## **Urban Local Bodies**

	Sr.	Name of the	Name of	Given	Designated	First	Second
	No	Department	Service	Time	Officer	Grievances	Grievances
		1		Limit		Redressal	Redressal
						Authority	Authority
	1	2	3	4	5	6	7
60	27	Urban Local	Certified Copies		Local	Executive Officer	Deputy
		Bodies	of Birth/ Death		Registrar (Birth &	of the Concerned	Commissioner
			Certificate— Corporation	14 days	Death)of the Concerned	Municipal Corporation	of the Concerned
			Cities	14 days	Municipal	Corporation	District
			for current year	30 days	Corporation		District
			for previous		1		
			years				
			Certified Copies		Local	SDM of the	Deputy
			of Birth/ Death		Registrar (Birth &	concerned Sub-	Commissioner
			Certificate – MC Town	7 Davis	Death) of the Concerned	Division	of the Concerned
			for current year	7 Days	Municipal		District
			for previous	15days	Committees		District
			years				
61	28	Urban Local	Water Supply &	7days	Assistant	Executive Engineer	Superintending
		Bodies	Sewerage		Engineer in	in concerned	Engineer/ Chief
			Connection		Concerned	Municipal	Engineer in
			( Applicable in Municipal		Municipal Corporation	Corporation	concerned Municipal
			Corporation,		Corporation		Corporation
			Gurgaon &				Corporation
			Faridabad only)				
62	29	Urban Local	Issue of	15days	Zonal taxation	Executive	in case of
		Bodies	conveyance		Officer in	Officer/ Deputy	Corporation,
			deed in Municipal		Municipal Corporation	Municipal Commissioner in	Deputy Commissioner
			Corporation,		Executive Officer	Municipal	of Concerned
			Municipal		in concerned	Corporation, Sub	District of case
			Councils and		Municipal Council	Divisional	of Councils and
			Municipal		and Secretary in	Magistrate of	Committees
			Committees		concerned	concerned Sub	
					Municipal	Division in case of	
					Committees	Councils and Committees	
63	30	Urban Local	Issue of new	15	Zonal	Executive	Joint
		Bodies	trade license by	days	taxation Officer in	Officer/ Deputy	Commissioner
			Municipal		Municipal	Municipal	in case of
			Corporation		Corporation	Commissioner in	Corporation,
						Municipal	
6	31	Urban Local	Renewal of	12	Zonal	Corporation, Executive	Joint
4	01	Bodies	trade license by	days	taxation Officer in	Officer/ Deputy	Commissioner
		-	municipal		Municipal	Municipal	in case of
			corporations		Corporation	Commissioner in	Corporation,
						Municipal	
	20	** 1 * ·	D 1.0	2	CT: CC :	Corporation,	T
65	32	Urban Local	Removal of	2	Chief Sanitary	Executive Officer/ Deputy	Joint
		Bodies	solid waste from	days	Inspector in	Officer/ Deputy	Commissioner

			streets/ Roads		Municipal Corporation Chief Sanitary Inspector in concerned Municipal Councils and sanitary Inspector in concerned Municipal Committee	Municipal Commissioner in case of Corporation Cities, Executive Officer in case Municipal Council and Secretary in case of Municipal committee	in case Corporation city, Sub Division Officer of Concerned Sub Division in case of Municipal Towns
66	33	Urban Local Bodies	Replacement of street lights	10 days	Assistant Engineer in Corporation Cities, Junior Engineer concerned Municipal Council and Committees	Executive Engineer in case of Corporation Cities, Municipal Engineer in concerned Municipal Councils and Committees	Superintending Engineer/ Chief Engineer in case of Corporation city, Sub Division Officer of concerned sub division in concerned Municipal Councils and Committee
67	34	Urban Local Bodies	Water leakages/ sewerage blocked/ over flow (In case of Municipal Corporation, Gurgaon and Faridabad	2 days	Assistant Engineer in Corporation Cities in Municipal Corporation Faridabad or Gurgaon concerned	Executive Engineer in case of Municipal Corporation Faridabad and Gurgaon	Superintending Engineer/ Chief Engineer in case of Municipal Corporation Faridabad and Gurgaon
68	35	Urban Local Bodies	(i) Sanction of building plans in the original municipal limits for all uses and sizes except commercial/ institutional uses for the sites 1000 sq. mtrs and above.	60 days from receipt of completed documents	Chief Town Planner/ EO/ Secretary as the case may be.	Sub Divisional Magistrate of concerned Sub Division in case of Municipal Councils/ Committee and Commissioner, Municipal Corporation concerned in case of Municipal Corporation	The Deputy Commissioner of concerned District in case of Municipal Council/Commit tee and Principal Secretary to Government Haryana, Urban Local Bodies in case of Municipal Corporation
69			(ii) Sanction of building plans in the original municipal limits for commercial/ institutional uses for the sites 1000 sq. mtrs. To 5000 sq.	days from the receipt of complete documents	Chief Town Planner/ Urban Local Bodies	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana

