

**OFFICE OF THE MUNICIPAL COUNCILLORS OF BASIRHAT**  
**NORTH 24 PARGANAS**

**ORDER**

No. 774

Dated, Basirhat, the 10<sup>th</sup> day of January, 2014.

In pursuance of Notification No. 508/MA/C-4/1A-14/2013 dated 1<sup>st</sup> November,2013 of Department of Municipal Affairs, Government of West Bengal, under sub-section (2) of section 3 of the West Bengal Right to Public Services Act, 2013 (West Bengal Act XVII of 2013) the Board of Councillor of Basirhat Municipality is pleased hereby to specify the services, mentioned at column I in the table below (hereinafter referred to as the said table), provided by the public authorities in this Urban Local Body; time limit of the Urban Local Body to provide each of the services in Column II of the said table; and the Designated Officer, Appellate Officer, and Reviewing Officer, appointed by notification No. 507/MA/C-4/1A-14/2013 dated 1<sup>st</sup> November,2013 of Department of Municipal Affairs, Government of West Bengal, in Column III, IV, and V respectively of the said table; and to state that the time for the Designated Officer shall start from submission of the application to the Designated Officer or to a person subordinate to him:

**TABLE**

Services provided by the Urban Local Bodies (I)	Time limit for providing service by the Urban Local Body (II)	Designated Officer (III)	Appellate Officer (IV)	Reviewing Officer (V)
<b>1. Water Supply:</b>				
1.1. Sanction of new house connection	10 days from receipt of application	<b>Executive Officer, Basirhat Municipality</b>	<b>Chairperson, Basirhat Municipality</b>	<b>District Magistrate, North 24 Parganas</b>
1.2. Effecting of new house connection/ shifting of water connection.	45 days from receipt of application			
1.3. Repairing of water supply line (Minor repairing)	7 days			
1.4. Arresting leakage of water in mains and wash of ferrule.	2 days			
1.5. Change of shifting of ferrule	15 days			
1.6. Supply of water through tanker / lorry	Within 24 hours of application.			
1.7. Stoppage of misuse of water due to malfunction/ removal of street taps etc.	10 days			
1.8. Replacement of defective meter.	30 days			
1.9. Actions against illegal method of taking water from municipal mains.	10 day			

Services provided by the Urban Local Bodies (I)	Time limit for providing service by the Urban Local Body (II)	Designated Officer (III)	Appellate Officer (IV)	Reviewing Officer (V)
<b>2. Sanction of building plan:</b> 2.1. Approval of Site Plan and building plan for the residential buildings having height of 14.5 meters or above.	60 days	Executive Officer, Basirhat Municipality	Chairperson, Basirhat Municipality	District Magistrate, North 24 Parganas
2.2. Sanction of Site Plan and building plan of residential buildings having height of less than 14.5 meters	60 days			
2.3. Sanction of Site plan and building plan for commercial or mixed use buildings.	60 days			
2.4. Sanction of Site plan and building plan for institutional buildings.	60 days			
2.5. Sanction of plan for addition, alteration or repairing of old buildings.	60 days			
2.6. Initiating actions against illegal buildings/ building activities.	15 day			
<b>3. Birth and Death Registration:</b> 3.1. Issuance of Birth and Death Certificate	Within 3 days after receiving report form the concerned Health Centre/ Hospital/ Nursing Home- If reported within 21 days from occurrence of Birth and Death.	Executive Officer, Basirhat Municipality	Chairperson, Basirhat Municipality	District Magistrate, North 24 Parganas
3.2. Birth Certificate in case of domestic birth or death.	7 days after receiving report form the concerned Health Centre/ Hospital/ Nursing Home- If reported within 21 days from occurrence of Birth and Death.			
3.2. Issuance of copy of Birth and Death Certificate	Within 7 days, if recorded after the birth and death.			
3.3. Issuance of Cremation Certificate	At the time of cremation from the crematorium/ burial ground, if cremated or buried, as the case may be, in a crematorium/ burial ground of a Urban Local Body.			
3.4. Correction of records related to Birth or Death Certificate	15 days			



