

Municipal Corporation Shimla



Services at Nagar Nigam Suvidha Kendra

Sr. No	Service Name	Required Document	TimeLine
A. ISSUANCE OF BPL CERTIFICATE			
1		<ul style="list-style-type: none"> 2 passport size photographs of the head of family Aadhaar Card/ Ration Card Application on plain paper addressed to the Assistant Commissioner, Municipal Corporation Shimla Income certificate issued by the SDM/ Tehsildar Verification Certificate by the Ward Councillor 	7
B. ISSUANCE OF BIRTH & DEATH CERTIFICATE			
1.	Birth and Death Certificate	<ul style="list-style-type: none"> Application on plain paper mentioning Name, Date of Birth or Death and other relevant details. Fees @ Rs. 5/- per copy 	2
2.	For change/ correction/ addition of name or any other entry in record	<ul style="list-style-type: none"> Affidavit along with supporting documents i.e. Ration Card, Pan Card, Driving licence, Voter ID 	2
4.	Registration of Birth	<ul style="list-style-type: none"> Report of Medical Officer on Form-1 if birth takes place in Health Institute. In case birth takes place at home, Form-1 (birth proforma) duly signed by the family doctor/ Nurse/ Trained Midwife/ Ward Councilor. 	2
5.	Registration of Death	<ul style="list-style-type: none"> Report of Medical Officer on Form-2, if death takes place in Health Institute. In case death takes place at home Form-2 (death report) signed by the family Doctor/ Ward Councillor. 	2
6.	Registration of Name	<ul style="list-style-type: none"> Application on plain paper in the format specified by MC Shimla 	2
7.	Registration of Still Birth	<ul style="list-style-type: none"> Report of Medical Officer, if still birth takes place in Health Institute. In case still birth takes place at home, Form-3 duly signed by the family doctor/ Nurse/ Trained Midwife/ Ward Councilor. 	2
C. ISSUANCE OF MARRIAGE CERTIFICATE			
1		<ul style="list-style-type: none"> Application Form for Marriage Registration 3 Nos. Affidavits (One from Groom, one from bride and one from both (Groom & Bride) attested by the Magistrate. Age proof of bride and groom (Birth Certificate / School Certificate/ Driving License /Passport) 	2

		<ul style="list-style-type: none"> Residence proof (Aadhaar Card, Ration Card or Passport) Bride or Bridegroom Residence within M.C. Jurisdiction 2 Nos. photos marriage time. 3 Nos. joint (bride & groom) photos. Marrige Card or Temple Certificate After 90 Days of Marriage, the stay condon by the SDM and above six months stay condon by the DC (District Registrar) 	
D. WATER & SEWERAGE CONNECTION			
1	Sewerage Connection	<ul style="list-style-type: none"> Application form of Rs. 50 issued by MC Shimla Approved map & sanction letter of building. In case the building is existing prior to 1979 and no proof of approval of building plan is available, a certificate of Patwari duly counter signed by Tehsildar with regard to existence of building prior to 1979. Affidavit regarding payment of user charges as specified by the Govt./MC Shimla as per specimen attached. Correct site plan on tracing cloth through licensed plumber duly signed by owner & plumber showing: ((A) showing the name of nearby buildings, paths & roads. (B) Location & Dia of Main line. In different colours. Proof of ownership i.e. sale deed & Jamabandi Proof of water connection in the name of applicant i.e. copy of water connection bill NOC from M.C. Tax Deptt. 	60
2	Water Connection for allottee of Government or Semi Government Accommodation	<ul style="list-style-type: none"> Application form of Rs. 50 issued by MC Shimla Copy of allotment letter in favour of the applicant from the competent authority Correct site plan on tracing cloth through Asstt. Engineer concerned duly signed by the allottee & Assistant Engineer concerned showing the name of nearby building, path & road, location and dia of Main Line & branch line. 	60
3	Water connection for Commercial/construction use.	<ul style="list-style-type: none"> Application form of Rs. 50 issued by MC Shimla Completion/ proposed Sanction letter of building from M.C. Shimla For commercial connection in case the building is existing prior to 1979 and no proof of approval of building plan is available a certificate of Patwari duly countersigned by Tehsildar with regard existence of building prior to 1979. Correct site plan on tracing cloth through licensed plumber duly signed by owner/tenants & plumber showing ((A). Name of nearby buildings, paths & roads.(B). Location & Dia of mail line. (C). Location & Dia of branch line. (D). Number of existing connection at connection point.) N.O.C. of owner in shape of affidavit, in case of tenant as per affidavit specified by MC Shimla 	60