			mtrs.				
70			(iii) Sanction of building plans in the original municipal limits for commercial/institutional uses for the sites 5000 sq.mtrs. and above.	60 days from the receipt of complete documents	Chief Town Planner/Urban Local Bodies	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana
71			(iv) Approval of building plans (up to 5 acres) of permission for change of land use cases in MC Gurgaon and Faridabad.	days from receipt of complete documents	Chief Town Planner, Municipal Corporation Gurgaon/ Faridabad	Commissioner Municipal Corporation Gurgaon/ Faridabad	Principal Secretary to Govt. Haryana,
72			(v) Approval of building plans of permission for change of land use cases in Gurgaon & Faridabad for the site more than 5acres, and in other municipal corporations/ councils/ committee	60 days from receipt of complete documents	Chief Town Planner Urban Local Bodies Department	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana
73	36	Urban Local Bodies	Change of land use permission for the sites situated within various control ledareas falling with the municipal limits	60 working days from the receipt of complete document s in all cases except in cases where competenc y is of the Governme nt	Chief Town Planner, Urban Local Bodies Department	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana
74	37	Urban Local Bodies	Renewal of Fire NOC	30 days from the receipt of complete	Fire Station Officer	S. D. O. (C) of the concerned Sub Division in case of Municipal Committee	Deputy Commissioner of Concerned District in case of Municipal

				dogumente	<u> </u>	and Council, Joint	Committee and
				documents		Commissioner of	Council,
						the concerned	Commissioner
						corporation in case	of the concerned
						of Municipal	corporation in
						Corporation.	the case
						Corporation.	municipal
							Corporation
75	38	Urban Local	Issuance of Fire	60	Fire Station	S. D. O. ( C) of	Deputy
, .		Bodies	NOC in case of	days from	Officer	the concerned Sub	Commissioner
			Building as per	the		Division in case of	of Concerned
			nomenclature of	receipt of		Municipal	District in case
			National	complete		Committee and	of Municipal
			Building code in	documents		Council, Joint	Committee and
			case of			Commissioner of	Council
						the	,commissioner
			Hostel (A-5)			concerned	of the concerned
			less than 15			corporation in case	corporation in
			meters in height			of	the case
			having plot area			Municipal	municipal
			up to 4000sq. mtr. Education			Corporation.	Corporation.
			Building				
			Less than 15				
			meters in height				
			having plot area				
			up to				
			8000square				
			meters. C)				
			Institutional				
			Building				
			Hospital,				
			Sanatoria and				
			Nursing homes				
			(C- 1) less than				
			15 meters in				
			height with plot				
			area up to 4000				
			square meters.) Custodial (C-2)				
			and Penal and				
			Plental (C- 3)				
			Less than 10				
			meters in height				
			with plot area up				
			to 4000 square				
			meters.				
			Assembly				
			Buildings (D-1				
			to D-5) Less				
			than 10meters in				
			height with plot				
			area up to 4000				
			square meters.				
			Mercantile				
			&Business				

	ı	T		1	1	1	
			Buildings (E, F-				
			1 & F-2) Less				
			than 15 meters				
			in height with				
			plot area up to				
			4000 square				
			meters.				
			Industrial				
			Buildings				
			(i) Low				
			Hazard (G-1)				
			Less than 15				
			meters in height				
			but plot area up				
			to 4000 square				
			meters.				
			ii)				
			Moderate				
			Hazard (G-2)				
			Less than 15				
			meters in height				
			but plot area up				
			to 4000 square				
			meters.				
			iii) High				
			Hazard (G-3)				
			Less than				
			15meters in				
			height but plot				
			area up to 4000				
			square meters.				
			g) Storage				
			Buildings (H)				
			Below 15 meters				
			in height and				
			plot				
			area up to 4000				
			square meters.				
76	39	Urban Local	Issuance of Fire	60	Fire Station	Deputy	Addl. Chief
'		Bodies	NOC in case of	days from	Officer	Commissioner of	Secretary Urban
		200105	Buildings as per	the		Concerned District	Development
			nomenclature of	receipt of		in	Department in
			National	complete		case of Municipal	case of
			Building code in	documents		Committee and	Municipal
			case of	documents		Council,	Corporation
			Residential			Commissioner of	whereas
			Buildings (A)			the concerned	Director, Urban
			(i) Dormitories (			corporation in the	Local Bodies in
			A-3) and			case municipal	case of
			Apartment			Corporation	Municipal
			Houses (A-4)			Corporation	Councils and
			15				Committees.
			meters and				Commutees.
			above but not				
			exceeding				
			35meters in				
			Someters in				

