

**PUBLIC INFORMATION SERVICE**

**TOWN PANCHAYATS**

**GENERAL INFORMATION TO PUBLIC**

**DIRECTORATE OF TOWN PANCHAYATS**  
**KURALAGAM, CHENNAI-108.**

**TOWN PANCHAYATS ADMINISTRATION**  
**GENERAL PUBLIC INFORMATION SERVICE**  
**TOWN INFORMATION TO PUBLIC**

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## Overview on Town Panchayats Administration

### 1. Introduction

The Town Panchayats are governed by the Tamil Nadu District Municipalities Act 1920. In the year 1981, the Government vide GO. Ms. 828 Rural Development and Local Administration Department Dt.7.5.1981, constituted a separate Directorate for the Town Panchayats. At present there are 528 Town Panchayats in the State, which are classified into special, selection, first and second grade Town Panchayats, based on their income criteria.

Many Town Panchayats are of tourist, pilgrimage and heritage importance. As per 2011 census, the total population living in Town Panchayats is 80,90,847 accounting for 11.23% of the total population of the State and 24% of the urban populations.

### 2. Administration

The Director of Town Panchayats is the Head of the Department looking after the affairs of 528 Town Panchayats under the Administrative control of the Municipal Administration and Water Supply Department. There are 17 Zonal offices in the State, headed by Assistant Directors of Town Panchayats. The District Collectors of the respective Districts are entrusted with responsibility of supervising the affairs of these local bodies.

#### **Details of Zones and Districts covered for Administration purpose**

Sl. No.	Name of zone	District covered	No. TP covered
1	<b>Kancheepuram</b>	<b>Kancheepuram</b>	<b>17</b>
2	<b>Thiruvallur</b>	<b>Thiruvallur</b>	<b>10</b>
3	<b>Vellore</b>	<b>Vellore</b>	<b>16</b>
		<b>Thiruvannamalai</b>	<b>10</b>
4	<b>Dharmapuri</b>	<b>Dharmapuri</b>	<b>10</b>
		<b>Krishnagiri</b>	<b>6</b>
5	<b>Salem</b>	<b>Salem</b>	<b>33</b>
		<b>Namakkal</b>	<b>19</b>
6	<b>Erode</b>	<b>Erode</b>	<b>42</b>
		<b>Tiruppur</b>	<b>16</b>

7	Coimbatore	Coimbatore	37
8	Udhgamandalam	The Nilgiris	11
9	Cuddalore	Cuddalore	16
		Villupuram	15
10	Thanjavur	Thanjavur	22
		Nagapattinam	8
		Thiruvarur	7
11	Thiruchirapalli	Thiruchirapalli	16
		Perambalur	4
		Ariyalur	2
		Pudukkottai	8
12	Dindugal	Dindugal	23
		Karur	11
13	Madurai	Madurai	9
		Virudhunagar	9
14	Theni	Theni	22
15	Sivaganga	Ramanathapuram	7
		Sivaganga	12
16	Tirunelveli	Tirunelveli	36
		Thoothukudi	19
17	Nagercoil	Kanyakumari	55
<b>T O T A L</b>			<b>528</b>

### 3. Classification of Town Panchayats

As per G.O.MS.No.142 Municipal Administration and Water Supply Department, (TP1) Dated.21.11.2014 the Town Panchayats are reclassified in to four grades based on their annual income as tabled below: -

[Grades of Town Panchayats as per the present Reclassification notification issued vide Tamil Nadu Government Gazette No.9 Dated.2.3.2016 (Ordinary)]

Sl. No	Grades	Average Annual Income	Minimum Population	No. of Town Panchayats (Old Staus)	No of Town Panchayats (As per Reclasiffication)
1	Special Grade	Exceeding Rs.200 lakh	5000 to 30000	12	64
2	Selection Grade	Exceeding Rs.100 lakhs but not exceeding Rs.200 lakh		222	202
3	Grade - I	Not exceeding Rs.50 lakhs but not exceeding Rs.100 lakh		214	200
4	Grade - II	Not exceeding Rs.50 lakh.		80	62
			<b>Total :</b>	<b>528</b>	<b>528</b>

#### 4. Functions of Town Panchayats

The Town Panchayats play multiple roles in rendering civic services to the Public. They provide wide range of services such as drinking water supply, street lights, and sanitation, besides solid waste management, road connectivity, drains and pavements, burial grounds and slaughter houses. Provision and maintenance of public utilities such as markets, bus stands, and community halls are also the responsibilities of the Town Panchayats. Issuance of Birth and Death Certificates, building licenses and trade licenses are the other major duties of the Town Panchayats.

#### 5. Resources of Town Panchayats

The revenue of the Town Panchayats is derived from various sources such as collection of property tax, professional tax, fees, rents, lease and user charges. The surcharges on stamp duty and the apportionment of entertainment tax are also

important sources of income. The local bodies also get substantial funding from Devolution grants from the Government and from 14<sup>th</sup> Finance Commission Grants.

