

A. CITIZEN SERVICES

Billing		
A)	Issue of Bill	Yearly
b)	Deposit of Bill	With in 30 day
c)	Mode of Payment	Cash/ Cheque/ Draft

B. COMPLAINT

a)	Lodging of complaint	In the Municipal Council Office
b)	Attending/disposal of complaint	Within 2 days
C)	Swachhta App	

C. SANITATION & SOLID WASTE MANAGEMENT

a)	Cleaning of roads and Public Places	Everyday
b)	Door to Door collection and removal of garbage from Municipal Council dustbins	Everyday
c)	Collection & Removal of Garbage of non Lifting	Everyday

D. BIRTH & DEATH REGISTRATION

a)	Registration of birth/death from 1 to 21 days	Free
b)	Registration of birth/death 21 to 30 days	Late fee Rs. 2/-
c)	Registration of birth/death after 30 days	Late fee Rs. 5/ with in written permission from chieg Medical Officer/ Distt. Registrar
d)	Birth/Death Certificate fee	Rs. 50/- per birth certificate / death certificate

E. BUILDING PLANS

a)	Availability of application	MC website/ Online
b)	Submission of Building Plan	Online
c)	Acknowledgement	On the spot Diariesd and receipt is given.
d)	Deposit of fee/other charges	Online
e)	Communication of Deficiencies'	Within 30 days (Online)
f)	Final disposal of building Plan if completed in all respect.	As per time mentioned in the rules.

F. MARRIAGE REGISTRATION

a)	Registration with in 30 days.	Fee Rs. 5/ within document i.e age proof, joint photograph, NOC from concern Municipal Council
b)	Registration after 30 days to 90 days	Fee Rs. 10/- with in document i.e age proof, joint photograph, NOC from concern Municipal Council
c)	Registration after 90 days to 1 year	Fee Rs 50/- within permission from Distt. Marriage Registrar
d)	Registration after 1 year	Fee Rs 50/- and permission from first 1 st class Magistrate
e)	Marriage Certificate fee	Rs. 400/- issued after registration

F. NOC for Water connection and Electricity Connection

a)	Water/Electricity Connection	Fee Rs 250/-
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H. Public Authority under the right to information Act, 2005

1	Public information officer	The Executive Officer Municipal Council Parwanoo
2	Assistant Public Information Officer	Junior Engineer, Municipal Council Parwanoo
3	Appellant Authority	Sub Divisional Officer Solun