

Citizen Charter

Sr. No	Activity	Time Schedule
1	New Tap Application Ordinary	30 Days
2	Death Certificate Application	07 Days
3	Building Plan Application	30 Days
4	Birth Certificate Application	07 Days
5	Title Transfer	15 Days
6	House Tax Fixation	15 Days
7	New Tap Application-OYT	07 Days
8	Demand Extract	07 Days
9	Valuation Certificate	03 Days
10	Revision Petition	30 Days
11	Right To Information Act Original	30 Days
12	New UGD Connection	15 Days
13	Tap Usage Conversion	03 Days
14	New Tap Application BPL	30 Days
15	Right To Information Act Appel	30 Days
16	Incorporation Certificate	03 Days
17	Vacant Land Tax	03 Days
18	No House Certificate	03 Days
19	Contractor Registration	15 Days
20	Sound Certificate	07 Days
21	D and O Trade License	07 Days
22	Sanitary Certificate	07 Days
23	Tap Repairs	05 Days
24	Tap Disconnection	07 Days
25	Tap Meter Connection	15 Days
26	Boundary Certificate	05 Days
27	EMD Amount	30 Days
28	Advertisement Tax	07 Days
29	Demand Generation	07 Days