## **6. Funds flow in Town Panchayats**

The total funds flow in Town Panchayats for the year 2015-16 was about Rs.2147.98 Crore. A sum of Rs. 1056.73 Crore towards SFC Devolution fund provided. Other resources include the grants from Swacch Bharat Mission, Integrated Urban Development Mission (IUDM), Tamil Nadu Urban Road Infrastructure Project (TURIP), SBGF, Solid Waste Management and NABARD Assistance.

## **7. UGGS:**

Under Ground Sewerage System have been completed in the following 3 Town Panchayats.

- 1) Mamallapuram Town Panchayat - Kancheepuram Dist.
- 2) Orathanad Town Panchayat - Thanjavur Dist.
- 3) Thiruchendur Town Panchayat - Thoothukudi Dist.

UGGS - Work In progress :

1. Sriperumbudur Town Panchayat - Kancheepuram Dist.
2. Thirumazhisai Town Panchayat - Thiruvallur Dist.
3. Ulundurpet Town Panchayat - Villupuram Dist.
4. Velankanni Town Panchayat - Nagapattinam Dist.
5. Palanichettipatti Town Panchayat - Theni Dist.

## **8. Powers of authorities**

The Director of Town Panchayats is the Inspector of Town Panchayats as per Tamil Nadu District Municipalities Act, 1920. For the effective and speedy implementation of the schemes, the Government have enhanced the financial powers of the authorities for according administrative sanction for various scheme works, thereby delegating more powers to the implementing authorities and local bodies. The Administrative powers of the Director of Town Panchayats, District

Collectors, Assistant Directors as well as the Technical sanction powers of Superintending Engineer, Executive Engineer, Assistant Executive Engineers have been considerably enhanced.

## **9. Administrative set up**

### I. State level

The Secretary to Government Municipal Administration and Water Supply Department is in charge of Town Panchayats, as Administrative head at Secretariat and the Director of Town Panchayats is the Head of Department (HOD) at State level and he is also Inspector of Town Panchayats, to review and monitor the activities relating to the development programmes implemented through Town Panchayats.

### II. District Level / Zone level

The Collectors are the administrative head of Town Panchayat Administration at the District Level and he is assisted by a Zonal Assistant Director of Town Panchayats.

### III. Town Panchayats Level

Executive Officer of the Town Panchayat is the Executive authority of the Town Panchayat. He is authorized to sign all cheques for payment from Panchayat fund and other funds. He is assisted by Head Clerk, Junior Assistant, Bill Collector, Typist for the maintenance of records, Collection of taxes, maintenance of assets and in ensuring the publicity and propaganda and in implementation of Government Programmes.

## **10. Functions of Town Panchayats**

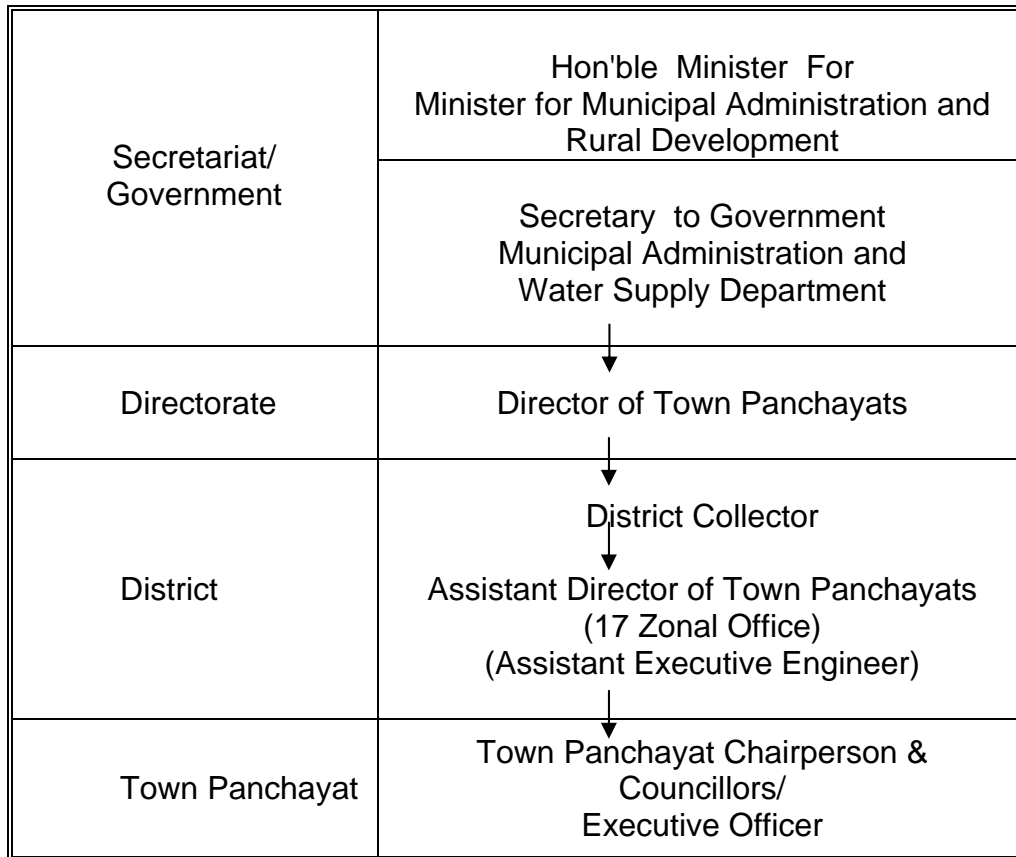
The Town Panchayats are responsible in delivery of the following civic services:

