

Regarding notification of all services : Necessary Documents, fees, coming under four Components of "Ease Of Doing Business" – Property Tax, Water connection, No objection Certificate, and Trade License - prescribed time limits, designated officers, First and Second Appellate Authorities under the Right to Public Services Act.

**Government of Maharashtra
Urban Development Department.
Government Resolution No:- Sankeerna-2015/PraKra 398/Navi-20
Mantralaya, Mumbai – 400 032
Date: 04.09.2017.**

Ref.:- 1) Maharashtra Public Services Act, 2015.

2) GR, Urban Development Department No. MCO-2015/Pra.Kra.189/Navi-14 dated 03.06.2015.

Introduction:- The Maharashtra Public Service Ordinance, 2015 come into force on 28.04.2015. As mentioned in section 3 of the ordinance, the urban areas are considered to be center point/focus of various services & facilities provided by Municipal Corporation, Municipal councils and Nagarpanchayat in the state coming under the administrative jurisdiction of this department. Accordingly, a list of 15 public services required by the citizens continuously in their day to day life has been finalized vide GR of Urban Development Department No. MCO-2015/Pra.Kra 189/Na.vi.14 dated 23.06.2015. Almost all Municipal Corporation are implementing the same.

2) The matter of providing residual public services other than 15 public services mentioned in the above mentioned GR dated 23.06.2015 in online manner, with the purpose of providing transparent, efficient & timely public services to eligible persons in the state of Maharashtra and notifying all services coming under four Components of "Ease Of Doing Business" – Property Tax, Water connection, No objection Certificate, and Trade License - Necessary Documents, fees, prescribed time limits, designated officers, First and Second Appellate Authorities under the Right to Public Services Act.

was under consideration of the Government.

Government Resolution:-

In view of the above, as per section 3 of the Maharashtra Public Services Act-2015 all Municipal Corporations, Municipal Councils are to notify 12 services regarding property tax, 14 services regarding recovery of water charges and 2 services regarding no objection certificates as per Annexure "A", "B" & "C" attached herewith. Similarly, as per Annexure D all Municipal Councils in the State to notify 10 services regarding Licenses of business.

2. The concerned authorities (Municipal Corporations, Municipal Councils and Nagar Panchayats) cannot make any changes in the services, necessary documents and prescribed period as mentioned in the Annexure A,B,C& D attached with the Government Resolution.

3. The concerned authorities can decide fees for providing services under Right to Maharashtra Public Services Act, 2015. The concerned authorities may take into consideration their organization structure and make changes/amendments in the Designated Officers/First Appellate Authorities/Second Appellate Authorities.

4. Commissioners of all Municipal Corporations and Chief Officers of Municipal Councils and Nagar Panchayats are directed to notify services as per section 3 of the Maharashtra Public Services Act, 2015 and implement them.

5. The concerned Commissioners of the Municipal Corporations and Chief Officers of the Municipal Councils and Nagar Panchayats shall ensure commencement of implementation of the aforesaid order between 01.09.2017 to 29.09.2017.

6. This Government Resolution is available on web site of the Maharashtra Government www.maharashtra.gov.in and its code is 201709041747220625. This order has been digitally signed.

In the name of and by order of the Governor of Maharashtra.

Sd/-

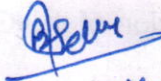
Sanjay Sharadchandra Gokhale

Dy. Secretary to Government of Maharashtra

C.C.

- 1) Hon. Leaders of opposition, Both Legislative Houses, Mumbai.
- 2) All Respected Members of Legislative Council and Legislative Assembly & Hon. Members of Parliaments.
- 3) P.S. to Hon. Governor.
- 4) Principle Secretary to Hon. Chief Minister.
- 5) P.S. to all Hon. Ministers/Ministers of State.
- 6) Office of Hon. State Election Commission.
- 7) P.A. to Hon. Chief Secretary.
- 8) Office of Hon. Lokayukta & Dy. Lokayukta.
- 9) Additional Chief Secretary/Principle Secretary/Secretaries of all Ministerial Departments..
- 10) All Divisional Commissioners.
- 11) All District Collectors.
- 12) All Commissioners of all Municipal Councils.
- 13) Commissioner & Director of Directorate of Municipal Administration
- 14) Chief Officers of all Nagar Parishads and Nagar in State.
- 15) All desks of Urban Development Department, Mantralay Mumbai
- 16) Select file. (Nivad Nasti)

