



सत्यमेव जयते

**GOVERNMENT OF PUDUCHERRY**  
**LOCAL ADMINISTRATION DEPARTMENT**

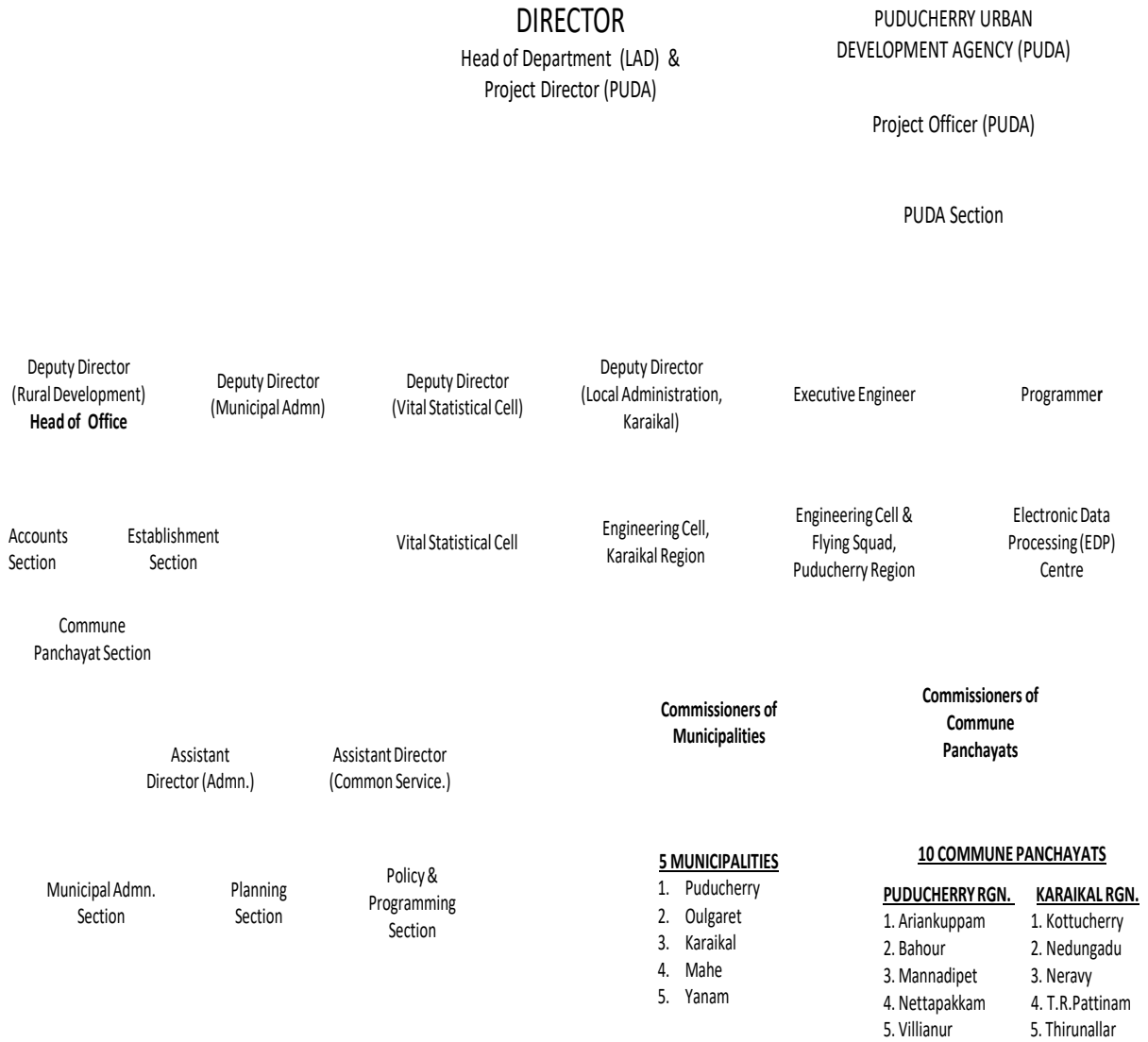
**Citizens'**  
**Charter**  
**2018**

No. 16, Suffren Street,  
Pondicherry - 605 001.  
Phone No.: 0413- 2336469  
Website: [lad.py.gov.in](http://lad.py.gov.in)  
Email: [lad.pon@nic.in](mailto:lad.pon@nic.in)

