

## Urban Local Bodies

	Sr. No	Name of the Department	Name of Service	Given Time Limit	Designated Officer	First Grievances Redressal Authority	Second Grievances Redressal Authority
	1	2	3	4	5	6	7
60	27	Urban Local Bodies	Certified Copies of Birth/ Death Certificate– Corporation Cities for current year for previous years	14 days 30 days	Local Registrar (Birth & Death)of the Concerned Municipal Corporation	Executive Officer of the Concerned Municipal Corporation	Deputy Commissioner of the Concerned District
			Certified Copies of Birth/ Death Certificate – MC Town for current year for previous years	7 Days 15days	Local Registrar (Birth & Death) of the Concerned Municipal Committees	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
61	28	Urban Local Bodies	Water Supply & Sewerage Connection ( Applicable in Municipal Corporation, Gurgaon & Faridabad only)	7days	Assistant Engineer in Concerned Municipal Corporation	Executive Engineer in concerned Municipal Corporation	Superintending Engineer/ Chief Engineer in concerned Municipal Corporation
62	29	Urban Local Bodies	Issue of conveyance deed in Municipal Corporation, Municipal Councils and Municipal Committees	15days	Zonal taxation Officer in Municipal Corporation Executive Officer in concerned Municipal Council and Secretary in concerned Municipal Committees	Executive Officer/ Deputy Municipal Commissioner in Municipal Corporation, Sub Divisional Magistrate of concerned Sub Division in case of Councils and Committees	in case of Corporation, Deputy Commissioner of Concerned District of case of Councils and Committees
63	30	Urban Local Bodies	Issue of new trade license by Municipal Corporation	15 days	Zonal taxation Officer in Municipal Corporation	Executive Officer/ Deputy Municipal Commissioner in Municipal Corporation,	Joint Commissioner in case of Corporation,
64	31	Urban Local Bodies	Renewal of trade license by municipal corporations	12 days	Zonal taxation Officer in Municipal Corporation	Executive Officer/ Deputy Municipal Commissioner in Municipal Corporation,	Joint Commissioner in case of Corporation,
65	32	Urban Local Bodies	Removal of solid waste from	2 days	Chief Sanitary Inspector in	Executive Officer/ Deputy	Joint 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 of 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/Committee 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.	60 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.	60 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 5 acres, 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 led areas falling with the municipal limits	60 working days from the receipt of complete documents in all cases except in cases where competency is of the Government	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

				documents		and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation
75	38	Urban Local Bodies	<p>Issuance of Fire NOC in case of Building as per nomenclature of National Building code in case of</p> <p>Hostel (A-5) less than 15 meters in height having plot area up to 4000sq. mtr. Education 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 Pental (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 &amp;Business</p>	60 days from the receipt of complete documents	Fire Station Officer	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.

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

			<p>height. (ii)  Hostel ( A-5)  height less than  15 meters  having plot area  more  than4000sq.  meters but less  8000 square  meters.  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 &amp;Business</p>			
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			<p>Buildings ( E, F-1 &amp; F-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>Industrial Buildings ( G). Low Hazard ( G- 1) less than 15 meters in height with plot area above 4000square meters but less 8000 square meters.</p> <p>) Moderate Hazard (G-2) Less than 15meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>i) High Hazard ( G- 3) Less than 15meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>g) Storage Buildings ( H) Below 15 meters in height with plot area above 4000 square meters but less than 8000 square meters.</p>				
77	40	Urban Local Bodies	Issuance of Fire NOC in case of Building as per nomenclature of National Building code in case of buildings	60 days from the receipt of complete documents	Fire Station Officer	Director Urban Local Bodies	Addl. Chief Secretary Urban Development Department.

			not covered at Sr. No. 38& 39				
78	41	Urban Local Bodies	<p>Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of (</p> <p>a) Hostel ( A-5) less than 15 meters in height having plot area up to 4000 square meters.</p> <p>b) Education Building ( B) height less than 15 meters in height having plot area more than 8000 square meters.</p> <p>c) Industrial Buildings ( C).</p> <p>i) Hospital, Sanatoria and Nursing homes (C- 1) less than 15 meters in height with plot area above 4000 square meters.</p> <p>ii) Custodial ( C-2) and Penal and Plental( C- 3) Less than 10 meters in height with plot area up to 4000 square meters.</p> <p>Assembly Buildings ( D-1 to D- 5) Less than 10meters in height with plot area up to 4000 square meters.</p> <p>Mercantile &amp;Business Buildings ( E, F-1 &amp; F-2) Less than 15 meters</p>	60 days from the receipt of complete documents	Fire Station Officer	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.



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

			<p>having plot area more than 4000sq. meters but less 8000 square meters. 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 &amp;Business Buildings ( E, F- 1 &amp; F-2) Less than 15 meters in height with plot area above 4000 square</p>				
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			<p>meters but less 8000 square meters.</p> <p>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 but less 8000 square meters.  g) Storage Buildings ( H)  Below 15 meters in height with plot area above 4000square meters but less than 8000square meters.</p>				
80	43	Urban Local Bodies	Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of not covered at sr. no. 41 & 42.	60 days from the receipt of complete documents	Fire Station Officer	Director, Urban Local Bodies	Addl. Chief Secretary Urban Development
81	44	Urban Local Bodies	Change of owner/ occupier	15 days	Secretary/ E . O/ Zonal	S. D. O. ( C) of the concerned Sub	Deputy 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 Divisional Commissioner	--
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	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 Divisional Commissioner	--
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
85	45C	Urban Local Bodies	Regularization if illegal Commercial	60 days	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 Municipal Commissioner	--
	46& 46(A)	Omitted on 27/ 07/ 2018					