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4-11-19

उप संचालक

नगरपरिषद प्रशासन संचालनालय
महाराष्ट्र राज्य, मुंबई

Annexure A to GR No Sankeerna-2015/Pra.Kra 398/Na. Vi -20 dated 4/9/2017

PROPERTY TAX

Maharashtra Right to Public Services act, 2015

(Particulars of Services to be notified by the municipal corporation as per section 3 of the Act)

Sr No	Particulars of Public Service	Necessary Documents	Fees	Prescribed Time limit	Designated officer	First Appellate Authority	Second Appellate Authority
1	New Tax Assessment	1)Application in prescribed format 2)Occupation certificate	As decided on municipal corporation I level	15 Days	Tax Inspector	Superintendnt of Tax	Concerned Ward Officer
2	Re-assessment of tax	Application in prescribed format	As decided on municipal corporation I level	15 Days	Tax Inspector	Superintendent of Tax	Concerned Ward Officer
3	To prepare tax demand notice	Application in prescribed format	As decided on municipal corporation I level	3 days	Tax Inspector	Superintendent of Tax	Concerned Ward Officer
4	To get Tax Exemption	1)Application in prescribed format 2)No dues certificate	As decided on municipal corporation level	7 days	Tax Inspector	Superintendent of Tax	Concerned Ward Officer
5	To issue no dues certificate	Application in prescribed format	As decided on municipal corporation level	3 days	Tax Inspector	Superintendent of Tax	Concerned Ward Officer
6	To issue extract of property tax	1)Application in prescribed format 2)No dues certificate	As decided on municipal corporation level	3 days	Tax Inspector	Superintendent of Tax	Concerned Ward Officer
7	To get exemption from tax to the unoccupied properties	1)Application in prescribed format 2)No dues certificate	As decided on municipal corporation level	15 days	Tax Inspector	Superintendent of Tax	Concerned Ward Officer
8	To issue certificate of transfer of property/by other way	1)Application in prescribed format 2)No dues certificate 3)Ownership documents/Registered sale deed	As decided on municipal corporation level	15 Days	Tax Inspector	Superintendent of Tax	Concerned Ward Officer
9	Self valuation	Application in prescribed format	As decided on municipal corporation level	15 Days	Tax Inspector	Superintendent of Tax	Concerned Ward Officer
10	To record objections	1)Application in prescribed format 2)No dues certificate	As decided on municipal corporation level	15 Days	Tax Inspector	Superintendent of Tax	Concerned Ward Officer
11	Division of	1)Application in	As decided on	15	Tax	Superintendent	Concern

	property in sub division	prescribed format 2)No dues certificate 3) Ownership documents(Registered sale deed/Deed of division, gift deed)	municipal corporation level	Days	Inspector	of Tax	ed Ward Officer
12	Tax assessment on demolishing and reconstruction of the property	1)Application in prescribed format 2)No dues certificate	As decided on municipal corporation level	15 Days	Tax Inspector	Superintendent of Tax	Concerned Ward Officer

Annexure A to GR No Sankeerna-2015/Pra.Kra 398/Na. Vi -20 dated 4/9/2017

PROPERTY TAX

Maharashtra Right to Public Services act, 2015

(Particulars of Services to be notified by the A class municipal councils as per section 3 of the Act)

A class municipal councils

Sr No	Particulars of Public Service	Necessary Documents	Fees	Prescribed Time limit	Designated officer	First Appellate Authority	Second Appellate Authority
1	New Tax Assessment	1)Application in prescribed format 2)Occupation certificate	As decided on municipal council level	15 Days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer
2	Re-assessment of tax	Application in prescribed format	As decided on municipal council level	15 Days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer
3	To prepare demand notice	Application in prescribed format	As decided on municipal council level	3 days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer
4	To get Tax Exemption	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	7 days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer

5	To issue no dues certificate	Application in prescribed format	As decided on municipal council level	3 days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer
6	To issue extract of property tax	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	3 days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer
7	To get exemption from tax to the properties which have not been occupied	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	15 days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer
8	To issue certificate of transfer of property/by other way	1)Application in prescribed format 2)No dues certificate 3)Ownership documents/Registered sale deed	As decided on municipal council level	15 Days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer
9	Self valuation	Application in prescribed format	As decided on municipal council level	15 Days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer
10	To record objection	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	15 Days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer
11	Division of property in sub division	1)Application in prescribed format 2)No dues certificate 3) Ownership documents(Registered sale deed/Deed of division, gift deed)	As decided on municipal council level	15 Days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer
12	Tax assessment on demolishing and reconstruction of the property	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	15 Days	Tax Assessor and administrator	Additional Chief Officer	Chief Officer

Annexure A to GR No Sankeerna-2015/Pra.Kra 398/Na. Vi -20 dated 4/9/2017

PROPERTY TAX

Maharashtra Right to Public Services act, 2015

(Particulars of Services to be notified by the B class Nagar Parishad as per section 3 of the Act)

B class municipal councils

Sr No	Particulars of Public Service	Necessary Documents	Fees	Prescribed Time limit	Designated officer	First Appellate Authority	Second Appellate Authority
1	New Tax Assessment	1)Application in prescribed format 2)Occupation certificate	As decided on municipal council level	15 Days	Tax Assessor and administrator	Dy. Chief officer / Superintendent	Chief Officer
2	Re-assessment of tax	Application in prescribed format	As decided on municipal council level	15 Days	Tax Assessor and administrator	Dy. Chief officer / Superintendent	Chief Officer
3	To prepare demand notice	Application in prescribed format	As decided on Nagarparishad level	3 days	Tax Assessor and administrator	Dy. Chief officer / Superintendent	Chief Officer
4	To get Tax Exemption	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	7 days	Tax Assessor and administrator	Dy. Chief officer / Superintendent	Chief Officer
5	To issue no dues certificate	Application in prescribed format	As decided on municipal council level	3 days	Tax Assessor and administrator	Dy. Chief officer / Superintendent	Chief Officer
6	To issue extract of property tax	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	3 days	Tax Assessor and administrator	Dy. Chief officer / Superintendent	Chief Officer
7	To get exemption from tax to the properties which have not been occupied	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	15 days	Tax Assessor and administrator	Dy. Chief officer / Superintendent	Chief Officer
8	To issue	1)Application in	As	15 Days	Tax	Dy. Chief	Chief

	certificate of transfer of property/by other way	prescribed format 2)No dues certificate 3)Ownership documents/Registered sale deed	decided on municipal council level		Assessor and administrator	officer / Superintendent	Officer
9	Self valuation	Application in prescribed format	As decided on municipal council level	15 Days	Tax Assessor and administrator	Dy. Chief officer / Superintendent	Chief Officer
10	To record objections	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	15 Days	Tax Assessor and administrator	Dy. Chief officer / Superintendent	Chief Officer
11	Division of property in sub division	1)Application in prescribed format 2)No dues certificate 3) Ownership documents(Registered sale deed/Deed of division, gift deed)	As decided on municipal council level	15 Days	Tax Assessor and administrator	Dy. Chief officer / Superintendent	Chief Officer
12	Tax assessment on demolishing and reconstruction of the property	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	15 Days	Tax Assessor and administrator	Dy. Chief officer / Superintendent	Chief Officer

Annexure A to GR No Sankeerna-2015/Pra.Kra 398/Na. Vi -20 dated 4/9/2017

PROPERTY TAX

Maharashtra Right to Public Services act, 2015

(Particulars of Services to be notified by the Municipalities as per section 3 of the Act)

