

**Chapter 4 - Section 4 (1)(b)(iv) of the Right to Information Act, 2005**

**Norms set for the discharge of functions**

**The details of the norms/standards set by the Village Panchayat for the execution of Services, Certificates or Schemes:**

| Sr. No.   | Type of Service or Scheme  | Time limit<br>(Mention as per the Act / circular / recent instructions) |
|---|--|---|
| <b>A. Licenses / Permissions issued by the Village Panchayat</b>      |  |   |
| 1   | Grant of License for Construction/ Reconstruction of any structure   | One Month   |
| 2   | Permission for Repairs of House or Structure   | One Month   |
| 3   | License for hotels, shops, restaurants, eating houses, coffee houses, sweet meat shops, bakeries, Boards, etc. | One Month   |
| 4   | Permission for the construction of factories/ Installation of Machinery  | One Month   |
| 5   | License for using any place for Trade, Business or Industry  | One Month   |
| 6   | License for places for disposal of Dead Bodies   | One Month   |
| 7   | Licensing of Shops   | One Month   |
| <b>B. Certificates issued by the Village Panchayat</b>                |  |   |
| 1   | Income Certificate   | One week  |
| 2   | Birth / Death Certificate  | One Day   |
| 3   | Occupancy Certificate:   | One Month   |
| 4   | No Dues Certificate  | One week  |
| 5   | Non-availability of Birth or Death Certificate   | One Day   |
| <b>The Sarpanch to issue certificates at the request of the party</b> |  |   |

## Proactive Disclosure Manual under the Right to Information Act, 2005

|  |  |           |
|--|--|-----------|
| 6  | Residence Certificate                    | One week  |
| 7  | Character Certificate                    | One week  |
| 8  | Dependency Certificate                   | One week  |
| 9  | Poverty Certificate                      | One week  |
| 10   | Divergence Certificate                   | One week  |
| 11   | Bonafide Fisherman Certificate           | One week  |
| 12   | Occupation Certificate                   | One week  |
| <b>C. No Objection Certificates (NOCs) issued by the Village Panchayat</b> |  |           |
| 1  | NOC for Water Connection                 | 20 days   |
| 2  | NOC for Electricity Connection           | 20 days   |
| 3  | NOC for running General Stores           | 20 days   |
| 4  | NOC for running a Bar/ Liquor shop       | 20 days   |
| 5  | NOC for running Establishment            | 20 days   |
| <b>D. Other Services</b>   |  |           |
| 1  | Correction in Births and Deaths Records  | One month |
| 2  | Issue of certified copies of Resolutions | 15 days   |
| 3  | Issue of Information under RTI Act, 2005 | One month |