## INDEX

Sl. No.	DESCRIPTION	Page No.
1.	ORGANISATION CHART	1
2.	LIST OF OFFICERS IN THE DIRECTORATE, CONTACT NUMBERS AND SUBJECTS/ SECTIONS ASSIGNED	2
3.	LIST OF MUNICIPALITIES, COMMISSIONERS AND CONTACT NUMBERS	3
4.	LIST OF COMMUNE PANCHAYATS, COMMISSIONERS AND CONTACT NUMBERS	4
5.	STATUTES GOVERNING THE MUNICIPALITIES AND PANCHAYATS	5
6.	BIRTHS AND DEATHS REGISTRATION AND ISSUE OF CERTIFICATES UNDER THE REGISTRATION OF BIRTHS AND DEATHS ACT, 1969 AND THE PUDUCHERRY REGISTRATION OF BIRTHS AND DEATHS RULES, 1999	6 - 8
7.	KNOW ABOUT PROPERTY TAX (LEVIED BY MUNICIPALITIES)	9 – 10
8.	KNOW ABOUT HOUSE TAX (LEVIED BY PANCHAYATS)	11 – 12
9.	KNOW ABOUT PROFESSION TAX (LEVIED BY MUNICIPALITIES & PANCHAYATS)	13
10.	HOW TO OBTAIN LICENCE AND PERMISSIONS FOR TRADES & INDUSTRIES	14
11.	TIME LIMIT FOR RESPONDING TO THE REQUEST FOR PROVIDING VARIOUS SERVICES BY THE LOCAL BODIES TO THE PUBLIC	15 - 17
12.	LIST OF PUBLIC INFORMATION OFFICERS, FIRST APPELLATE AUTHORITY & SECOND APPELLATE AUTHORITY UNDER THE RIGHT TO INFORMATION ACT, 2005	18

**1. ORGANISATION CHART**



**2. LIST OF OFFICERS IN THE DIRECTORATE, CONTACT NUMBERS**  
**AND SUBJECTS/ SECTIONS ASSIGNED**

Sl. No.	Authorities/ Officers	Subjects / Sections	Phone No.
			Office
(1)	(2)	(3)	(4)
1.	Director	Head of the Department	0413-2336469
2.	Executive Engineer	Technical Sanction for estimates and Supervision of civil works executed by the Commune Panchayats in Pondicherry region	0413-2336084
3.	Deputy Director (Municipal Administration)	Municipal Administration Section, Policy & Programme Section & Planning Section	0413-2334017
4.	Deputy Director (Rural Development)	Panchayat Section, Accounts Section & Establishment Section	0413-2334017
5.	Deputy Director (Vital Statistics)	Vital Statistics Section (Registration of Births and Deaths)	0413-2334017
6.	Deputy Director Karaikal	Supervision of Karaikal Municipality and Panchayats in Karaikal region	04368-222427

**3. LIST OF MUNICIPALITIES, COMMISSIONERS AND CONTACT NUMBERS**

Sl. No.	Authorities/ Officers	Phone No.		E-mail I.D.
		Office	Mobile	
(1)	(2)	(3)	(4)	(5)
1.	Commissioner, Pondicherry Municipality	0413-2334074, 0413-2336354	9443234073	comrpm.pon@nic.in
2.	Commissioner, Oulgaret Municipality	0413-2200812, 0413-2201142	9443371671	om.pon@nic.in
3.	Commissioner, Karaikal Municipality	04368-221412 04368-222477	9443384585	municipal.kkl@nic.in
4.	Commissioner, Mahe Municipality	0490- 2332233	8561054132	munc.mahe@nic.in
5.	Commissioner, Yanam Municipality	0884- 2321268, 0884- 2323035	9440610358	munci.yanam@nic.in