height. (ii)		
Hostel (A-5)		
height less than		
15 meters		
having plot area		
more		
than4000sq.		
meters but less		
8000 square		
meters.		
Education (P)		
Building (B)		
height less than		
15 meters		
in height having		
plot area more		
than 8000		
square meters		
but		
less 16000		
square meters.		
Institutional		
Buildings ( C )		
i) Hospital,		
Sanatoria and		
Nursing homes (		
C- 1) less than		
15 meters in		
height but plot		
area above 4000		
square meters		
but less 8000		
square meters.		
ii) Custodial ( C-		
2) and Penal and		
Plental (C-3)		
Less than 10		
meters in height		
with plot area		
more than		
4000square		
meters but less		
15000 square		
meters.		
Assembly		
Buildings ( D-1		
to D- 5) Less		
than 10meters in		
height with plot		
area more		
than4000 square		
meters but less		
8000 square		
meters.		
Mercantile		
&Business		
& DUSINESS		

			Buildings (E, F-				
			1 & F-2) Less				
			than 15 meters				
			in height with				
			plot area above				
			4000 square				
			meters but less				
			8000 square				
			meters.				
			Industrial				
			Buildings (G).				
			Low Hazard (				
			G- 1) less than				
			15 meters in				
			height with plot				
			area above				
			4000square				
			meters but less				
			8000 square				
			meters.				
			) Moderate				
			Hazard (G-2)				
			Less than				
			15meters in				
			height with plot				
			area above 4000				
			square meters				
			but				
			less 8000 square				
			meters.				
			i) High Hazard (				
			G- 3) Less than				
			15meters in				
			height with plot				
			area above 4000				
			square meters				
			but				
			less 8000 square				
			meters.				
			g) Storage				
			Buildings (H)				
			Below 15 meters				
			in height with				
			plot				
			area above 4000				
			square meters				
			but less than				
			8000				
	10	***	square meters.		77. 6	7.	
77	40	Urban Local	Issuance of Fire	60	Fire Station	Director	Addl. Chief
		Bodies	NOC in case of	days from	Officer	Urban Local Bodies	Secretary Urban
			Building as per	the receipt			Development
			nomenclature of	of			Department.
			National	complete			
			Building code in	documents			
	<u> </u>		case of buildings				

			not covered at				
			Sr. No. 38& 39				
78	41	Urban Local	Approval and	60	Fire Station	S. D. O. ( C) of	Deputy
		Bodies	renewal of fire	days from	Officer	the concerned Sub	Commissioner
			fighting scheme	the		Division in case of	of Concerned
			in case of	receipt of		Municipal	District in case
			Building as per	complete		Committee	of Municipal
			nomenclature of	documents		and Council, Joint	Committee and
			National	documents		Commissioner of	Council, Commis
						the concerned	sioner of the
			Building				
			code in case of (			corporation in case	concerned
			a) Hostel (A-5)			of Municipal	corporation in
			less than 15			Corporation.	the case
			meters in				municipal
			height having				Corporation.
			plot area up to				
			4000				
			square meters.				
			b) Education				
			Building (B)				
			height less than				
			15 meters				
			in height having				
			plot area more				
			than 8000				
			square meters.				
			c) Industrial				
			Buildings (C).				
			i) Hospital,				
			Sanatoria and				
			Nursing homes				
			(C- 1) less than				
			15 meters in				
			height with plot				
			area above 4000				
			square meters.				
			ii) Custodial ( C-				
			2) and Penal and				
			Plental( C- 3)				
			Less than 10				
			meters in height				
			with plot area up				
			to 4000 square				
			meters.				
			Assembly				
			Buildings ( D-1				
			to D- 5) Less				
			than 10meters in				
			height with plot				
			area up to 4000				
			square meters.				
			Mercantile				
			&Business				
			Buildings (E, F-				
			1 & F-2) Less				
			than 15 meters				

		T	1	1	,
	in height with				
	plot area up to				
	4000 square				
	meters.				
	Industrial				
	Buildings (G).				
	Low Hazard (G-				
	1) less than 15				
	meters in height				
	but plot area up				
	to 4000 square				
	meters.				
	Moderate				
	Hazard (G-2)				
	Less than 15				
	meters in height				
	but plot area up				
	to 4000 square				
	meters.				
	i) High Hazard				
	(G-3) Less than				
	15meters in				
	height but plot				
	area up to 4000				
	square meters.				
	g) Storage				
	Buildings (H)				
	Below 15 meters				
	in height and				
	plot				
	area up to 4000				
	square meters.				
79 42	Approval and	60	Fire Station	Deputy	Addl. Chief
19   42	renewal of fire		Officer	Commissioner of	
		days from	Officer		Secretary Urban
	fighting scheme	the receipt		Concerned District	Development
	in case of	of		in case of	Department in case of
	Building as per	complete		Municipal	
	nomenclature of	documents		Committee	Municipal
	National			and Council,	Corporation
	Building code in			Commissioner of	whereas
	case of a)			the concerned	Director, Urban
	Residential			corporation in the	Local Bodies in
	Buildings (A)			case municipal	case of
	(i) Dormitories			Corporation	Municipal
	(A-3) and				Councils and
	Apartment				Committees.
	Houses (A-4)				
	15				
	meters and				
	above but not				
	exceeding				
	35meters in				
	height. (ii)				
	Hostel ( A-				
		i .	Ť	1	1
	5)height less				

