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 (Mention as per the Act / circular / recent instructions
A. Licenses / Permissions issued by the Village Panchayat		
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. Certificates issued by the Village Panchayat		
1	Income Certificate	03 days
2	Birth / Death Certificate	02 days
3	Occupancy Certificate:	One Month
4	No Dues Certificate	One week
5	Non-availability of Birth or Death Certificate	One week
The Sarpanch to issue certificates at the request of the party		

6	Residence Certificate	03 days
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
C. No Objection Certificates (NOCs) issued by the Village Panchayat		
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
D. Other Services		
1	Correction in Births and Deaths Records	One month
2	Issue of certified copies of Resolutions	10 days
3	Issue of Information under RTI Act, 2005	One month