**4. LIST OF COMMUNE PANCHAYATS, COMMISSIONERS AND  
CONTACT NUMBERS**

Sl. No.	Authorities/ Officers	Phone No.		E-mail I.D.
		Office	Mobile	
(1)	(2)	(3)	(4)	(5)
<i>COMMUNE PANCHAYATS IN PONDICHERRY REGION</i>				
1.	Commissioner, Ariyankuppam Commune Panchayat	0413-2600711, 0413-2601376	9443389739	acp.pon@nic.in
2.	Commissioner, Bahour Commune Panchayat	0413-2633438	9443363376	bcp.pon@nic.in
3.	Commissioner, Mannadipet Commune Panchayat	0413-2640161	9443364016	mcp.pon@nic.in
4.	Commissioner, Nettapakkam Commune Panchayat	0413-2699108	9443369198	ncp.pon@nic.in
5.	Commissioner, Villanur Commune Panchayat	0413-2666326, 0413-2660401	9443353282	vcp.pon@nic.in
<i>COMMUNE PANCHAYATS IN KARAIKAL REGION</i>				
6.	Commissioner, Kottucherry Commune Panchayat	04368-265451	9443365451	ktycp.kkl@nic.in
7.	Commissioner, Nedungadu Commune Panchayat	04368-261282	9443361282	nedcp.kkl@nic.in
8.	Commissioner, Neravy Commune Panchayat	04368-238584	9443338584	nrycp.kkl@nic.in
9.	Commissioner, Thirunallar Commune Panchayat	04368-236630	9443376630	trncp.kkl@nic.in
10.	Commissioner, T.R.Pattinam Commune Panchayat	04368-233479	9443364961	comtrpcp.kkl@nic.in

**5. STATUTES GOVERNING THE MUNICIPALITIES AND PANCHAYATS**

1. The Puducherry Municipalities Act, 1973 and the Rules made there under.
2. The Puducherry Village and Commune Panchayats Act, 1973 and the Rules made there under.
3. Registration of Births and Deaths Act, 1969 and the Puducherry Registration of Birth and Death Rules, 1999.
4. The Puducherry District Planning Committee Act, 1994 and the Rules made there under.
5. Solid waste Management Rules, 2016 and Bye-laws for "Levy of collection charges for removal of solid waste from Residential and Non-Residential premises, 2017, notified by the Municipalities.
6. Decree of 1888, the French Legislation for Marriages.

**6. BIRTHS AND DEATHS REGISTRATION AND ISSUE OF CERTIFICATES UNDER THE  
REGISTRATION OF BIRTHS AND DEATHS ACT, 1969 AND  
THE PUDUCHERRY REGISTRATION OF BIRTHS AND DEATHS RULES, 1999**

**1. Authorities :**

(1) Chief Registrar	....	Director, Local Administration Department
(2) District Registrar	....	Dy. Director (Municipal Administration) Local Administration Department.
(3) Addl. District Registrar	....	Dy. Director (Vital Statistics) Local Administration Department
(4) Registrar/Sub-Registrar of Municipalities	....	Commissioner/Registrar/Sub Registrar as appointed
(5) Registrar in Rural Areas (Commune Panchayat)	....	Commissioner of respective Commune Panchayat
(6) Special District Registrar	....	Special Officer, Judicial Department (Pondicherry region)
		Addl. District Sessions Judge (Karaikal Region)
		District Munisif (Mahe Region)
		District Munisif (Yanam Region)

**2. Forms for Reporting the events of  
Births and Deaths to the Registrar /  
Sub-Registrar of Births and Deaths:**

Available with the Registrar/ Sub-Registrar  
(Form 1 for birth report; Form 2 for death report)

**Time Limit for reporting the events of  
Births and Deaths to the Registrar/Sub-Registrar**

- |     |             |   |
|-----|-------------|---|
| i.  | Birth event | --- within 21 days from the event   |
| ii. | Death event | --- within 21 days from the event<br>(Hospital events to be reported by the respective Hospitals) |



**3. Delayed Reporting of Births and Deaths to  
the Registrar/Sub-Registrar**

- |      |   |   |   |
|------|---|---|---|
| i.   | Within 30 days of occurrence of Birth/ Death event                    | - | By the Commissioner/Sub Registrar<br>Late fee Rs. 2/- |
| ii.  | After 30 days but within one year of occurrence of Birth/ Death event | - | On orders of the Chief Registrar                      |
| iii. | After one year of occurrence  | - | On orders of the Court                                |

**4. Registration of name of child**

Information regarding name of the child to be given to the Registrar - 15 days.