- Providing Basic Amenities
  - Roads
  - Street Lights
  - Water Supply
  - Public Health
  - Drainage

- Granting of Building Licenses
- Levying of Taxes
  - Property Tax
  - Vacant Land Tax
  - Profession Tax
  - Non Tax
  - Water Charges
- Issuing Birth & Death Certificates
- Issuing Dangerous & Offensive Trade Licenses
- Implementation of State / Central Schemes



## 10. Organizational structure of Town Panchayats



## 11. Welfare Schemes in Town Panchayats

- Green Houses for economically weaker section
- Swatchh bhara mission
- Swarna Jayanthi Sahari Rozgar Yojana (SJSRY)
- Solid Waste Management
- Septage Management
- Eradication of Open Defecation

## CITIZEN CHARTER

Sl. No.	Item	Time limit
1	Replacement of House service connection meter	15 Days
2	Complaints against the leakage of water in Main pipe line	7 Days
3	Complaints related to water pollution and impurity	10 Days
4	Rectification of interruption on potable water supply , water supply repair etc	7 Days
5	India Mark II Hand Pump and borewell pump repair	7 days
6	New Water Supply connection information of Registration Number and seniority for new house service connection/rejection	7 days
7	For Individual house having built area less than 200 Sq.m	30 days
8	Other Buildings	45 days
9	Water Supply through Tanker Lorry for marriage function/festivals	3 to 15 days
10	Blockage in sewerage main pipe line	7 days
11	Blockage in household sewerage	3 days
12	Overflow of sewerage	7 days
13	Replacement /repair of corroded sewerage pipe line	30 days
14	Building License-approval/rejection	15 days
15	Issue of Building License	3 days
16	New Trade License( Field Inspection)	30 days
17	New Trade License(Issue of certificate /rejection)	45 days
18	Renewal of Trade License	45 days
19	Name Transfer	15 days
20	New Tax Assessment	20 days
21	Birth and Death Certificates	7 days
22	Layout approval	Proposal will be forwarded to concerned CPA/RDD of Town and Country Planning within the period of 15 days from the date of receipt of application
23	Garbage and dead animal removal	Garbage daily. Dead animals at once.
24	Building material removal	Depending upon the over dues of debts and liquidities but less than 7 days
25	Community Toilets Blocks	3 Days

### **WATER SUPPLY HOUSE SERVICE CONNECTIONS**

As per the Tamil Nadu District Municipalities Act, 1920, the Town Panchayat Executive Officer may at his discretion on application by the owner or by the occupier of any building arrange to supply water through House Service Connections. If the rental value of the property is more than Rs.200/- and if supply can be provided for a distribution main not more than 100 feet distance from any part of such building, it is compulsory on the part of the owner or occupier to take a house service connection. The cost of making the connection and the cost or hire charges of water meters shall be borne by the owner or applicant.

Each Town Panchayat has framed a separate water supply bye-law for adoption by the consumer incorporating various terms and conditions. The total number of house service connections in a Town Panchayat area is restricted to the sanctioned capacity of water supply scheme in force in a Town Panchayat.

Procedure for application: The owner or occupier may apply for the house service connection in the prescribed form. The application should be enclosed with the following documents.

1. Application in the prescribed format
2. line sketch and estimate indicating the distribution main location of the house, including the tap point and water meter.
3. Challan remitting the charges and deposits prescribed by the concerned Town Panchayat in the respective Office.
4. Property tax receipt for the proceeding half year.
5. Agreement duly signed (Agreement format available in the application.)

Model application form is enclosed in Annexure I & II .

**ANNEXURE- I**  
**APPLICATION FOR SUPPLY OF WATER**

The Executive Officer.

..... Town Panchayat.

Date of Receipt:

Sl.No.:

Requested to contact

on:

I,..... Owner/Occupier of the under noted building hereby request that you will arrange to supply me with water for domestic/non domestic purposes in house No..... Street. The domestic/non-domestic purpose referred to is..... and the quantity of water likely to be consumed for such purpose is ..... liters per day I agree to pay charges at the rates specified in this bylaws. I further undertake to pay the meter rent and for maintenance charges as fixed in the bylaws. In the event of my desiring to terminate water supply arrangement herein provided for I undertake to give a month's notice in writing to the Executive Authority to that effect.

