

## Anantapur Municipal Corporation Citizen Charter Services

S.NO	Service Name	Service Days
<b>Administration</b>		
1	RTI ACT	30
<b>Engineering</b>		
2	NAME CHANGING IN WATER TAX DEMAND NOTICE	15
3	TAP CONNECTION FOR APARTMENT/COMMERCIAL	15
4	SANCTION / DISPOSAL OF WATER SUPPLY CONNETION(Where Distribution Lines are Available)	15
5	RS.200/- WATER TAP APPLICATION(NEW)	30
6	TAP CONNECTION(OYT)	10
7	NEW TAP CONNECTION-ORDINARY	30
8	TAP USAGE CONVERSION	7
<b>Public Health and Sanitation</b>		
9	RENEWAL OF TRADE LICENSE	7
10	Issuance Of Birth Certificate	7
11	Issuance Of Death Certificate	7
12	Name Correction In Birth Certificate	7
13	Name Correction In Death Certificate	7
14	LATE REGISTRATION(BIRTH/DEATH)	5
15	Sanction/Disposal Of Application For Trade License	15
16	Sanitary Certificate For Educational Institutions	15
17	ChildName Inclusion In Birth Certificate	7
18	Non Availability Certificate For Birth Entry	7
19	Non Availability Certificate For Death Entry	7
<b>Revenue</b>		
20	TITLE TRANSFER/SUBDIVISION/MUTATION	45
21	ASSESSMENT OF PROPERTY TAX	15
22	ALLOCATION OF DOOR NO	15
23	Disposal Of Appeal Petition On Property Tax	30
24	OWNERSHIP CERTIFICATE	5
25	Disposal Of Revision Petition On PropertyTax	30
26	TRANSFER OF PROPERTY TAX WHEN BOTH SELLER AND BUYER MAKE AN APPLICATION	15
27	TRANSFER OF PROPERTY TAX WHERE EITHER SELLER OR BUYER MAKES AN APPLICATION	45
28	CERTIFIED COPY OF ASSESSMENT REGISTER	7
29	VACANT LAND TAX	15
30	VALUATION CONFIRMATION(SOLVENCY)	3
31	DEMAND EXTRACT	15
<b>Town Planning</b>		
32	BUILDING OCCUPANCY CERTIFICATE	15
33	CERTIFIED COPY OF BUILDING PERMISSION	15
34	LAND USAGE CERTIFICATE AS PER MASTER PLAN	15
35	Sanction/Disposal Of Application For Building Permission	30