**5. Fee Structure for Birth, Death & Non-Availability Certificate**

Sl. No.	Description of Certificate	Fee
1	Birth Certificate (a) First Issue (on registration) (b) Subsequent Issue	Free Rs. 5.00/-
2	Death Certificate (c) First Issue (on registration) (d) Subsequent Issue	Free Rs. 5.00/-
3	Non-Availability Certificate	Rs. 2.00/- (Search fee)

***Conduct of Marriage  
under French Civil Code***

**1. Authorities**

Etat-Civil Officer

**2. List of Documents required for  
Conduct of Civil Marriage**

i. List of Documents to be produced :

1. Birth Certificates of Bride & Groom
2. Ration cards
3. Aadhar cards

**3. List of Documents required for  
Conduct of Declaration Marriage**

i. List of Documents to be produced :

1. Birth Certificates of Bride & Groom
2. Ration cards
3. Aadhar cards

**4. Fee Structure for various Certificates in  
French by the Etat-Civil Officer and the Fee Structure**

Sl. No.	Name of Certificate/ Extract/ Document	Fee	Response Time	Authority/Appellate
1.	Full Extract of Birth Certificate	Rs. 100	30 days	Etat-Civil Officer / Commissioner
2.	Full Extract of Death Certificate	Rs. 100	30 days	Etat-Civil Officer / Commissioner
3.	Full Extract of Marriage Certificate	Rs. 100	15 days	Etat-Civil Officer / Commissioner
4.	Livret de Famille	Rs. 200	2 days	Etat-Civil Officer / Commissioner
5.	Ban Publication of Marriage	Rs. 100	2 days	Etat-Civil Officer / Commissioner
6.	Marriage Certificate (Small)	Rs. 50	5 days	Etat-Civil Officer / Commissioner
7.	No Objection Certificate of Marriage	Rs. 100	2 days	Etat-Civil Officer / Commissioner
8.	Conducting of Civil Marriage (including livret de Famille)	Rs. 1,000	As per request of the party	Etat-Civil Officer / Commissioner
9.	Video Coverage per video	Rs. 200	As per request of the party	Etat-Civil Officer / Commissioner
10.	Marriage Registration (Declaration) (including livret de famille)	Rs. 500	15 days	Etat-Civil Officer / Commissioner
11.	Avis de publication	Rs. 100	7 days	Etat-Civil Officer / Commissioner
12.	Certificate of Non-Divorce	Rs. 150	2 days	Etat-Civil Officer / Commissioner
13.	Certificate of Celibat	Rs. 150	2 days	Etat-Civil Officer / Commissioner
14.	Application for correction in Birth/ Death Certificate	Rs. 10	10 days	Sub Registrar / Commissioner
15.	Search fee for each year	Rs. 15	2 days	Sub Registrar / Commissioner
16.	Search fee for intimation of Birth Time	Rs. 10	2 days	Sub Registrar / Commissioner
17.	Name inclusion fee after 1 year	Rs. 50	2 days	Sub Registrar / Commissioner
18.	Delay Registration fee for 1 year	Rs. 50	2 days	Sub Registrar / Commissioner
19.	Delay Registration fee for after 1 year	Rs. 50	2 days	Sub Registrar / Commissioner
20.	Correction Fee for Birth/ Death	Rs. 50	10 days	Sub Registrar / Commissioner
21.	Name inclusion in Birth Certificate	Rs. 10	2 days	Sub Registrar / Commissioner

**7. KNOW ABOUT PROPERTY TAX**  
**(LEVIED BY MUNICIPALITIES)**

Basis for assessment of tax	:	Annual Rental value of the building
Allowance for repairs	:	15% (Fifteen percent) (To be deducted from the Gross Annual Rental Value)
Rate of tax	:	9% (Nine Percent) on the Net Annual Rental value of the building
Due date for payment of tax / time limit	:	Within 15 days from the date of commencement of the half-year
Criteria for estimation of annual rental value	:	As per the matrix and classification of roads by each Municipality