Encl:

Signature of the Owner/ Occupier of the premises.

Address:

-----  
**ACKNOWLEDGEMENT.**

Office of the Town Panchayat,

Sl.No.      Date:

Received the application for supply of water from Thiru..... He is requested to contact the Executive Officer regarding the disposal of application on.....(after 30 days) You are assigned seniority No..... as per register maintained for this purpose.

Executive Officer, Town Panchayat.

**ANNEXURE - II**

Application for a new house-connection or for transferring, Metering, extensions, alterations and repairs to an existing house connections as per by-law framed under section 306(3) of the Tamil Nadu District Municipalities Act 1920

Date:

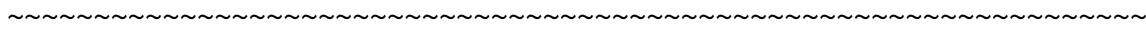
To  
The Executive Officer,  
.....Town Panchayat.

Sir,  
I am to give you notice that I intend to effect (1) a new water supply house service connection or (2) Transferring metering extensions, alterations and repairs to the existing connection in house No.....in.....Street.

In accordance with the by-law framed, I forward herewith the estimate of the work to be done and its cost.

I request that permission be accorded for executing the work.

Signature of the Owner.  
Address.



**ACKNOWLEDGEMENT.**

Office of the Town Panchayat,  
.....  
Sl.No.      Date.

Received the application for supply of water from Thiru..... He is requested to contact the Executive Officer regarding the disposal of application on.....(after 30 days) He is assigned seniority No..... as per register maintained for this purpose.

Executive Officer,  
..... Town Panchayat.

### LICENCE FOR BUILDING PLAN

1.Procedure: If an applicant has an approved plot within Town Panchayat limit he can apply for licence for construction of building from the Town Panchayat. The application for licences shall be in the form as in Annexure III or IV whichever is applicable.

The application should accompany the following documents.

I. Site Plan

II. Building Plan with section and elevation with foundation, door, window, septic tank etc., details indicated in the plan.

III. Plan showing the disposal of waste.

IV. Copy of document for ownership of land.

V. Copy of estimate.

To assist the applicant in the preparation of plan according to specifications, the Town Panchayat has licensed private building surveyors who are qualified for preparation of plans and estimates on payment of charges.

The application may also be submitted by a person who has a registered power of attorney from the owner.

**Presentation:** The application duly filled in and the Plan duly signed shall be presented at the Town Panchayat Office. The licence fees payable as per schedule of rates notified by the concerned Town Panchayat shall be paid in the Town Panchayat Office. The record of receipt of payment will be made in application besides giving the applicant, the receipt for payment.

If the plot lies in a scheme, area development charges as notified by the local authority have also to be paid. Proof of payment as the case may be, has to be enclosed with the application. The licensed private building surveyor will guide the applicant on these matters.

After completion of these formalities, the application shall be presented in the Town Panchayat Office and acknowledgement obtained.

### ANNEXURE III

.....Town Panchayat

**Planning Permission**

**APPLICATION UNDER SECTION 49 OF THE TAMIL NADU TOWN AND  
COUNTRY PLANNING ACT 1971 FOR OBTAINING PERMISSION FOR  
DEVELOPMENT OF LANDS/BUILDING**

From

Name of the owner or the applicant

Address

To

The.....Planning Authority,

Planning area.

Dated:

Sir,

I/We intend to develop land and/or to construct/reconstruct /make alterations or addition to a building in Town/Revenue Survey No. Door No. Extent Street or road name in the ward or Division and in accordance with the provisions under section 49 of Tamil Nadu Town and Country Planning Act 1971. I forward herewith in Triplicate-

(a) a layout plan or site plan or site plan of the land, proposed to be developed and/or on which the building is to be constructed/reconstructed/alterd or added showing the following particulars:-

1. the correct boundaries of the land for which the layout is prepared;
2. the position and dimensions of the individual building sites with their extent;
3. the extent, survey numbers and the position of the lands in relation to neighboring streets and lanes with information as to their respective names or numbers and widths and whether they are public or private;

4. the principal and secondary means of access from the existing streets to the site or sites for building construction which I/We intend to provide;
5. the direction, Intended level and width of such street access and lane with sections:
6. the proposed street alignment and building lines for the existing and new streets to be formed;
7. the width of carriage way and street margins intended to be left and the arrangement to be made for leveling, paving, metal ling, flagging, channeling, sewer ling, draining, lighting the street and lanes and the period within which the works will be executed;
8. the purpose for which each site is to be used; and
9. the reservations proposed for common amenities and facilities.