C class municipal councils / Nagar Panchayat

Sr No	Particulars of Public Service	Necessary Documents	Fees	Prescribed Time limit	Designated officer	First Appellate Authority	Second Appellate Authority
1	New Tax Assessment	1)Application in prescribed format 2)Occupation certificate	As decided on municipal council level	15 Days	Tax Inspector	Office Superintendent	Chief Officer
2	Re-assessment of tax	Application in prescribed format	As decided on municipal councils level	15 Days	Tax Inspector	Office Superintendent	Chief Officer
3	To prepare tax demand notice	Application in prescribed format	As decided on municipal council level	3 days	Tax Inspector	Office Superintendent	Chief Officer
4	To get Tax Exemption	1)Application in prescribed format 2)No dues certificate	As decided on municipal councils level	7 days	Tax Inspector	Office Superintendent	Chief Officer
5	To issue no dues certificate	Application in prescribed format	As decided on municipal council level	3 days	Tax Inspector	Office Superintendent	Chief Officer
6	To issue extract of property tax	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	3 days	Tax Inspector	Office Superintendent	Chief Officer

7	To get exemption from tax to the properties which have not been occupied	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	15 days	Tax Inspector	Office Superintendent	Chief Officer
8	To issue certificate of transfer of property/by other way	1)Application in prescribed format 2)No dues certificate 3)Ownership documents/Registered sale deed	As decided on municipal council level	15 Days	Tax Inspector	Office Superintendent	Chief Officer
9	Self valuation	Application in prescribed format	As decided on municipal councils level	15 Days	Tax Inspector	Office Superintendent	Chief Officer
10	To record objection	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	15 Days	Tax Inspector	Office Superintendent	Chief Officer
11	Division of property in sub division	1)Application in prescribed format 2)No dues certificate 3) Ownership documents(Registered sale deed/Deed of division, gift deed)	As decided on municipal council level	15 Days	Tax Inspector	Office Superintendent	Chief Officer
12	Tax assessment on demolishing and reconstruction of the property	1)Application in prescribed format 2)No dues certificate	As decided on municipal council level	15 Days	Tax Inspector	Office Superintendent	Chief Officer

Annexure B to GR No Sankeerna-2015/Pra.Kra 398/Na. Vi -20 dated 4/9/2017

Recovery of water charges

Maharashtra Right to Public Services act, 2015

(Particulars of Services to be notified by the municipal corporation as per section 3 of the Act)

Sr No	Particulars of Public Service	Necessary Documents	Fees	Prescribed Time limit	Designated officer	First Appellate Authority	Second Appellate Authority
1	New water connection	1)Application in prescribed format 2)Occupation certificate 3)No dues certificate	As decided on municipal corporation level	15 Days	Junior Engineer	Dy. Engineer	Executive Engineer
2	To change own ership rights	1)Application in prescribed format 2)Occupation certificate 3)No dues certificate	As decided on municipal corporation I level	7 Days	Junior Engineer	Dy. Engineer	Executive Engineer
3	To change size of water connection	1)Application in prescribed format 2)No dues certificate	As decided on municipal corporation I level	15 days	Junior Engineer	Dy. Engineer	Executive Engineer
4	To disconnect temporary/permanent water connection	1)Application in prescribed format 2)No dues certificate	As decided on municipal corporation level	7 days	Junior Engineer	Dy. Engineer	Executive Engineer
5	Reconnect the connection	1)Application in prescribed format 2)No dues certificate	As decided on municipal corporation level	15 days	Junior Engineer	Dy. Engineer	Executive Engineer
6	Change in use	1)Application in prescribed format 2)No dues certificate	As decided on municipal corporation level	15 days	Junior Engineer	Dy. Engineer	Executive Engineer
7	To prepare water bill	1)Application in prescribed format	As decided on municipal corporation level	3 days	Junior Engineer	Dy. Engineer	Executive Engineer
8	Plumber License	1)Application in prescribed format 2)No dues certificate	As decided on municipal corporation level	15 Days	Junior Engineer	Dy. Engineer	Executive Engineer

9	Renewal of plumber license	1)Application in prescribed format 2)Certificate of educational qualification 3) No dues certificate	As decided on municipal corporation level	15 Days	Junior Engineer	Dy. Engineer	Executive Engineer
10	No dues certificate	Application in prescribed format	As decided on municipal corporation level	3 Days	Junior Engineer	Dy. Engineer	Executive Engineer
11	To complain about faulty meter	Application in prescribed format	As decided on municipal corporation level	7 Days	Junior Engineer	Dy. Engineer	Executive Engineer
12	Unauthorized water connection	Application in prescribed format	As decided on municipal corporation level	7 Days	Junior Engineer	Dy. Engineer	Executive Engineer
13	Complaint about water pressure	Application in prescribed format	As decided on municipal corporation level	3 days	Junior Engineer	Dy. Engineer	Executive Engineer
14	Complaint about quality of water	Application in prescribed format	As decided on municipal corporation level	3 days	Junior Engineer	Dy. Engineer	Executive Engineer