**ANNEXURE**  
**(G.O.Ms.No. 33/LAS/2017, dt: 09.03.2017)**

MATRIX SHOWING ANNUAL RENTAL VALUE OF BUILDINGS IN MUNICIPAL AREAS FOR THE  
QUINQUENNIAL PERIOD, 2017-2022

(In Rupees per sq. ft)

Type of Construction	Buildings on the Main Road			Buildings on the Secondary Main Road			Buildings on other Roads		
	Residential	Commercial and industrial	All others including services, not connected with any trade of manufacturing	Residential	Commercial and industrial	All others including services, not connected with any trade of manufacturing	Residential	Commercial and industrial	All others including services, not connected with any trade of manufacturing
Pucca Building with RCC/ Madras Terraced Roof	11.90	42.19	25.92	7.94	28.13	17.28	3.97	14.06	8.64
Pucca Buildings with Asbestos Roof or Corrugated Sheets Roof or Mangalore Tiled Roof or Country Tiled Roof	7.94	28.13	17.28	5.29	18.75	11.52	2.65	9.38	5.76
Other Buildings which do not fall under the above mentioned two categories	3.97	14.06	8.64	2.65	9.38	5.76	1.32	4.69	2.88

**Note:** In the case of Tenant occupied buildings for any purpose in every category, Annual Rental Value shall be increased by 10% as required under proviso to rule 5 (1) of the Puducherry Municipalities (Assessment of Annual Rental Value of Buildings / Houses) Rules, 2000.

**8. KNOW ABOUT HOUSE TAX**  
**(LEVIED BY PANCHAYATS)**

Basis for assessment of tax	:	Annual Rental value of the building
Allowance for repairs	:	15% (Fifteen percent) (To be deducted from the Gross Annual Rental Value)
Rate of tax	:	9% (Nine Percent) on the Net Annual Rental value of the building
Due date for payment of tax / time limit	:	Within 15 days from the date of commencement of the half-year
Criteria for estimation of annual rental value	:	As per the matrix and classification of roads by each Commune Panchayat

**ANNEXURE**  
**(G.O.Ms.No. 34/LAS/2017, dt: 09.03.2017)**

MATRIX SHOWING ANNUAL RENTAL VALUE OF BUILDINGS IN PANCHAYAT AREAS FOR THE  
QUINQUENNIAL PERIOD, 2017-2022

(In Rupees per sq. ft)

Type of Construction	Buildings on the Main Road			Buildings on the Secondary Main Road			Buildings on other Roads		
	Residential	Commercial and industrial	All others including services, not connected with any trade of manufacturing	Residential	Commercial and industrial	All others including services, not connected with any trade of manufacturing	Residential	Commercial and industrial	All others including services, not connected with any trade of manufacturing
Pucca Building with RCC/ Madras Terraced Roof	8.92	31.64	19.44	5.96	21.10	12.96	2.98	10.55	6.48
Pucca Buildings with Asbestos Roof or Corrugated Sheets Roof or Mangalore Tiled Roof or Country Tiled Roof	5.96	21.10	12.96	3.97	14.08	8.64	1.99	7.04	4.32
Other Buildings which do not fall under the above mentioned two categories	2.98	10.55	6.48	1.99	7.04	4.32	0.99	3.51	2.16

**Note:** In the case of Tenant occupied buildings for any purpose in every category, Annual Rental Value shall be increased by 10% as required under proviso to rule 5 (1) of the Puducherry Village and Commune Panchayats (Assessment of Annual Rental Value of Buildings/ Houses) Rules, 2000.