(b)A plan or plans of the building showing a ground plan, plan of each floor and elevations and drawn to a scale of 1 centimeter to one meter (or any other scale permitted by appropriate planning authority) and the character of utilisation of the building, whether pucca buildings or huts residential buildings or shops , business premises, warehouses, theatres, religious buildings, factories, public buildings or any other buildings meant for particular uses.

(c)A key plan indicating the site in question in relation to surrounding area.

I/We request that the development proposed may be approved and that permission may be accorded.

**SIGNATURE OF THE OWNER OF THE LAND &  
BUILDING OR THE APPLICANT**

Signature of the licensed builders,  
Chartered Surveyor, Architect or Engineer.

**CONDITIONS**

1. I/We agree not to proceed with the development of my property until permission is issued by the appropriate Planning Authority.



2. I/We agree not to do any work otherwise than in accordance with the plan approved by the appropriate Planning Authority.

3. I/We agree to furnish any further information which has not already been given whenever the appropriate Planning Authority, requires and provide such particulars to satisfy that there are no objections that may lawfully be taken for the grant of permission.

4. I/We agree to keep one of the approved plans at the site of the development at all times when the work is in progress and also agree to see that such plans are available at all times for the inspection of the appropriate Planning Authority or any Officer authorised by him in that behalf.

5. I/We agree not to start execution of work unless/I/We have obtained permit for laying out roads or building permit under the Corporation/Tamil Nadu District Municipalities Act, 1920/Tamil Nadu Panchayat Act, 1958 or any other Act regulating such development or construction as the case may be from the concerned Local authority.