Annexure B to GR No Sankeerna-2015/Pra.Kra 398/Na. Vi -20 dated 4/9/2017

Recovery of water charges

Maharashtra Right to Public Services act, 2015

(Particulars of Services to be notified by the A class Municipal council as per section 3 of the Act)

Sr No	Particulars of Public Service	Necessary Documents	Fees	Prescribed Time limit	Designated officer	First Appellate Authority	Second Appellate Authority
1	New water connection	1)Application in prescribed format 2)Occupation certificate 3)No dues certificate	As decided on Municipal council level	15 Days	Water supply Engineer	Additional Chief Officer	Chief Officer
2	To change ownership rights	1)Application in prescribed format 2)Occupation certificate 3)No dues certificate	As decided on Municipal council level	7 Days	Water supply Engineer	Additional Chief Officer	Chief Officer
3	To change size of water connection	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 days	Water supply Engineer	Additional Chief Officer	Chief Officer
4	To disconnect temporary/permanent water connection	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	7 days	Water supply Engineer	Additional Chief Officer	Chief Officer
5	Reconnect the water connection	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 days	Water supply Engineer	Additional Chief Officer	Chief Officer
6	Change in use	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 days	Water supply Engineer	Additional Chief Officer	Chief Officer
7	To prepare water bill	1)Application in prescribed format	As decided on Municipal	3 days	Water supply Engineer	Additional Chief Officer	Chief Officer

			council level				
8	Plumber License	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 Days	Water supply Engineer	Additional Chief Officer	Chief Officer
9	Renewal of plumber license	1)Application in prescribed format 2)Certificate of educational qualification 3) No dues certificate	As decided on Municipal council level	15 Days	Water supply Engineer	Additional Chief Officer	Chief Officer
10	No dues certificate	Application in prescribed format	As decided on Municipal council level	3 Days	Water supply Engineer	Additional Chief Officer	Chief Officer
11	To complain about faulty meter	Application in prescribed format	As decided on Municipal council level	7 Days	Water supply Engineer	Additional Chief Officer	Chief Officer
12	Unauthorized water connection	Application in prescribed format	As decided on Municipal council level	7 Days	Water supply Engineer	Additional Chief Officer	Chief Officer
13	Complaint about water pressure	Application in prescribed format	As decided on Municipal council level	3 days	Water supply Engineer	Additional Chief Officer	Chief Officer
14	Complaint about quality of water	Application in prescribed format	As decided on Municipal council level	3 days	Water supply Engineer	Additional Chief Officer	Chief Officer

Annexure B to GR No Sankeerna-2015/Pra.Kra 398/Na. Vi -20 dated 4/9/2017

Recovery of water charges

Maharashtra Right to Public Services act, 2015

(Particulars of Services to be notified by the B class Municipal council as per section 3 of the Act)

Sr No	Particulars of Public Service	Necessary Documents	Fees	Prescribed Time limit	Designated officer	First Appellate Authority	Second Appellate Authority
1	New water connection	1)Application in prescribed format 2)Occupation certificate 3)No dues certificate	As decided on Municipal council level	15 Days	Water supply Engineer	Dy. Chief Officer	Chief Officer
2	To change ownership rights	1)Application in prescribed format 2)Occupation certificate 3)No dues certificate	As decided on Municipal council level	7 Days	Water supply Engineer	Dy. Chief Officer	Chief Officer
3	To change size of water connection	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 days	Water supply Engineer	Dy. Chief Officer	Chief Officer
4	To disconnect temporary/permanent water connection	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	7 days	Water supply Engineer	Dy. Chief Officer	Chief Officer
5	Reconnect the water connection	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 days	Water supply Engineer	Dy. Chief Officer	Chief Officer
6	Change in use	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 days	Water supply Engineer	Dy. Chief Officer	Chief Officer
7	To prepare water bill	1)Application in prescribed format	As decided on Municipal council level	3 days	Water supply Engineer	Dy. Chief Officer	Chief Officer
8	Plumber License	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 Days	Water supply Engineer	Dy. Chief Officer	Chief Officer