**9. KNOW ABOUT PROFESSION TAX  
(LEVIED BY MUNICIPALITIES & PANCHAYATS)**

BASIS FOR ASSESSMENT OF TAX	:	Income from – (i) Profession, Art or Calling or Business or appointment (Public or Private) or (ii) Investments																																				
PERSONS LIABLE TO PAY TAX	:	(a) Every company which transacts business for not less than 60 days in the aggregate in any half-year (b) Every person in any half-year exercises any profession, art or calling or transacts business or holds any appointment, public or private for not less than 60 days in the aggregate and is in respect of any income from investments.																																				
TAX TARIFF	:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 15%;">Class</th> <th colspan="2" style="text-align: center;">Half – Yearly Income Rs.</th> <th rowspan="2" style="width: 15%;">Maximum Half Yearly Tax Rs.</th> </tr> <tr> <th style="width: 25%;">From</th> <th style="width: 25%;">To</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(1)</td> <td colspan="2" style="text-align: center;">(2)</td> <td style="text-align: center;">(3)</td> </tr> <tr> <td style="text-align: center;">I</td> <td style="text-align: center;">Upto 99,999</td> <td style="text-align: center;">.....</td> <td style="text-align: center;">Nil</td> </tr> <tr> <td style="text-align: center;">II</td> <td style="text-align: center;">1,00,000</td> <td style="text-align: center;">2,00,000</td> <td style="text-align: center;">250</td> </tr> <tr> <td style="text-align: center;">III</td> <td style="text-align: center;">2,00,001</td> <td style="text-align: center;">3,00,000</td> <td style="text-align: center;">500</td> </tr> <tr> <td style="text-align: center;">IV</td> <td style="text-align: center;">3,00,001</td> <td style="text-align: center;">4,00,000</td> <td style="text-align: center;">750</td> </tr> <tr> <td style="text-align: center;">V</td> <td style="text-align: center;">4,00,001</td> <td style="text-align: center;">5,00,000</td> <td style="text-align: center;">1,000</td> </tr> <tr> <td style="text-align: center;">VI</td> <td style="text-align: center;">5,00,001 and above.</td> <td style="text-align: center;">.....</td> <td style="text-align: center;">1,250</td> </tr> </tbody> </table>			Class	Half – Yearly Income Rs.		Maximum Half Yearly Tax Rs.	From	To	(1)	(2)		(3)	I	Upto 99,999	.....	Nil	II	1,00,000	2,00,000	250	III	2,00,001	3,00,000	500	IV	3,00,001	4,00,000	750	V	4,00,001	5,00,000	1,000	VI	5,00,001 and above.	.....	1,250
Class	Half – Yearly Income Rs.		Maximum Half Yearly Tax Rs.																																			
	From	To																																				
(1)	(2)		(3)																																			
I	Upto 99,999	.....	Nil																																			
II	1,00,000	2,00,000	250																																			
III	2,00,001	3,00,000	500																																			
IV	3,00,001	4,00,000	750																																			
V	4,00,001	5,00,000	1,000																																			
VI	5,00,001 and above.	.....	1,250																																			

**10. HOW TO OBTAIN LICENCE AND PERMISSIONS FOR TRADES & INDUSTRIES**

Purposes for which Licence shall be obtained and the rates of Licence fee	:	Notification in G.O. Ms. No. 16, dated 07.09.2017 and G.O. Ms. No. 17, dated 07.09.2017 of the Local Administration Secretariat and published in the Extra Ordinary Gazette (Part - I) No. 154, dated 26.09.2017.
Copies of documents to be annexed to the application	:	(1) Lease Agreement/ Title Deed (2) Aadhar Card (copy) (3) NOC (from competent authorities), etc.
Conditions for applying for Licence	:	Prescribed Licence fee and penal fee if any shall be paid in advance.
Time Limit for applying for Licence	:	Not less than 30 days and not more than 90 days before the trade is started.
Time Limit for renewal of Licence	:	Not less than 30 days and not more than 90 days before the end of every year (i.e., Financial year commencing from 1 <sup>st</sup> April of the year and ending on 31 <sup>st</sup> March of the following year).
Penal fee for application not made in time.	:	25% of the prescribed rate over and above the Licence fee.
Time Limit for communication of orders on the application	:	60 days after the receipt of the application by the Commissioner.
Appeal against the order of the Commission refusing to grant Licence	:	(i) Appellate Authority: Municipal/ Panchayat Council. (ii) Time Limit: Within 30 days after the date of issue of the order refusing to grant licence.

NB: Industrial Licence to be applied through District Industries Centre.