SIGNATURE OF THE OWNER OF THE  
LAND AND BUILDING OR THE APPLICANT.

~~~~~  
**ACKNOWLEDGEMENT.**

Office of the Town Panchayat,  
Sl.No.      Date.

Application under Section 49 of the Tamil Nadu Town and Country Planning Act, for development of lands/buildings from Thiru..... requiring permission has been received. He is informed to contact the Executive Officer for further action on this application on .....(after 20 days). His application has been registered as Sl.No.....in the register maintained for this purpose.

Executive Officer,  
.....Town Panchayat

**ANNEXURE IV**

SL.NO.

.....Town Panchayat

**APPLICATION FORM FOR RENEWAL OF BUILDING LICENCE**

From

Thiru. ....  
 No..... Street,]  
 Ward No.....

To

The Executive Officer,  
 .....Town Panchayat.

Sir,

Sub: Building.....Town Panchayat-Sanction of building licence  
 for the construction of building at S.F.No.....St.....  
 renewal of licence – requested -regarding.

Ref: Proceedings of the Town Panchayat,..... Town Panchayat  
 B.A.No.....Dt.....

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With reference to the building licence issued by the Town Panchayat in the reference cited, the construction work, owned to me/us has not yet been commenced/completed. The work is executed upto Foundation/Lintel/Roof level.....floor level.

Hence I/We request you to kindly renew the building licence for a further period of one year From.....To..... . The copy of Building licence is enclosed. I shall arrange to pay the relevant licence fees for the same.

Encl: Copy of original licence.

Yours faithfully,

(Signature of the Applicant)

Place:

Date:

**ACKNOWLEDGEMENT.**

Office of the Town Panchayat,

Sl.No.      Date.

Received the application for renewal of building licence from Thiru..... He is requested to contact the Executive Officer regarding the disposal of application on.....(after 30 days) He is assigned seniority No..... as per register maintained for this purpose.

Executive Officer,  
 ..... Town Panchayat.

## LICENCE FOR D & O TRADES

### STATUTORY PROVISION

Every person who wants to run anyone of the trades listed out in the schedule V of section 249 of Tamilnadu District Municipalities Act, shall apply for licence for the same in the form prescribed in Annexure-V. A copy of the format is appended. Any person who runs the trade without a valid licence from the Town Panchayat is liable to be prosecuted in a Court of Law.

### PROCEDURE

An application for licence shall be sent to the Town Panchayat Office so as to reach 30 days before the commencement of the trade. Wherever installation of machineries are involved, the permission obtained from the Town Panchayat for installing the machineries shall also be enclosed with the application for licence. The consent of the owner of the premises in which the trade is proposed to be run shall be obtained. In case of combustible and inflammable materials like, timber/firewood Depots, crackers, etc., N.O.C. from Fire Service Department shall be obtained. The required fee, which is notified by each Town Panchayat shall also be paid along with the application.

Application shall be presented in the Town Panchayat Office with the following documents:-

- i) Application in the prescribed form duly filled in.
- ii) Consent of the owner of the premises for running the trade.
- iii) Permission obtained from the Town Panchayat for installation of machineries, if any, involved.
- iv) Receipt for remitting the prescribed fee in Town Panchayat Office

The application shall be presented before 30 days of the intended date of commencing the trade to the Town Panchayat office and acknowledgement obtained.

### FEE

Each Town Panchayat Council approves the rates of licence fees for different trades. Separate fee structure is prescribed for each trade. The notification prescribing the rates is available in the Town Panchayat Office and this can be checked while getting the printed application form.

## ANNEXURE - V

..... Town Panchayat

Here affix  
court fee

Stamp for Rs.2/-

**APPLICATION FOR LICENCE/RENEWAL OF LICENCE TO RUN TRADE  
NOTIFIED AS DANGEROUS AND OFFENSIVE IN SCHEDULE V UNDER  
SECTION 249 OF THE TAMIL NADU DISTRICT MUNICIPALITIES ACT, 1920.**

To  
The Executive Officer,  
.....Town Panchayat,

Sir,

I request that a licence may be granted to run..... (nature of trade) from.... date in the under mentioned premises;

1. Name of the applicant;
2. Name of the father/husband
3. Age
4. Address (Door No. and name of the street)
5. Details of premises for which licence is applied for:
  - i) Door No.
  - ii) Street in which located
  - iii) Ward
- 6.a) Name of the owner/proprietor of the premises with address
- b) If the applicant is not the owner of the premises whether a letter of consent has been obtained from the owner and attached with the application to use the premises for the trade. (Note the name of trade or business. Applicant must be the owner of the trade)

..2..

7. Purpose for which the premises

is to be used/continued to be used the licence required.  
(Commercial or trade)

8. No. and date of licence of the previous year if obtained.
9. The period from.....to .....for which now licence or renewal required.
10. Monthly rent of the building/ premises.
11. No. and date of payment of licence fee:
12. The name in which the licence has to be issued.
13. Details of machineries if any installed in the premises.  
Give full details.
  - i) Order No. & date of Town Panchayat
  - ii) Resolution No. & Date of Town Panchayat

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S.No.	Details of prime movers with horse power	Whether run by steam, oil or electricity.	Details of production machinery run by the prime mover	Date of Installation or functioning	Order No.& Date in which installation was originally permitted by the Town Pt.

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I agree to abide by the rules and regulations of the Town Panchayat and Government to run the trade.

Place:

Date:

Signature of Applicant

