



3. Services under Municipal/Human settlement

Services	Procedure	Requirements			TAT	Personal Details		
		Documents	Fees	Others		Name	Email	Contact no.
Water complaint	Call Municipal Office. Technician records on the register & proceed to the compliant site	NA	NA	NA	3 Hrs	Sherab Plumber	Tenzin,	17677359
Meter Reading & Water Billing	Technician In charge receives the bill.	Water Bill	NA	NA	15 Minutes	Mr .Leki Technician	Jamtsho,	77298291

New connection of water line	Applicant visit the Municipal Office	1.Application 2.Building Approval	NA	NA	3 days	Mr. Sherab Tenzin, Technician	-	17677359
Processing for new meter	1. Write application to Municipal Chairman. 2. Technician will visit site to verify	Application	Based on Meter size: 1.Large (1")-3200 2.Medium-3000 3.Small- 1955	NA	3 days	Mr. Sherab Tenzin, Technician		17677359
2. Solid Waste & Sanitation Services								
Solid Waste Collection	Municipal Truck collects the waste (Thrice a week)	NA	Nu.100/Month for core town, Nu.50/month for others with water bill	NA		Dry Waste : Wednesday & Saturday Wet Waste: Sunday	Gopilal Ghaley, Truck Operator	17890024
Cesspool services for Septic tank emptying	1.Visit Municipal office 2. Fill up requisition form	NA	Nu.1000/tanker Mileage Nu. 60/km beyond 10 km	NA		Within 3 days	Municipal Engineer	17837310
3.0 Building Construction /Maintenance Approval								

Issuance of site plan	Prior to preparation of Drawings official site plan must be sought with written application to Municipal Chairman 2. Verification by Land Record & ME & Preparation of site plan	Latest Lagthram	Nu.200	NA	7 days	Municipal Engineer	17837310
Obtain Building Permit	1.Applicant submits dully filled form 2.Building Drawing Scrutiny (Major Drawings have to be forwarded to MoWHS) 3.Signing of construction agreement & issuance of approval	2 sets of 1.Architectural Drawing 2. Structural 3. Plumbing 4. Electrical	NA	NA	90 days	Municipal Engineer	17837310
Permit/Approval for Major renovations/constructions (Roofing, Internal modifications, retaining wall, fencing, gate, temporary shed etc)	1. Submit application to Chairman 2. Site verification and inspection 3. Drawing scrutiny	1.Lagthram 2.Drawings for major maintenance	NA	NA	30 days	Municipal engineer	17837310
Obtaining Occupancy Certificate (OC)	1.Submit Application form 2. BI and owner will make joint Inspection	1.Construction Approval 2. Completion certificate	NA	NA	5 days	Building Inspector	-
Noting of lien (Mortgage)	1.Receive the mortgage deed issued by Financial institution 2.Verifies the plot details, ownerships, registered area, type of structure and location	1.Mortgage deed 2.Clearance incase already mortgaged	NA	NA	30 minutes	Municipal Engineer	17837310

Land Conveyance	<ol style="list-style-type: none"> 1. Receive the filled application. 2. Verify the details 3. Put up to public notice in a notice board for 30 days 	<ol style="list-style-type: none"> 1.CID of both transfer & transferee 2. Census Details of both Transferor & Transferee 3.No objection certificate from the family 4.Agreement between the parties 5.Original Lagthram 	5% of the transacted amount/ PAVA rate whichever is higher	NA	30 Days	Municipal Engineer	17837310
------------------------	---	--	--	----	---------	--------------------	----------

Municipal Engineer