

32.RURAL DEVELOPMENT, PRIS& URBAN LOCAL BODIES

| Sl. No. | Services / works being provided | Documents required | Officer(s) responsible for disposal of the services | Time frame for disposal | Appellate Officer |
|----------------|--|--|--|---|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Issue of no objection certificate | 1. Application 2. Xerox copy of land record & Map | Dealing Assistant | Within 03 days | Block Development Officer |
| 2 | IAY House | 1. Application 2. Bank account No., 3. Xerox copy of land records, 4. Xerox copy of Aadhar card No., 5. Xerox copy of ration card, 6. passport size photo-2 nos. 7.Report of Gram Sabha, Pradhan, Block level staffs & revenue | Dealing Assistant | On receipt of application complete in all respect shall be forwarded to DRDA within 03 days | Block Development Officer |
| 3 | Issue of BPL Certificate | 1.Application 2.Xerox copy of identity card proof, 3.Pradhan certificate, 4.passport size photo-01 No. | Dealing Assistant | Within 03 days on receipt of application | Block Development Officer |
| 4 | Issue of Job Card under MGNREGA Scheme | 1. 2 Nos. passport photos. 2. copy of bank book. 3. copy of Islander/ Ration card. | Panchayat Secretary | Within 15-days | Block Development Officer |
| 5 | Permission to construct building (below 500 Sq.mtr for Port Blair planning area) | 1. Application. 2. Ownership certificate 3. Copy of land record. 4. Copy of layout map 5.Proposed building plan duly signed by a registered Architect. 6.If the area comes under CRZ clearance from environment and forest is required. 7. If the area comes under vicinity of aerodrome zone NOC required from Airport authority. | Panchayat Secretary | Within 30-days | Executive Officer, Panchayat Samiti |