9	Renewal of plumber license	1)Application in prescribed format 2)Certificate of educational qualification 3) No dues certificate	As decided on Municipal council level	15 Days	Water supply Engineer	Dy. Chief Officer	Chief Officer
10	No dues certificate	Application in prescribed format	As decided on Municipal council level	3 Days	Water supply Engineer	Dy. Chief Officer	Chief Officer
11	To complain about faulty meter	Application in prescribed format	As decided on Municipal council level	7 Days	Water supply Engineer	Dy. Chief Officer	Chief Officer
12	Unauthorized water connection	Application in prescribed format	As decided on Municipal council level	7 Days	Water supply Engineer	Dy. Chief Officer	Chief Officer
13	Complaint about water pressure	Application in prescribed format	As decided on Municipal council level	3 days	Water supply Engineer	Dy. Chief Officer	Chief Officer
14	Complaint about quality of water	Application in prescribed format	As decided on Municipal council level	3 days	Water supply Engineer	Dy. Chief Officer	Chief Officer

Annexure B to GR No Sankeerna-2015/Pra.Kra 398/Na. Vi -20 dated 4/9/2017

Recovery of water charges

Maharashtra Right to Public Services act, 2015

(Particulars of Services to be notified by the C class Municipal council /Nagarpanchyat as per section 3 of the Act)

Sr No	Particulars of Public Service	Necessary Documents	Fees	Prescribed Time limit	Designated officer	First Appellate Authority	Second Appellate Authority
1	New water connection	1)Application in prescribed format 2)Occupation certificate 3)No dues certificate	As decided on Municipal council level	15 Days	Water supply Engineer	Office Superintendent	Chief Officer
2	To change ownership rights	1)Application in prescribed format 2)Occupation certificate 3)No dues certificate	As decided on Municipal council level	7 Days	Water supply Engineer	Office Superintendent	Chief Officer
3	To change size of water connection	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 days	Water supply Engineer	Office Superintendent	Chief Officer
4	To disconnect temporary/permanent water connection	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	7 days	Water supply Engineer	Office Superintendent	Chief Officer
5	Reconnect the water connection	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 days	Water supply Engineer	Office Superintendent	Chief Officer
6	Change in use	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 days	Water supply Engineer	Office Superintendent	Chief Officer
7	To prepare water bill	1)Application in prescribed format	As decided on Municipal council level	3 days	Water supply Engineer	Office Superintendent	Chief Officer
8	Plumber License	1)Application in prescribed format 2)No dues certificate	As decided on Municipal council level	15 Days	Water supply Engineer	Office Superintendent	Chief Officer
9	Renewal of	1)Application in	As decided on	15	Water	Office	Chief

	plumber license	prescribed format 2)Certificate of educational qualification 3) No dues certificate	Municipal council level	Days	supply Engineer	Superintendent	Officer
10	No dues certificate	Application in prescribed format	As decided on Municipal council level	3 Days	Water supply Engineer	Office Superintendent	Chief Officer
11	To complain about faulty meter	Application in prescribed format	As decided on Municipal council level	7 Days	Water supply Engineer	Office Superintendent	Chief Officer
12	Unauthorized water connection	Application in prescribed format	As decided on Municipal council level	7 Days	Water supply Engineer	Office Superintendent	Chief Officer
13	Complaint about water pressure capacity	Application in prescribed format	As decided on Municipal council level	3 days	Water supply Engineer	Office Superintendent	Chief Officer
14	Complaint about quality of water	Application in prescribed format	As decided on Municipal council level	3 days	Water supply Engineer	Office Superintendent	Chief Officer

Annexure C to GR No Sankeerna-2015/Pra.Kra 398/Na. Vi -20 dated 4/9/2017

NO OBJECTION CERTIFICATE

Maharashtra Right to Public Services act, 2015

(Particulars of Services to be notified by the municipal corporation as per section 3 of the Act)

