

Citizen Charter

Name of service	Essential documents required for application/check list	Formats/ forms (if any)	Fee & other charges(if any)
Approval of Map	i.Check list ii.4 copies of blue print of map iii.Jamabandi & Tatima Latest. iv.Structure Stability Certificate v.NOC of co-sharer vi.NOC from HPPWD Deptt. vii.NOC from Forest Deptt.if need viii.NOC from fire Deptt.if need ix.Demarcation report.if need x.Photograph of plot xi.Affidavit of applicant xii.Sub-Division of plot xiii.Structure design xiv.Affidavit of common wall xv.Approved copy of Sub-Division of plot xvi.NOC from HPSEB deptt.if need xvii.Clearance of Land use if need as per T.C.P Development plan. xviii.Soil bearing capacity certificate if need. xix.Signature of owner,Architect & Structure Engineer in blue print of map.	Check list framed Annexure-I	Rs:10/-
Compound case as per M.C.Act 1994 below 10%	i.Application ii.Revised map iii.Jamabandi & Tatima iv.Old approval map.	Check list framed Annexure-II.	Rs:10/-
Tax Assessment	i.Application	Check list framed	Rs:10/-

	<ul style="list-style-type: none"> ii. Photocopy of approved map iii. Structure Stability certificate iv. Jamabandi & Tatima. if need. v. Affidavit, if need vi. Sale deed 	Annexure-III.	
NOC of electricity connection/ water supply	<ul style="list-style-type: none"> i. Application ii. Structure Stability Certificate iii. Copy of approved map iv. Jamabandi & Tatima v. Affidavit. if need vi. TCP deptt. NOC. if need vii. Patwari report. if need 	Check list framed Annexure-IV.	Rs:10/-
Sewerage NOC	<ul style="list-style-type: none"> i. Application ii. Tax assessment record iii. Jamabandi. if need iv. Sale deed. if need. 	Check list Framed Annexure-V.	Rs:10/-
Birth & Death Certificate	<ul style="list-style-type: none"> i. Application ii. Affidavit of child name. iii. Councillor report. if need. 	Check list framed Annexure-VI.	Rs:10/-
Marriage Certificate	<ul style="list-style-type: none"> i. Application ii. Affidavit Male & Female iii. Age proof certificate iv. Marriage invitation card v. Marriage photograph vi. Passport size photo male & female vii. Councillor Report. viii. Report of temple pujari 	Check list framed Annexure-VII.	Rs:10/-
Ration Card	<ul style="list-style-type: none"> i. Application ii. Councillor Report iii. Previous record 	Check list Framed Annexure-VIII.	Rs:10/-

	iv.Surrender certificate v.Addition/Deletion report vi.Affidavit vii.Depot holder report viii.Birth certificate/Death certificate		
Completion certificate	i.Application ii.No dues against building iii.Approved mao.if need.	Check list framed Annexure-IX.	Rs:10/-
Issue of BPL certificate	i.Application ii.name entered in BPL List iii.Affidavit iv.Family name list v.Photograph of head of the household	Check list framed Annexure-X.	Free of Cost