

GOVERNMENT OF TRIPURA  
URBAN DEVELOPMENT DEPARTMENT  
U. D. BHAWAN : SHAKUNTALA ROAD  
AGARTALA : TRIPURA

No.F.6(8)-UDD/DUD/EODB/2019/P-1

Dated, Agartala, The 26<sup>th</sup> November, 2020.

NOTIFICATION

**Sub : Citizen Charter – fixing of time limit thereof.**

State Government in Urban Development Department has fixed following time limit for providing various services under different Municipal areas.

Sl. No.	Name of the services	Prescribed clearance Time Limits (Working Days)
01	ROR Certificate.	7
02	New Trade License.	7
03	Tauji New Allotment.	14
04	Birth Certificate	7
05	Death Certificate	7
06	Building Plan Approval after online submission (other than High Rise)	14
07	Building Plan Approval after online submission (High Rise)	28
08	Service for Septic Tank Clearance (after advance payment)	3
	Service for Septic Tank Clearance (Urgent on same day with additional charges)	1
09	Service for garbage clearance from private premises (after advance payment)	3
10	Service for clearance of debris from private premises (after advance payment)	3
11	New Signage/hoarding application	7
12	New water connection	14
13	Sewage Connection	14
14	ROR Separation	7
15	Tauji Mutation	14
16	Renewal of Trade License	7
17	Approval for garbage disposal and sewage discharge.	7

This will come into force immediately in cancelation of all present order in this regard.

26-11-20

( R.K. Debbarma )  
Deputy Secretary to the  
Government of Tripura

To

The Manager, Govt. Press, Tripura, Agartala with a request to publish the Memorandum in an extraordinary issue of Tripura Gazette.

**Copy to :**

1. PS to the Secretary, UDD for kind information of Secretary.
2. The Municipal Commissioner, Agartala Municipal Corporation, Agartala.
3. The Chief Executive Officer, Municipal Council, Dharmanagar/Kailashahar/ Kumarghat/Ambassa/Khowai/Teliamura/Ranirbazar/Mohanpur/Bishalgarh/ Melagarh/Udaipur/Santirbazar/Belonia.
4. The Executive Officer, Nagar Panchayat, Panisagar/Kamalpur/Jirania/ Sonamura/Amarpur/Sabroom.

**Copy also forwarded to :**

1. The Director, Industries & Commerce Department, Govt. of Tripura for kind information.
2. The Officer-in-Charge, NIC, Tripura, Agartala.

26-11-20

( R.K. Debbarma )  
Deputy Secretary to the  
Government of Tripura