		<ul style="list-style-type: none"> NOC from I&PH Department where IPH Network exists Number of existing water connection in the building with name & account number. Proof of ownership of the building supported with latest Jamabandi sale deed Tax clearance report from M.C. Shimla 	
4	Water Connection for Government/ Semi Government Contractor	<ul style="list-style-type: none"> Application form of Rs. 50 issued by MC Shimla Proof of award of work 	60
		<ul style="list-style-type: none"> Undertaking from the competent authority that in case contractor fails to make the regular payments of water bills, the amount of water bill shall be recovered from the said contractor from his bill and payment will be made to M. C. Shimla 	60
5	Domestic Water Connection for owner / tenants within corporation limit	<ul style="list-style-type: none"> Application form of Rs. 50 issued by MC Shimla Completion/ Sanction letter of building from M.C. Shimla. In case the building is existing prior to 1979 and no proof of approval of building plan is available, a certificate of Patwari duly countersigned by Tehsildar, with regard to existence of building prior to 1979. Correct site plan on tracing cloth through licensed plumber duly signed by owner/ tenants & plumber showing: ((A) Name of nearby buildings, paths & roads. (B) Location & Dia of Main line. (C) Location & Dia of branch line. (D) Number of existing connection at connection point.) 	60
		<ul style="list-style-type: none"> Proof of ownership of the building supported with latest Jamabandi & sale deed N.O.C. from I&PH Department where IPH Network exists. N.O.C. of owner in shape of an affidavit, in case of tenant affidavit as specified by M. C. Shimla Number of existing water connection in the building with name & account number. Tax clearance report from M.C. Shimla Affidavit in case of domestic and commercial water connection regarding non use of water for non domestic or constructional activities as per specimen of affidavit attached. 	
		<ul style="list-style-type: none"> NOTE:- The applicant will ensuring matching of Kh. Nos. mentioned on Sale deed, Jamabandi & building approval letter. In case the same are not matching he have to submit a certificate from Patwari to this effect that the Kh. No. mentioned on these documents are of same plot/land. 	

Sr. No	Service Name	Required Document	Fees	Time Line
E	BUILDING/ PLAN/ PLANNING PERMISSION/MAP			
	Fresh Planning Permission	<p>Revenue Documents.</p> <p>a. Tatima-Original clearly showing width of approach Path,PWD Roads adjoining Forest Land/any other Govt.Land alongwith their khasra No.(s).</p> <p>b. Jamabandi -do-</p> <p>c. Photocopy of tatima</p> <p>d. Photocopy of jamabandi</p> <p>e. Demarcation Report-original</p> <p>f. Sale Deed:Photocopy</p> <p>g. G.P.A. Photocopy(if required)</p> <p>Photographs of Plot from Six different angles.</p> <p>No dues certificate from M.C.Tax Deptt.</p> <p>Affidavits:-Duty filled up.</p> <p>a. affidavit regarding surrender of path from own land attested by oath commissioner</p> <p>b. affidavit of surrender of land for path from the owner of the adjoining land(if required) along with jamabandi</p> <p>c. affidavit of general conditions attested by Oath Commissioner.</p> <p>d. affidavit regarding clearance of sewerage line,electricity line over the plot,no tree existing on the plot etc. no Govt. land/Forest attested by Executive Magistrate.</p> <p>e. affidavit regarding not throwing the malba/debris on Govt/ Forest land.</p> <p>N.O.C. from H.P.S.E.B, H.P.P.W.D,Forest deptt (if required)</p> <p>Structural Design:</p> <p>a. Structural Analysis: Signed by Structural Engineer</p> <p>b. Structural drawings: -do-</p> <p>c. Structural stability certificate: Signed by All the owners</p> <p>-do-A class Architect/Engineer,</p> <p>-do-Structural Engineer</p> <p>a. Application from --> form fee-Rs 100 Contact Details Of Applicant & Architect</p> <p>b. Drawings. Tracing cloth :-1 No.Signed by A Class Architec/Engineer, Signed by all the owners.</p> <p>c. Ferro Prints: 5 Nos. -do-</p> <p>Plot Area..... Built up Area.....P.P Fee@..... Plot AreaPlot Development fee @.....</p> <p>Date of submission.</p>	<p>Plot Development Fee +Builtup Area Fee(Based on Area of plot and Builtup Area)</p>	90

