

Chirala Municipality Citizen Charter Services

| S.NO | Service Name | Service Days |
|-------------------------------------|---|--------------|
| Administration | | |
| 1 | RTI ACT | 30 |
| Engineering | | |
| 2 | NAME CHANGING IN WATER TAX DEMAND NOTICE | 15 |
| 3 | TAP CONNECTION FOR APARTMENT/COMMERCIAL | 15 |
| 4 | SANCTION / DISPOSAL OF WATER SUPPLY CONNETION(Where Distribution Lines are Available) | 15 |
| 5 | RS.200/- WATER TAP APPLICATION(NEW) | 30 |
| 6 | TAP CONNECTION(OYT) | 10 |
| 7 | NEW TAP CONNECTION-ORDINARY | 30 |
| 8 | TAP USAGE CONVERSION | 7 |
| Public Health and Sanitation | | |
| 9 | RENEWAL OF TRADE LICENSE | 7 |
| 10 | Issuance Of Birth Certificate | 7 |
| 11 | Issuance Of Death Certificate | 7 |
| 12 | Name Correction In Birth Certificate | 7 |
| 13 | Name Correction In Death Certificate | 7 |
| 14 | LATE REGISTRATION(BIRTH/DEATH) | 5 |
| 15 | Sanction/Disposal Of Application For Trade License | 15 |
| 16 | Sanitary Certificate For Educational Institutions | 15 |
| 17 | ChildName Inclusion In Birth Certificate | 7 |
| 18 | Non Availability Certificate For Birth Entry | 7 |
| 19 | Non Availability Certificate For Death Entry | 7 |
| Revenue | | |
| 20 | TITLE TRANSFER/SUBDIVISION/MUTATION | 45 |
| 21 | ASSESSMENT OF PROPERTY TAX | 15 |
| 22 | ALLOCATION OF DOOR NO | 15 |
| 23 | Disposal Of Appeal Petition On Property Tax | 30 |
| 24 | OWNERSHIP CERTIFICATE | 5 |
| 25 | Disposal Of Revision Petition On PropertyTax | 30 |
| 26 | TRANSFER OF PROPERTY TAX WHEN BOTH SELLER AND BUYER MAKE AN APPLICATION | 15 |
| 27 | TRANSFER OF PROPERTY TAX WHERE EITHER SELLER OR BUYER MAKES AN APPLICATION | 45 |
| 28 | CERTIFIED COPY OF ASSESSMENT REGISTER | 7 |
| 29 | VACANT LAND TAX | 15 |
| 30 | VALUATION CONFIRMATION(SOLVENCY) | 3 |

| | | |
|----------------------|--|----|
| 31 | DEMAND EXTRACT | 15 |
| Town Planning | | |
| 32 | BUILDING OCCUPANCY CERTIFICATE | 15 |
| 33 | CERTIFIED COPY OF BUILDING PERMISSION | 15 |
| 34 | LAND USAGE CERTIFICATE AS PER MASTER PLAN | 15 |
| 35 | Sanction/Disposal Of Application For Building Permission | 30 |