

## SCHEDULE III

Sl.No.	Name of the Municipal Service	Documents required	Time lines	Officers involved in this process	Approval by
(1)	(2)	(3)	(4)	(5)	(6)
1.	Property Tax Assessment of building	Registered Document/ Court Decree/ Affidavit, Building Permission Number	Instant	Online	Municipal Commissioner
2.	Vacancy remission	Assessment copy/ proof of vacancy	15 days	Online	Municipal Commissioner
3.	Revision Petition	Application with Assessment Number details	15 days	Online	Municipal Commissioner
4.	Appeal	Application with Review Petition orders	15 days	Authorized person	Regional Director concerned
5.	Certified Copy of Assessment Register	Free download of assessment details			
6.	Vacant Land Assessment	Registered Document/ Court Decree/Affidavit	Instant	Online	
7.	Water Tap Connection	Application	14 days	Online	Mission Baghathra
8.	Trade License	Application with self certification	Instant	Online	---
9.	Trade Renewal	Application with self certification	Instant	Online	---
10.	Mutation	On registration, application get auto transfer from Registration Department to Municipality and makes auto title transfer instantly.			
	Sub-Division request	Registered Document/ Court Decree/ Affidavit, Building Permission Number/ Affidavit	15 days	Authorized person	Municipal Commissioner
11.	Certified Copy of Building Permission	Instant download from website	Instant	Authorized person	---
12.	Land use certificate as per master plan	Application	7 days	Online	Municipal Commissioner
13.	Birth Certificate	Application	Instant	Online	Municipal Commissioner
14.	Child name inclusion in Birth Certificate	Application	7 days	Online	Municipal Commissioner

Sch. IV]

Provisions with regard to Disqualification of Members

(1)	(2)	(3)	(4)	(5)	(6)
16.	Name Correction in Birth Certificate	Application, self declaration	7 days	Online	Municipal Commissioner
17.	Non-availability of Birth Certificate	Application, self declaration	7 days	Online	Municipal Commissioner
18.	Death Certificate	Application along with documents prescribed	7 days	Online	Municipal Commissioner
19.	Name correction	Application, self declaration	7 days	Online	Municipal Commissioner
20.	Non-availability of Death Certificate	Application, self declaration	7 days	Online	Municipal Commissioner
21.	Sanitary Certificate for Educational Institutions	Registration and Recognized Certificate from School Education Department and application	7 days	Authorized person	Municipal Commissioner
22.		Any other services as prescribed by the Government.			

## SCHEDULE IV

(See Section 12)

## Provisions with Regard to Disqualification of Members

1. *Disqualification for Election or for Holding Office as a Member.*—A person holding an office of profit under a Municipality, the Central Government or the State Government shall be disqualified for election or for holding office as a member :

Provided that a person shall not be deemed to hold an office of profit under a Municipality by reason, only that he is a Chairperson or Member of a Municipality in the State.

2. *Other Disqualifications of Candidates.*—(1) A person who has been sentenced by a criminal Court,—

(a) to imprisonment for an offence under the Protection of Civil Rights Act, 1955 (Central Act 22 of 1955);

(b) for any offence other than an offence of political character, or an offence not involving moral delinquency, such sentence not having been suspended, reversed or the offence pardoned, shall be disqualified for election as a member, while undergoing the sentence and for five years from the date of expiration thereof.

(2) A person shall be disqualified for election as a member, if such person is, on the date fixed for scrutiny of nomination for election,—