grievance redresal

S I. No	Details	Time Schedule
a)	Assessment of Property Tax:	
1	. Information regarding the assessment of Property Tax	At information Centre on the spot
2	Issue of acknowledgement for self assessment return	At information Centre on the spot
3	Application for inclusion in the assessment register	At information Centre on the spot
4	Assessment Order for new and improvement to the existing Building	15 Days
b)	Name Transfer	
	Issue of form / acknowledgment.	At information centre on the spot
	Issue of orders	15 days
a)	Issue of Certified Copies	
	Receipt of Forms and issue of acknowledgment	On the spot at informant counter
	Receipt of fees	At information centre on the spot
	Issue of copies	7 Days
b)	Settling tax complaints	15 days
	(Note: If any facility had been made on line the information may be furnished here suitably altering the details and time schedule	
c)	Vacancy remission	30 Days

II PAYMENT OF TAX, FEES

i. Taxes: All Taxes can be paid through the CFC Counter. The Tax can be paid either by cash or Demand draft drawn in favor of the commissioner, Arakkonami Municipality payable at, Arakkonam

ii. Fees: Arakkonam Municipality collects fees for various services rendered by the municipality. The fees (rates) presently levied by the municipality shown in the citizen charter.

These fees can be remitted at the office counter.

ALL LICENCES INCLUDING TRADE, BUILDING LICENCES

OTHER TRADES LICENSING:

The Traders to get the License from the Municipality for running the Dangerous and Offensive Trades.

The Sanitary Inspector, Sanitary Officer and Commissioner of Municipality is responsible for issue the license.

Function:

i To inspect each and every trade to fix license fee and also issue the license.

ii Every trade verified thoroughly and then issue the license (or) renewed the license.

iii Strictly instructed the Traders to avoid inconvenient to the public when running the trades.

iv To collect the belated from the Trades which are not remitted the Fixed rate of license fee.

TOWN PLANNING - BUILDING LICENCE

Functions / Services

1. The permission is given by the Local Planning Authority for the new building construction, Roof conversion, and additional constructions.

2. After obtaining the prior approval of Deputy Director of Town and Country Planning Arakkonam / Director of Town and Country Planning Chennai. The permission is given by the Local Planning Authority for this item of layouts and sites.

3. Actions are taken, against to the unauthorized constructions, violation and deviations of building and encroachments and unauthorized installations.

4. Master plan and detailed development plans are prepared and sanctioned by the Deputy Director and Director of Town & Country Planning and also than plans are implemented and executed by the Local Planning Authority of this town.

5. After the approval of Local Planning Authority the license is issued for installations. The Town Planning Officer is entrusted with the responsibility of Town Planning

activities. The branch looks after regulation of building activities / layout and other planning permissions. The planning permission is granted by Local Planning Authority headed and the Building permission is granted by the commissioner.

Approval of Building Plan and issue of Building License

S I. No	Details	Time Schedule
1	Issue of application forms / Remittance of fees	At the Information Centre on all working days - at once
2.	Issue of acknowledgement	At the Information Centre on all working days - at once
3.	Intimation to the applicant on rectification of defects noticed in the application	10 Days
4.	Suggestions to the applicant for rectification of defects	10 Days
5.	After rectification of defects, issue of notice / challan for remittance of fees for building licenses	10 Days
6.	Issue of Building License: Application for renewal of building license	At Information Centre - at once
7.	Renewal of building license	7 Days
8.	License to Licensed Surveyors	7 Days
9.	Removal of encroachment in Roads and municipal properties	7 Days
10	Issue of survey extracts	7 Days

VI. Lay out approval

vii Repairs to various services provided by the municipality

viii Solid and liquid waste removal vi. Lay out approval

ix. Water supply for special occasions

x. Reservation for Traveler's Bungalow, Kalyana Mandapam and other similar services

xi. Animal control

xii. Registration of Births and deaths

Birth and Death Registration and Issued of Extract

1. Birth & Death events occurred in Municipal area should be registered within 21 days to the concern birth and death registration units.
2. Child name should be registered with in a year by the parents only
4. After a year the events may be Registered with the order of the RDO, Ranipet with penalty of Rs.500/-
5. In municipality from 1959 onwards the events are documented at computer
6. Extracts are prepared in the computed and issued through the Information Centre.
7. Nick name (or) alias name should not given during registration of Birth & Death
8. To insist the private practitioner to give the information of Birth & Death to the Register as early as possible
9. Do not insist on recoding cause of death in extract for death certificate
10. Birth & Death should be registered in the occurrence place only
11. The extract can be received by the person or in mail with the correct authorization.

Registration can be made after the normal period of reporting:

If any event of birth or death is not reported for registration within 21 days, the same can be reported any time under the Delayed Registration provisions prescribed under Section 13 of the Act with payment of fee prescribed.

S.NO	Period from the date of occurrence	Late fee and permission order
1.	21 Days to 30 Days	Rs. 100/-
2.	After 30 Days to 1 year	Written permission of the Officer prescribed and on payment of late fee of Rs. 200/-.
3.	After 1 year	Any birth or death which has not been registered within one year of its occurrence shall be registered by an order of the Executive Magistrate not below the rank of a Revenue Divisional Officer and on payment of late fee of Rs. 500/-.

The Government have ordered the revision of fee in G.O.Ms.No.360 Health and Family welfare (AB2) Department, Dated 12.10.2017 is detailed below.

Revision of Fee

S.NO	Sec	Rule	Sub Rule	Item	Revision Ordered in G.O.Ms.No.360 Health dt. 12.10.2017 Rs.
1.	13	9	<ul style="list-style-type: none"> • 9(1) • 9(2) • 9(3) 	<p>DELAYED REGISTRATION</p> <ol style="list-style-type: none"> 1. Within 30 days of its occurrence 2. After 30 days but within one year 3. Above one year 	<ul style="list-style-type: none"> • 100/- • 200/- • 500/-
2.	14	10	10(a)	<p>NAME REGISTRATION</p> <p>Registration of name of the Child after 12 months if the register is in his possession enter the name in the relevant column on payment of late fee.</p>	200/-
3.	14	10	10(b)	<p>NAME REGISTRATION</p> <p>Registration of name of the Child after 12 months if the register is not in his possession enter the name in the relevant column on payment of late fee.</p>	200/-
4.	17	13	<ul style="list-style-type: none"> • • • 13(1)(a) • • • 13(1)(b) • • • 13(1)(c) • 	<p>SEARCH FEE</p> <ul style="list-style-type: none"> • Search for a single entry in the 1st year for which the search is made • • For every additional year for which the search is continued 	<ul style="list-style-type: none"> • • • 100/- • • • 100/- • • • 200/- •

			<ul style="list-style-type: none">•• 13(1)(c)•• 13(1)(d)	<ul style="list-style-type: none">•• For granting extract relating to each birth or death•• For additional copies•• For granting Non-availability Certificate	<ul style="list-style-type: none">•• 200/-•• 100/-
--	--	--	---	--	---