Municipal Corporation

Sr No	Particulars of Public Service	Necessary Documents	Fees	Prescribed Time limit	Designated officer	First Appellate Authority	Second Appellate Authority
1	NOC for Business/Profession/Storage	Properly filled Application	As decided on municipal corporation level	7 Days	Regional officer	Dy. Commissioner	Additional Commissioner
2	NOC for Pandol	1) Properly filled Application 2) Agreement for restoration of Road	As decided on municipal corporation level	7 Days	Regional officer	Dy. Commissioner	Dy. Commissioner

A class Municipal council

Sr No	Particulars of Public Service	Necessary Documents	Fees	Prescribed Time limit	Designated officer	First Appellate Authority	Second Appellate Authority
1	NOC for Business/Profession/Storage	Properly filled Application	As decided on Municipal council level	7 Days	Office Superintendent	Additional Chief Officer	Chief Officer
2	NOC for Pandol	1) Properly filled Application 2) Agreement for restoration of Road	As decided on Municipal council level	7 Days	Office Superintendent	Additional Chief Officer	Chief Officer

B class Municipal council

1	NOC for Business/Profession/Storage	Properly filled Application	As decided on Municipal council level	7 Days	Office Superintendent	Dy. Chief Officer	Chief Officer
2	NOC for Pandol	1) Properly filled Application 2) Agreement for restoration of Road	As decided on Municipal council level	7 Days	Office Superintendent	Additional Chief Officer	Chief Officer

C class Municipal council/Nagarpanchayat

1	NOC for Business/Profession/Storage	Properly filled Application	As decided on Municipal council level	7 Days	Senior Clerk	Officer superintendent	Chief Officer
2	NOC for Pandol	1) Properly filled Application 2) Agreement for restoration of Road	As decided on Municipal council level	7 Days	Senior Clerk	Officer superintendent	Chief Officer

Annexure D to GR No Sankeerna-2015/Pra.Kra 398/Na. Vi -20 dated 4/9/2017

Licenses for Business/Profession

Maharashtra Right to Public Services act, 2015

(Particulars of Services to be notified by the Municipal corporation as per section 3 of the Act)

Municipal Corporation

Sr No	Particulars of Public Service	Necessary Documents	Fees	Prescribed Time limit	Designated officer	First Appellate Authority	Second Appellate Authority
1	Getting New Licenses	1) Properly filled Application 2) No dues certificate	As decided on Municipal corporation level	15 Days	Regional officer	Dy. Commissioner	Additional Commissioner
2	Renewal of Licenses	1) Properly filled Application 2) No dues certificate	As decided on Municipal corporation level	15 Days	Regional officer	Dy. Commissioner	Additional Commissioner
3	Transfer of Licenses	1) Properly filled Application 2) No dues certificate	As decided on Municipal corporation I level	15 Days	Regional officer	Dy. Commissioner	Additional Commissioner
4	Duplicate copy of Licenses	1) Properly filled Application 2) No dues certificate	As decided on Municipal corporation I level	15 Days	Regional officer	Dy. Commissioner	Additional Commissioner
5	Changing name of business	1) Properly filled Application 2) No dues certificate	As decided on Municipal corporation level	15 Days	Regional officer	Dy. Commissioner	Additional Commissioner
6	Change the business	1) Properly filled Application 2) No dues certificate	As decided on Municipal corporation level	15 Days	Regional officer	Dy. Commissioner	Additional Commissioner
7	Change the name of License holder/Partner	1) Properly filled Application 2) No dues certificate	As decided on Municipal corporation level	15 Days	Regional officer	Dy. Commissioner	Additional Commissioner
8	Change number of partners (increase/D	1) Properly filled Application 2) No dues	As decided on Municipal corporation level	15 Days	Regional officer	Dy. Commissioner	Additional Commissioner

	ecrease)	certificate					
9	Cancellation of Licenses	1) Properly filled Application 2) No dues certificate	As decided on Municipal corporation level	15 Days	Regional officer	Dy. Commissioner	Additional Commissioner
10	Notice for renewal of expired Licenses	1) Properly filled Application 2) No dues certificate	As decided on Municipal corporation level	15 Days	Regional officer	Dy. Commissioner	Additional Commissioner