

CITIZAN CHARTER

FOR THE INFORMATION OF GENERAL PUBLIC OF DALHOUSIE TOWN

C-TAXES

1. Municipal Council Dalhousie is charging House Tax @ 12.5% of Annual ratable value of all the land & Building in Municipal Area.
2. Annual ratable Value is determined and finalized after service of proposed assessment notice to the individual owners/occupiers.
3. Public Notice is also given to the assessee before adopting the assessment list for the next year.
4. The Assessee at liberty to file an objection with the Municipality against proposed assessment notice within one month.
5. Every objection against assessment or Amendment of assessment is heard after affording reasonable opportunities of being heard.

BILLING

a)	Issue of Bill	ANNUALY
b)	Deposit of Bill	With in 10 days from the date of issue of bill
c)	Mode of Payment	In Cash or By Cheque.

A REBATE ON THE CURRENT YEAR TAX AMOUNT @20% WILL BE ALLOWED IN THE AMOUNT SHOWN IN THE BILL PAID WITHIN 10 DAYS THEREAFTER 10% SURCHARGE IS LEVIABLE.

SANITATION & SOLID WASTE MANAGEMENT

a)	Cleaning of roads and Public Places	Everyday
b)	Collection and removal of garbage from Municipal Rubbish bins	Every day
c)	Collection & Removal of Garbage on receipt of non Lifting	Within 24 Hours
d)	Removal of Carcess	Within 12 Hours

BIRTH & DEATH REGISTRATION

a)	Registration from 1 to 21 days after birth/death	Free in Municipality Office
b)	Registration from 21 to 30 days after birth/death	Late Rs.1/- in Municipality Office
c)	Registration from 1month to 1 Years after birth/death	Late feeRs.3/-with an affidavit of Rs 3/- in Municipality Office.
d)	Registration After 1 Year after birth /Death	Late fee Rs. 5/- with Ist class Magistrate order on stamp paper worth Rs. 3/- in Municipality Office.

BUILDING PLANS

a)	Availability of application	On any working Day between 11:00Am to 2:00PM
b)	Submission of Building Plan	On any working Day between 11:00Am to 2:00PM
c)	Acknowledgement	On the spot Diariesd and receipt is given.
d)	Deposit of fee/other charges	On any working Day between 11:00Am to 2:00PM

e)	Communication of Deficiencies	Within 30 days.
f)	Final disposal of building Plan if completed in all respect.	Two Months

**Executive Officer
Municipal Council,
Dalhousie.**