### **ACKNOWLEDGEMENT**

Received application from Thiru.....for licence/renewal of licence to conduct trade business in this office on... ..... He is informed to contact the Executive Officer on .....(after 10 days) regarding this application. His application has been registered as Sl.No..... in the register maintained for this purpose.

Executive Officer,  
..... Town Panchayat.

## **LICENCE UNDER PREVENTION OF FOOD ADULTERATION ACT**

### **STATUTORY PROVISION**

Under the Prevention of Food Adulteration Act, 1954 (Central Act) every person engaged in the trade of Food Commodities shall apply for a licence in the prescribed form. A copy of the format is appended.

The prescribed fees are available in the schedule of rates notified by the Town Panchayat. No trade on food commodity can be conducted without a licence under Prevention of Food Adulteration Act and this licence is in addition to the licence under D & O trades.

The procedure are as prescribed for licence under D & O Trades.

For belated renewal application along with the prescribed fees, 50% penalty is levied as against 25% in the case of D & O Licence.

**ANNEXURE VI**

FORM -A  
(See Rule 14)

..... Town Panchayat Here affix Court  
fee stamp for  
Rs.2/-

**APPLICATION UNDER THE PREVENTION OF  
FOOD ADULTERATION ACT, 1954  
FOR MANUFACTURE FOR SALE, STORAGE, DISTRIBUTE OR  
SALE OR TO SELL BY HAWKING**

To  
The Executive Officer,  
.....Town Panchayat

Sir,

1) I/We ..... residing at Door No.....Street in ..... Town Panchayat request that a licence/to renew the licence No.....valid till 31.3. be granted to me/us to manufacture for sale, storage, distribute or sale or to sell by hawking.

2) I/We intend to conduct to continue the trade in Door No..... Street.....in  
.....Town Panchayat.

Description of building to be used

- a) Hut, brick built, cement concrete?
- b) No.of rooms used
- c) Dimension(length and breadth)
- d) Whether fulfilled the provisions of public health etc.

3) I/We have enclosed the receipt for the payment of Rs.....  
(Rupees.....)towards licence/renewal fees. Annual income from the business is Rs.....

Place:

Date:

Signature of applicant.



Received Rs.....(Rupees.....only) from Tmt/Thiru.....Thiru.....  
for manufacture for sale, storage, distribute or sale or to sell by hawking in.... No.....  
Street towards licence fees on.....

Signature of  
Clerk

Signature of  
Executive Officer.

**ACKNOWLEDGEMENT**

.....Town Panchayat

Date.....

Sl.No.

Application for a licence under the Prevention of Food Adulteration Act to  
manufacture for sale, distribute or sale or by hawking has been received from  
Thiru.....in this office on ..... He is informed to contact the Executive officer,  
regarding this application on.....(after 10 days). His application has been registered as  
Sl.No.....in the register maintained for this purpose.

Executive Officer,  
..... Town Panchayat.

## **BIRTH AND DEATH CERTIFICATE**

### **STATUTORY PROVISION:**

Every birth shall be registered within 14 days and every death shall be registered within 7 days with the Town Panchayat.

Any person who wants to register a birth or a death shall inform the Town Panchayat Office in the form prescribed in Annexure-V along with a certificate from the person or Medical Institution, who conducted delivery in the case of birth and from the Medical Officer who treated the patient in the case of death.

Beyond the prescribed time limit, if a registration is done, it is accepted with a payment of penalty upto a period of one year. If a registration is to be done beyond a period of one year, it will be registered only on receipt of Judicial order from a Magistrate and with penalty.

### **EXTRACT FROM BIRTH/DEATH REGISTER**

On registration one copy of an extract of Birth/Death Register will be given to the party, free of cost. If a certificate of Birth/Death is required at a later date from the Town Panchayat, an application in the prescribed format (Copy of format enclosed in Appendix) furnishing the information required in the format like name of the child, father's name, mother's name, date and place of birth, etc., in the case of birth certificate and name of the person, father's /husband's name, date and place of death, etc., in the case of Death Certificate shall be furnished.

### **PRESENTATION:**

The application shall be presented in the Town Panchayat office and acknowledgement obtained.

**FEES:**

Along with the application, the following fee shall be remitted in Town Panchayat Office.

- |   |         |
|---|---------|
| a) Search for a single entry in the first year for which the search is made     | : Rs.2  |
| b) For every additional year for which search is continued                      | : Rs.2  |
| c) For granting extract relating to each birth or death                         | : Rs.5  |
| d) For granting non availability certificates of birth or death                 | : Rs.2  |
| e) For entering the name of child after 12 months from the date of registration | : Rs.5  |
| f) For delayed registration within one month                                    | : Rs.2  |
| g) Beyond one month and within one year   | : Rs.5  |
| h) Beyond one year (with the order of Magistrate)                               | : Rs.10 |

A Court fee stamp of Rs.2/- shall be fixed in the application form.

**TIME CEILING:**

An extract of Birth/Death Register will be given to the applicant, who has furnished full information within 3 days.

**ANNEXURE VII**

..... TOWN PANCHAYAT

**APPLICATION FOR ISSUE OF BIRTH CERTIFICATE**

From

Thiru/Tmt.

To

The Executive Officer,

.....Town Panchayat

Sir,

Sub:- Application for birth certificate

---

I request that ..... copy/copies of certificate of birth of the male/female baby, the details of which are given below may be issued.

1. Name of the child : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Sex : \_\_\_\_\_
4. Name of the Father : \_\_\_\_\_
5. Name of the Mother : \_\_\_\_\_
6. Place of birth, Hospital,  
House with address : \_\_\_\_\_
7. Residential address at the  
time of delivery of the baby : \_\_\_\_\_
8. Purpose for which the  
certificate is required : \_\_\_\_\_
9. Relationship of the applicant  
to the child : \_\_\_\_\_

