

**PROCEDURE FOR AVAILING VARIOUS SERVICES, OBTAINING LICENCES FROM THE CORPORATION INCLUDING THE FEES IF ANY, TO BE REMITTED**

**1. WATER SUPPLY CONNECTION**

Details	Time Schedule/ response
<b>1. Water Supply:</b> (Subject to availability of sanctioned strength of HSC s )	
1.a) Issue of application for new water supply house service connection	At the Information Centre on all working days on the spot.
b) Receipt of filled applications with fees	At the information centre on all working days
c) Issue of acknowledgement	On the spot
d) Intimation to the applicant on rectification of defects noticed in the application	15 days.
e) After rectification of defects, issue of notice / chalan for remittance of fees for water supply connection	15 days.
f) Effecting Water Supply House service connection	45 Days from the receipt of application
<b>II Complaints / Defects:</b>	
1. Replacement of defective meter.	15 days.
2. Rectification of pollution in drinking water supply	Within 24 Hours
3. Arresting of Leakage of water in the mains	Within 24 Hours
4. Minor repairs	2 Days
5. Major repairs	3 Days
6. Repairs to hand pumps	3 Days
7. Repairs to public fountain	2 Days
8. Repairs to India Mark 2 pumps/ Bore Wells	7 Days
9. Deficiency in chlorinating	24 Hours
10. For prevention of Fire	At once
<b>III Special Demand:</b>	
1. Supply of water through lorry Tanker	Within 24 hours, if piped water supply is interrupted
2. Supply of water through lorry for Marriage / Festival	One day prior the function

2. Swerage Connection :

Deposit details for UGD Connections

For Domestic Connections

Area	Charge in Rs.	Deposit in Rs.
< 500 Sq. Ft.	70	5000
500 to 1200	100	7000
1200 to 2400	150	9000
>2400	200	15000

For Non-Domestic (Non Residential) Connections

Area	Charge in Rs.	Deposit in Rs.
< 500 Sq. Ft.	140	10000
500 to 1200	300	21000
1200 to 2400	450	27000
>2400	1000	75000

Time Shedule for Septic Tank Cleaning – 2 Days from the Date of Fees remitted.

**3. Assessment of Property Tax:**

S I. No	Details	Time Schedule
<b>(a)</b>	<b>Assessment of Property Tax:</b>	
1	Information regarding the assessment of Property Tax	At information Centre on the spot
2	Issue of acknowledgement for self assessment return	At information Centre on the spot
3	Application for inclusion in the assessment register	At information centre on the spot
4	Assessment Order for new and improvement to the existing Building	20 Days
<b>(b)</b>	<b>Name Transfer</b>	
1	Issue of form / acknowledgment.	At information Centre on the spot
2	Issue of Orders	15 days
<b>(c)</b>	<b>Issue of Certified Copies</b>	
1	Receipt of f\Forms and issue of acknowledgment	On the spot at informant counter
2	Receipt of fees	At information centre on the spot
3	Issue of copies	7 Days
<b>(d)</b>	<b>Settling tax complaints</b> (Note: If any facility had been made on line the information may be furnished here suitably altering the details and time schedule)	15 Days
<b>(e)</b>	<b>Vacancy remission</b>	<b>30 Days</b>

**PAYMENT OF TAX, FEES**

**i. Taxes:** All Taxes can be paid through the Facilitation Counter, Zonal office collection centres, Thindal, BP Agraharam, Sampath Nagar, Veerappan Chathiram Collection Centers. The Tax can be paid either by cash or Demand draft drawn in favour of The Commissioner, Erode Corporation payable at Erode.

**ii. Fees:** Erode Corporation collects fees for various services rendered by the

municipality. The fees (rates) presently levied by the municipality shown in the citizen charter.

#### **4. ALL LICENCES INCLUDING TRADE, BUILDING LICENCES**

**OTHER TRADES LICENSING:** The Traders to get the License from the Corporation for running the Dangerous and Offensive Trades.

<b>S I. No</b>	<b>Details</b>	<b>Time Schedule</b>
<b>(a)</b>	<b>Trade Licence</b>	
1	Issue if License	45 Days
2	Penalty for late payment of License fees	25% of the Fees Penalty
<b>(b)</b>	<b>Renewal of License</b>	
1.	Issue of Renewal License	45 Days

**Function:**

- i To inspect each and every trade to fix license fee and also issue the license.
- ii Every trade verified thoroughly and then issue the license (or) renewed the license.
- iii Strictly instructed the Traders to avoid inconvenient to the public when running the trades.
- iv To collect the belated from the Trades which are not remitted the fixed rate of license fee.

#### **5. TOWN PLANNING - BUILDING LICENCE AND LAYOUT APPROVAL**

**Functions / Services**

1. The permission is given by the Local Planning Authority for the new building construction, alterations, Roof conversion and additional constructions.
2. After obtaining the prior approval of Deputy Director of Town and Country Planning Erode / Director of Town and Country Planning Chennai. The permission is given by the Local Planning Authority for this item of layouts and sites.
3. Actions are taken, against to the unauthorized constructions, violation and deviations of building and encroachments and unauthorized installations.
4. Master plan and detailed development plans are prepared and sanctioned by the Deputy Director and Director of Town & Country Planning and also than plans are implemented and executed by the Local Planning Authority of this town.
5. After the approval of council the license is issued for installations.

The Town Planning Officer is entrusted with the responsibility of Town Planning activities. The branch looks after regulation of building activities / layout and other planning permissions. The planning permission is granted by Local Planning Authority headed and the Building permission is granted by the commissioner.