**11. TIME LIMIT FOR RESPONDING TO THE REQUEST FOR PROVIDING  
VARIOUS SERVICES BY THE LOCAL BODIES TO THE PUBLIC**

Sl. No.	Service Requisition	Time limit	Authority/ Appellate
<b>1. Property Tax/ House Tax</b>			
1.	Assessment of Property Tax/ House Tax in respect of non-assessed / newly constructed/ re-constructed building in Self Assessment Form	30 days from the date of submission	Commissioner
2.	Grant of Vacancy Remission	15 days from the date of intimation	Commissioner
3.	Transfer of registry of ownership in the Assessment list	30 days from the date of intimation	Commissioner
<b>2. Entertainment Tax</b>			
1.	Cable TV obtaining entertainment permission	15 days	Commissioner
2.	Submission of returns	30 days	Commissioner
<b>3. Water Supply Service Connection</b>			
1.	Grant of water supply service connection	15 days from the date of receipt of application	Commissioner
<b>4. Permission for Road cutting</b>			
1.	Permission for Road cutting For erection of pandal, water service connection, etc.	7 days from the date of receipt of application	Executive Engineer/ Commissioner
<b>5. Permission for stacking of building materials on road sides</b>			
1.	Grant of permission for stacking of building materials on road sides	7 days from the date of receipt of application	Executive Engineer/ Commissioner
2.	Building Demolition	7 days from the date of receipt of application	Executive Engineer/ Commissioner
<b>6. Licence and Permissions</b>			
1.	Grant of Licence for Keeping of animals	15 days from the date of receipt of application	Commissioner/ Council
2.	Grant of Licence for use of places for public resorts & entertainment	30 days from the date of receipt of application	Commissioner/ Council
<b>7. Permission for display of Advertisements</b>			
1.	Application for permission for display of Advertisements	10 days from the date of receipt of application	Commissioner
<b>8. Issue of No Objection Certificate for getting permission from the Puducherry Planning Authority for Construction of building in unapproved layouts</b>			
1.	Permission for Construction of building in unapproved layouts forwarded by the Puducherry Planning Authority	7 days from the date of remittance of Development charge	Executive Engineer/ Commissioner

<b>9. Solid Wastes &amp; Disposal</b>			
1.	Garbage removal	24 hours	Maistries/ Commissioner
2.	L & U Drain cleaning	48 hours	Maistries / Commissioners
3.	Carcass removal	12 hours	Maistries / Commissioners
4.	Inhumation permit	12 hours	Municipal Health Officer / Commissioners
5.	Stray Cattle /Dogs	24 hours	Veterinary Medical Officer
6.	Stray Pigs	48 hours	Veterinary Medical Officer

**Rates of charges to be levied for collection and removal of solid wastes from private premises**

<b>Sl. No.</b>	<b>Category of Waste/ Waste generator</b>	<b>Rates of Collection charge</b>
1.	Residential houses/ buildings with plinth area upto 500 sq. ft.	Rs. Nil
2.	Residential houses/ buildings with plinth area of more than 500 sq. ft. but upto 1000 sq. ft.	Rs.30/- per month
3.	Residential houses/ buildings with plinth area of more than 1000 sq. ft. but upto 1500 sq. ft.	Rs.60/- per month
4.	Residential houses/ buildings with plinth area of more than 1500 sq. ft but upto 2000 sq. ft.	Rs.90/- per month
5.	Tea stall/ coffee stall/sweet stall/ savory stall/ bakery shop/ juice stall/ milk parlour/ ice-cream parlour/ fast food stall	Rs.180/- per month
6.	Lodges/ Guest houses/Hostels (without food service)	Rs.270/- per month
7.	Lodges/ Guest houses/Hostels (with food service)	Rs.450/- per month
8.	Ordinary type of Hostels / Restaurant/Mess	Rs.450/- per month
9.	Hotels with lodging facilities	Rs.630/- per month
10.	Starred hotels	Rs.2000/- per month
11.	Mutton stall/ chicken stall/ meat/fish/ dry fish stall/egg stall (including shop keepers/ vendors in public/ private market)	Rs.270/- per month
12.	Vegetable stall / fruit stall/ flower stall (including shop keepers/ vendors in public/ private market)	Rs.180/- per month
13.	Grocery shop/ edible oil shop/ all types of grain shop (including shop keepers/vendors in public/private market)	Rs.180/- per month
14.	Plantain leaf vendors/ Betel leaf vendors	Rs.60/- per month
15.	Bunk and petty shop	Rs.90/- per month
16.	Old paper/ un-serviceable articles store	Rs.90/- per month
17.	Plastic goods shops	Rs.180/- per month
18.	Super market/ cost price shop/ multiple complex	Rs.900/- per month
19.	Textile shop/ Garment shop	Rs.400/- per month
20.	Tailoring shop	Rs.90/- per month
21.	Manufacture and Sale of mattress/ sofa shop	Rs.90/- per month
22.	Hardware shop	Rs.300/- per month
23.	Sale/ Repair of footwear goods shops	Rs.30/- per month
24.	Doctor's consultation room	Rs.180/- per month
25.	Medical shop	Rs.270/- per month
26.	Clinical laboratory/nursing home/ dispensary / hospital (Treated waste only)	Rs.450/- per month
27.	Clinic/dispensary/hospital with beds upto a limit of 50 (Treated waste only)	Rs.1200/- per month
28.	Clinic/dispensary/hospital with more than 50 beds (Treated waste only)	Rs.2500/- per month
29.	Commercial offices/ Government offices/ banks/insurance offices and other similar public/ private enterprises	Rs.250/- per month
30.	Educational Institutions	Rs.250/- per month