10.Details of fees paid : Amount Rs.  
Receipt No. date.

Place:

Date:

Note: Register the name of the child and get the certificate with the name of the baby

Signature of Applicant

### **ACKNOWLEDGEMENT**

.....Town Pt.

Sl.No.... Date.....

The application for birth certificate from Thiru..... has been received on ..... He is informed to contact the Executive Officer regarding the application on..... (after 10 days). His application has been registered as Sl.No.....in the register maintained for this purpose.

Executive Officer,  
.....Town Panchayat



7. Relationship of the applicant with the deceased

8. Particulars of remittance of fees:

Amount Rs.  
Receipt No..... Date...

Place:

Date:

Signature of Applicant

### **ACKNOWLEDGEMENT**

The application for death certificate from Thiru..... has been received on ..... in this office. He is informed to contact the Executive Officer regarding this application on ..... (after 10 days). His application has been registered as Sl.No..... in the register maintained for this purpose.

Executive Officer,  
..... Town Panchayat.

**NAME TRANSFER ORDERS FOR TITLES IN RESPECT OF PROPERTY TAX  
ASSESSMENT AND WATER SUPPLY/HOUSE SERVICE CONNECTION.**

**RULES:**

In the Town Panchayat records, the name of the house owner/occupier is registered to enable collection of property tax, user charges for water supply etc.,

**HOW TO APPLY:**

An application in the prescribed format shall be presented to the Town Panchayat Office with the following documents.

i) Certified copy of registered document in respect of the property for which name transfer is applied.

ii) Copy of property tax receipt/water charges receipt.

iii) Proof of payment of the prescribed fees in the office of Town Panchayat.

In the case of transfer of names in respect of water supply connection, the application will be entertained only after the property tax assessment is changed to the applicant's name.

Hence for applying for change of title in respect of water supply connection, a copy of the order, changing the property tax assessment in the applicant's name shall also be enclosed.



**ANNEXURE IX****APPLICATION FOR TRANSFER OF OWNERSHIP (OR) REGISTER OF NAME  
IN THE REGISTER OF ASSESSMENT.**

Here affix Court  
fee stamp for Rs.2/-

From  
Thiru/Tmt.

To  
The Executive Officer,  
.....Town Panchayat,

Sir,

The name of the ownership of property in Col.5 the details of which are given below has to be transferred to Thiru.....under Sec.88 of the T.N. District Municipalities Act, 1920. Necessary entries may be made in your office records in this regard.

1. Name of the Street and door No.  
where the property is situated
2. Town Panchayat Ward No. where  
the property situates
3. Boundary of the property  
In the North  
In the East  
In the South  
In the West
4. Nature of transfer(Sale/partition/  
will/gift/hereditary)
5. Amount for which sold
6. Name of the present owner
7. Name of the previous owner of

the building/land

8. a) document No. and date of registration in the Registrar's office  
 b) No. and date of legal heir certificate issued by the Tahsildar

9. Details of payment of property tax water charges and other arrears

Signature of the Transferor  
 Address

Signature of the Transferee  
 Address

**ACKNOWLEDGEMENT**

..... Town Panchayat  
 Sl.No..... Date.....

Received application for transfer of ownership of property from Thiru.....  
 He is informed to contact the Executive Officer regarding this application on.....(after 10 days). The application has been registered as Sl.No.....in the register maintained for this purpose.

Executive Officer,  
 .....Town Panchayat

## **Rules, Regulations, Instructions, Manual and Records, for Discharging Functions**

- The Tamil Nadu Town Panchayats Establishment Rules-1988 (G.O.Ms.No: 205 89 Rural Development Department Dated 23.3.89)
- Tamil Nadu Town Panchayats Subordinates Service Special Rules (G.O.Ms.No. 270 Rural Development Department Dated 4.4.90)
- Service Rules for Tamil Nadu Sanitary Inspectors of Town Panchayats (G.O.Ms.No.1420 Rural Development & Local Administration Department Dated 16.9.82)
- Tamil Nadu State and Subordinate Service Rules (General Rules)
- Tamil Nadu Basic Service Rules
- Tamil Nadu Ministerial Service Rules
- Tamil Nadu Government Servant Conduct Rules, 1973
- Fundamental Rules & Tamil Nadu Leave Rules
- Tamil Nadu Traveling Allowance Rules
- Tamil Nadu Pension Rules
- Tamil Nadu Civil Service (D. & A.) Rules, 1955
- Tamil Nadu Government Office Manual (D.O.M.)
- Tamil Nadu District Municipalities Act 1920 and Rules issued thereon.
- Tamil Nadu Panchayat Act 1994
- Budget Manual
- Tamil Nadu Treasury Code
- Tamil Nadu Financial Code
- Schemes guidelines (Central Schemes & State Schemes)
- Tamil Nadu Town and Country Planning Act 1971
- Solid Waste Management & Handling Rules 2000
- Development Control Rules (CMDA)

**Zonal Officers Contact details**

Sl. No	Zone	Name of the ADTP (Thiru/ Tmt.)	Office Phone Number		CUG Number
1	Kancheepuram	S.Kannan	044	27237710	8883100126
2	Thiruvallur	M.Senthilkumar	044	27665953	8883100127
3	Vellore	J.Thirugnanam	0416	2253647 2252122	8883100128
4	Dharmapuri	D.Maria Elsy	04342	230849	8883100129
5	Salem	P.Mohan, (I/c)	0427	2413184	8883100130
6	Erode	R.Periaswamy	0424	2265492	8883100131
7	Coimbatore	P.Ganesharam	0422	2301210	8883100132
8	Udhagamandalam	P.Rajagopal	0423	2442582	8883100133
9	Cuddalore	T.Jeejabai	04142	294542	8883100134
10	Thanjavur	R.Elangovan	04362	234247	8883100135
11	Trichy	M.K.Sathish	0431	465956	8883100136
12	Dindigul	M.Rajendran	0451	2460090	8883100137
13	Theni	S.Sethuraman	04546	265535	8883100120
14	Madurai	N.Vijayalakshmi	0452	2530564	8883100138
15	Sivagangai	P.Balamurugan	04575	243046	8883100139
16	Tirunelveli	M.Mahin Abubekhar	0462	2554809 2554350	8883100140
17	Nagercoil	R.Muthukumar	04652	279400	8883100141

Particulars of the facilities available to citizens for obtaining information

➤ Web sites

- Directorate website : [www.tn.gov.in/dtp](http://www.tn.gov.in/dtp)
- E-Tenders : [www.tenders.tn.gov.in](http://www.tenders.tn.gov.in)

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