**Approval of Building Plan and issue of Building License :**

SI. No	Details	Time Schedule
1	Issue of application forms / Remittance of fees	At the Information Centre on all working days - at once
2	Issue of acknowledgement	At the information centre - at once
3	Intimation to the applicant on rectification of defects noticed in the application	7 Days
4	Suggestions to the applicant for rectification of defects	7 Days
5	After rectification of defects, issue of notice / chalan for remittance of fees for building licenses	7 Days
6	<b><u>Issue of Building License And Layout Approval:</u></b> Application for renewal of building license	At Information Centre - at once
7	Issue of building license	30 Days
8	Issue of Machinery License	60Days
9	Renewal of Building License	7 Days
10	Sent to LPA for Layout Approval	7 Days
11	Sent to T&CP for Layout Approval	15 Days
12	License to Licensed Surveyors	30 Days
13	Removal of encroachment in Roads and municipal properties	15 Days
14	Issue of survey extracts	7 Days

**6. Solid and Liquid Waste material.**

Two Nos. of The Sullage Tanker lorries are operated in the Erode Corporation, the fees collected for the Cleaning of Septic Tank was Rs. 1500/- per Tank.

**7. Water Supply for Special Occasions :**

Water Supply for Marriages and any other functions may be available by paying the fees for that in the following tariff :

Sl. No.	Vehicle	Within in Corporation limit Rs.	Outside the Corporation limit Rs.
1	Lorry	200	400
2	Tractor	150	300

**8. Reservation for Traveler's Bungalow, Kalyana Mandapam and other similar services**

Fees for the Kalyanamandapam was collected as per the list :

Sl. No.	Description	Fees Details
1. Dhamayanthi Babusait Kalyanamandapam		
1	Evening 6.00 pm to next day 3.00 pm	Rs. 2000.00 + Service Tax
2	Evening 3.00 pm to next day 3.00 pm	Rs. 1500.00 + Service Tax
3	Noon 12.00 to Mid Night 12.00	Rs. 750.00 + service Tax
4	Mid Night 12.00 to Noon 12.00	Rs. 750.00 + Service Tax
5	Political Party and Registered Association Meetings, Federation and welfare associations (only if that is not a Muhurtham date)	Rs. 250.00+service Tax
6	Government Functions	Rs. 100.00+Service Tax
2. Erode Corporation Kalyanamandapam		
1	Evening 6.00 pm to next day 3.00 pm	Rs. 3000.00 + Service Tax
2	Evening 3.00 pm to next day 3.00 pm	Rs. 2500.00 + Service Tax
3	Noon 12.00 to Mid Night 12.00	Rs. 1250.00 + service Tax
4	Mid Night 12.00 to Noon 12.00	Rs. 1250.00 + Service Tax
5	Political Party and Registered Association Meetings, Federation and welfare associations (only if that is not a Muhurtham date)	Rs. 400.00+service Tax
6	Government Functions	Rs. 100.00+Service Tax

**9. Animal control**

**Fees for ABC Rs. 455/- per Stray Dog.**

**10. Registration of Births and deaths**

**Birth and Death Registration and Issued of Extract**

1. Birth & Death events occurred in Corporation area should be registered within 21 days to the concern birth and death registration units.

2. Child name should be registered with in a year by the parents only.

3. Delayed registration of Birth & Death will be registered with the penalty of Rs.3/- for within 30 days and Rs.5/- for within a year.

4. After a year the events may be Registered with the order of the Judicial Magistrate with penalty of Rs . 10/-

5. In Corporation from 1993 onwards the events are documented at computer.

6. Extracts are prepared in the computed and issued through the Information Centre.

7. Nick name (or) alias name should not be given during registration of Birth & Death.

8. To insist the private practitioner to give the information of Birth & Death to the Register as early as possible.

9. Do not insist on recoding cause of death in extract for death certificate.

10. Birth & Death should be registered in the occurrence of the place only.

11. The extract can be received by the person or in mail with the correct authorization.

Details	Rate of fees	Time Schedule
Registration of Birth		
<b>I.</b> From the Date of Birth		
1. Within 21 days	No Fees	At once
2. from 21 to 30 days	Rs. 3/-	At once
3. From 30 days up to 1 year	Rs. 5/-	7 days
4. More than 1 year (with court order)	Rs. 10/-	7 days
5. Registration of child's Name in the Birth Register		
1. From the date of Birth up to 1 year	No Fees	3 days
2. More than 1 year (with records)	Rs. 2/-	7 days
<b>II.</b> Registration of Death		
From the date of death		
1. within 21 days	No Fees	At once
2. from 21 to 30 days	Rs. 3/-	At once
3. From 30 days up to one year	Rs. 5/-	7 days
4. More the 1 year (with Court Order)	Rs. 10/-	7days
<b>III.</b> Birth / Death Certificates		
Remittance of fees for First copy	Rs. 10/-	3 days
Additional copy / each additional copy	Rs. 5/-	3 days

## **11. Cremation, Burial and Burning ground services.**

Burning fees      Rs. 3500.00

Ambulance Charges – Free for 20 Kms, above 20 Kms each KM levied  
Rs. 10.00 per KM.

### **Cycle Stand Fees**

Cycle	Rs. 3.00
Two Wheeler Motor vehicle	Rs. 7.00
Four Wheeler Motor vehicle	Rs. 5.00

### **Public Toilet**

1. Urinal	Rs. 0.50 Paisa
2. Latrine	Rs. 1.00
3. Bathing	Rs. 3.00