31.	Go down/ Cold storages (Non-hazardous)	Rs.200/- per month
32.	Marriage hall/ festival hall/ community hall	Rs.2500/- per function/per day
33.	Hair cutting saloon/ Beauty parlour	Rs.100/- per month
34.	Laundry/ washing places	Rs.100/- per month
35.	Petrol bunk	Rs.300/- per month
36.	Automobiles- water service station	Rs.300/- per month
37.	Automobile workshop	Rs.100/- per month
38.	Automobile spare parts shop	Rs.100/- per month
39.	Fancy stores/ gift shop/ book stall/ stationery shop	Rs.100/- per month
40.	Small and cottage industries/ workshops	Rs.200/- per month
41.	Industries / factories/ workshop/ foundries / saw mill/ rice mill (Non-chemical)	Rs.600/- per month
42.	Poulties/cow shed/pigsty/stable etc.,	Rs.300/- per month
43.	Home appliances/ General stores	Rs.500/- per month
44.	Jewellery shop	Rs.500/- per month
45.	Shops dealing with electric and electronic goods	Rs.500/- per month
46.	Furniture mart/ wood working unit	Rs.500/- per month
47.	Toddy/arrack/liquor shop/Bar	Rs.500/- per month
48.	Condiments shop	Rs.100/- per month
49.	Agriculture waste/ horticulture waste/ garden waste.	Rs.20/- per month
50.	Organizing public feasts on roads/ streets/ lanes and other public places	Rs.600/- per day
51.	Exhibition/ Fair	Rs.500/- per day
52.	Construction materials/waste of demolished building stacked on public roads/street/places etc.,	Rs.250/- per sq. ft.
53.	Animal waste like dungs etc., littered over roads/streets/ lane/public places etc.,	Rs.100/- per day
54.	Street vendors using mobile cart or without mobile cart	Rs.30/- per day
55.	Any shop/ waste generator not covered in the above list	Rs.30/- per day

#### 10. Complaints & Grievances

1.	Petitions reporting complaints & Grievances	30 days for giving interim reply to the petitioner	Commissioner
----	---	--	--------------

**12. LIST OF PUBLIC INFORMATION OFFICERS, FIRST APPELLATE AUTHORITY & SECOND APPELLATE AUTHORITY UNDER THE RIGHT TO INFORMATION ACT, 2005**

Department/ Office	Public Information Officer	First Appellate Authority	Second Appellate Authority
Local Administration Department	Deputy Director (Rural Development), Local Administration Department, No.16, Suffren Street, Puducherry – 605 001.	Director, Local Administration Department, No.16, Suffren Street, Puducherry – 605 001. Email: dirlad.pon@nic.in	Central Information Commission, New Delhi.
Municipalities	Respective Commissioner of the Municipality	Director, Local Administration Department, No.16, Suffren Street, Puducherry – 605 001. Email: dirlad.pon@nic.in	Central Information Commission, New Delhi.
Commune Panchayats	Respective Commissioner of the Commune Panchayat	Director, Local Administration Department, No.16, Suffren Street, Puducherry – 605 001. Email: dirlad.pon@nic.in	Central Information Commission, New Delhi.