

**No. F. 04 (1)-RCC/2020/Part-III**  
**GOVERNMENT OF TRIPURA**  
**REVENUE DEPARTMENT**

Dated, Agartala, the                      January, 2021.

**NOTIFICATION**

In exercise of the powers conferred by section 4 of the Tripura Guaranteed Services to Citizens Act, 2020 the Government of Tripura hereby notifies the details containing (1) list of services (2) Designated Officer (3) stipulated time for designated officer for delivering the service (4) Competent Officer (5) Appellate Authority etc. under Urban Development Department as per the format and schedule as appended to the Tripura Guaranteed Services to Citizens Rules, 2020.

Sl. No.	List of services	Designated Officer	Stipulated time for designated officer (in working days)	Competent Officer	Stipulated time for competent officer (in working days)	Appellate Authority	Stipulated time for Appellate Authority (in working days)	Name of the Department
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1	Registration for Trade License.	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	Urban Development Department
2	Renewal of Trade License.	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
3	Signage/Hoarding Application.	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
4	Approval for garbage disposal and sewage discharge.	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
5	ROR Certificate.	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
6	Tauji License.	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	14	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	

Sl. No.	List of services	Designated Officer	Stipulated time for designated officer (in working days)	Competent Officer	Stipulated time for competent officer (in working days)	Appellate Authority	Stipulated time for Appellate Authority (in working days)	Name of the Department
7	Birth Certificate	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	Urban Development Department
8	Death Certificate	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
9	Building Plan Approval after online submission (Other than High Rise)	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	14	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
10	Building Plan Approval after online submission (High Rise)	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	28	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
11	Service for Septic Tank Clearance (after advance payment)	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
12	Service for Septic Tank Clearance (Urgent on same day with additional charges)	Asst. Municipal Commissioner / Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	




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13	Service for garbage clearance from private premises (after advance payment)	Asst. Municipal Commissioner/ Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	Urban Development Department
14	Service for clearance of debris from private premises (after advance payment)	Asst. Municipal Commissioner/ Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
15	New water Connection	Asst. Municipal Commissioner/ Dy. CEO/Dy. EO	14	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
16	Sewage Connection	Asst. Municipal Commissioner/ Dy. CEO/Dy. EO	14	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
17	ROR Separation	Asst. Municipal Commissioner/ Dy. CEO/Dy. EO	7	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	
18	Tauji Mutation	Asst. Municipal Commissioner/ Dy. CEO/Dy. EO	14	Municipal Commissioner/ CEO / EO	30	Director, UDD	30	



2. This will come into force from the date of its publication in the official Gazette of Tripura.

By order and in the name of  
Governor of Tripura

  
(Tanusree Deb Barma)  
Secretary to the  
Government of Tripura

Copy to:-

1. All Principal Secretary/Secretary/Special Secretary for kind information.
2. The Director, Urban Development Department, for information.
3. All District Magistrate & Collectors, for information.
4. The Joint Secretary, Revenue Department, for information.
5. The Technical Director, NIC Tripura unit for information.
6. The Manager, Government Press, Agartala for publication in the official gazette.

Copy also forwarded to:-

1. The Special Secretary to the Hon'ble Chief Minister, Tripura for kind information.
2. The P.S. to all Hon'ble Ministers, Tripura for kind information.
3. The P.S. to the Chief Secretary, Tripura for kind information.