having plot area			
more than			
4000sq. meters			
but less 8000			
square meters.			
Education Education			
Building ( B)			
height less than			
15 meters in			
height having			
plot area more			
than 8000			
square meters but less 16000			
square meters. Institutional			
Buildings (C)			
i) Hospital			
,Sanatoria and			
Nursing homes			
(C-1) less than			
15 meters in			
height but plot			
area above 4000			
square meters			
but less 8000			
square meters.			
ii) Custodial (C-			
2) and Penal and			
Plental (C- 3)			
Less than 10			
meters in height			
with plot area			
more than			
4000square			
meters but less			
15000 square			
meters.			
Assembly			
Buildings ( D-1			
to D- 5) Less			
than 10meters in			
height with plot			
area more			
than4000 square			
meters but less			
8000 square			
meters.			
Mercantile			
&Business			
Buildings (E, F-			
1 & F-2) Less			
than 15 meters			
in height with			
plot area above			
4000 square			
1000 square	L	<u> </u>	

		T			T	T	
80	43	Urban Local Bodies	meters but less 8000 square meters. F) Industrial Buildings (G). i) Low Hazard (G-1) less than 15 meters in height with plot area above 4000square meters but less 8000 square meters. Moderate Hazard (G-2) Less than 15meters in height with plot area above 4000 square meters but less 8000 square meters. i) High Hazard (G-3) Less than 15meters in height with plot area above 4000 square meters. i) High Hazard (G-3) Less than 15meters in height with plot area above 4000 square meters. g) Storage Buildings (H) Below 15 meters in height with plot area above 4000square meters. Approval and renewal of fire fighting scheme in case of Building as per	60 days from the receipt of complete	Fire Station Officer	Director, Urban Local Bodies	Addl. Chief Secretary Urban Development
			in case of Building as per nomenclature of National Building code in case of not covered at sr. no. 41 & 42.	of complete documents			
81	44	Urban Local	Change of	15	Secretary/ E	S. D. O. (C) of	Deputy
		Bodies	owner/ occupier	days	. O/ Zonal	the concerned Sub	Commissioner

			in Property Tax Register (Except in death case)		Taxation Officer in concerned Municipal Committee/ Council/ Corporation	Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.
82	45	Urban Local Bodies	Change of owner/ occupier in Property Tax Register in death case	45 days	Secretary/ E.O/ Zonal Taxation Officer in concerned Municipal Committee/ Council/ Corporation	S.D.O.(C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.
83	45A	Urban Local Bodies	Relief for Commercial Conversion in Housing Board Schemes	60 days	Concerned Commissioner, Municipal Corporation  Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Divisional Commissioner  Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
84	45B	Urban Local Bodies	Regularization of illegal Commercial Conversion in Town Improvement Trust Scheme	60 days	Concerned Commissioner, Municipal Corporation  Concerned Executive Officer in case of Municipal Council, Secretary in case	Concerned Divisional Commissioner  Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
85	45C	Urban Local Bodies	Regularization if illegal Commercial	60 days	of Municipal Committee Concerned Commissioner, Municipal	Concerned Divisional Commissioner	

			Conversion in Rehabilitation Scheme		Corporation		
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
86	45D	Urban Local Bodies	Regularization of illegal Commercial Conversion in Town Planning Scheme	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
87	45E	Urban Local Bodies	Relief for Unauthorized Construction and Regularization of illegal Commercial Conversion in Core Area	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
88	45F	Urban Local Bodies	Issuance of permission for granting advertisement rights under Haryana Municipal Corporation advertisement	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	

			Byelaws 2018 and Haryana Municipal advertisement Byelaws 2019				
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
89	45G	Urban Local Bodies	Granting permission for road cutting	60 days	Concerned Commissioner, Municipal Corporation the state	Concerned Divisional Commissioner	
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
90	45H	Urban Local Bodies	Granting permission for installing communication and connectivity infrastructure.	45 days	Concerned Commissioner, Municipal Corporation  Concerned Deputy Commissioner	Concerned Divisional Commissioner	
	46& 46(A	Omitted on 27/0	7/ 2018				