<p>Revised-cum-completion Plan</p>	<p>Revenue Documents.</p> <p>a. Tatima-Original clearly showing width of approach Path,PWD Roads adjoining Forest Land/any other Govt.Land alongwith their khasra No.(s).</p> <p>b. Jamabandi -do-</p> <p>c. Photocopy of tatima</p> <p>d. photocopy of jamabandi</p> <p>f. Sale Deed:Photocopy (if required)</p> <p>g. G.P.A. Photocopy(if required)</p> <p>Photographs of building from Six different angles</p> <p>No dues certificate from M.C.Tax Deptt.</p> <p>Copy of Previous Section Letter</p> <p>Structural Design:</p> <p>Structural stability certificate: Signed by All the owners</p> <p>-do-A class architect/Engineer,</p> <p>-do-Structure Engineer</p> <p>Application On Plain Paper</p> <p>Contact Details Of Applicant & Architect</p> <p>b.Drawings.</p> <p>Tracing cloth :-1 No.Signed by A Class Architect/Engineer, Signed by all the owners.</p> <p>c. Ferro Prints: 5 Nos. -do-</p> <p>Date of submission.</p>	<p>1000</p>	<p>90</p>
<p>Completion Plan (After completion of building in all respect)</p>	<p>Revenue Documents.</p> <p>a.Tatima-Original clearly showing width of approach Path,PWD Roads adjoining Forest Land/any other Govt.Land alongwith their khasra No.(s).</p> <p>b. Jamabandi -do-</p> <p>c.Photocopy of tatima</p> <p>d.photocopy of jamabandi</p> <p>e.Sale Deed:Photocopy</p> <p>f.G.P.A. Photocopy(if required)</p> <p>Photographs of building from Six different angles</p> <p>No dues certificate from M.C.Tax Deptt.</p> <p>Affidavits:-Duty filled up.</p> <p>a. affidavit regarding surrender of path from own land attested by oath commissioner</p> <p>b. affidavit of surrrender of land for path from the owner of the adjoining land(if required) along with jamabandi</p> <p>c. affidavit of general conditions attested by Oath Commissioner.</p> <p>d. affidavit regarding clearance of sewerage line,electricity line over the plot,no tree existing on the plot etc.no Govt.land/Forest</p>	<p>1000</p>	<p>90</p>

	<p>attested by Executive Magistrate.</p> <p>e. affidavit regarding not throwing the malba/debris on Govt/ Forest land.</p> <p>N.O.C. from H.P.S.E.B, H.P.P.W.D,Forest deptt (if required)</p> <p>Structural Design:</p> <p>Structural stability certificate: Signed by All the owners</p> <p>-do-A class architect/Engineer,</p> <p>-do-Structure Engineer</p> <p>Application On Plain Paper</p> <p>Contact Details Of Applicant & Architect</p> <p>b. Drawings.</p> <p>Tracing cloth :-1 No.Signed by A Class Architect/Engineer, Signed by all the owners.</p> <p>c. Ferro Prints: 5 Nos. -do-</p> <p>Date of submission.</p>		
<p>Reconstruction on Old Line</p>	<p>Revenue Documents.</p> <p>a. Tatima-Original clearly showing width of approach Path,PWD Roads adjoining Forest Land/any other Govt.Land alongwith their khasra No.(s).</p> <p>b. Jamabandi -do-</p> <p>c. Photocopy of tatima</p> <p>d. photocopy of jamabandi</p> <p>e. Sale Deed:Photocopy (if required)</p> <p>f. G.P.A. Photocopy(if required)</p> <p>Photographs:From Six different angles building</p> <p>No dues certificate from M.C.Tax Deptt.</p> <p>Affidavits:-Duty filled up.</p> <p>a. affidavit of general conditions attested by Oath Commissioner.</p> <p>b. affidavit from all the co-sharer attested by Oath Commissioner (if required)</p> <p>N.O.C. from H.P.S.E.B, H.P.P.W.D,Forest deptt (if required)</p> <p>Structural Design:</p> <p>a. Structural Analysis: Signed by Structure Engineer</p> <p>b. Structural drawings: -do-</p> <p>c. Structural stability certificate: Signed by All the owners</p> <p>-do-A class architect/Engineer, -do-Structure Engineer</p> <p>Application On Plain Paper</p> <p>Plans of Both Existing and proposed plan on old line.</p> <p>Contact Details Of Application & Architect</p> <p>a. Drawings.</p> <p>Tracing cloth :-1 No.Signed by A Class Architect/Engineer,</p>	<p>1000</p>	<p>60</p>

	Signed by all the owners.			
	c. Ferro Prints: 5 Nos. -do-			
	Date of submission.			
Change of Building Use	Revenue Documents.			
	a. Tatima-Original clearly showing width of approach Path,PWD Roads adjoining Forest Land/any other Govt.Land alongwith their khasra No.(s).			
	b. jamabandi -do-			
	c. Photocopy of tatima			
	d.photocopy of jamabandi			
	e.Demarcation Report-original			
	f.Sale Deed:Photocopy			
	g.G.P.A. Photocopy(if required)			
	Photographs of building from Six different angles			
	No dues certificate from M.C.Tax Deptt.			
	Affidavits:-Duty filled up.			
			1000	60
	a. affidavit from all the co-sharer attested by Oath commissioner, if required.			
	b. Structural stability certificate: Signed by All the owners			
-do-A class architect/Engineer,				
-do-Structure Engineer				
Application On Plain Paper				
Contact Details Of Applicant & Architect				
b.Drawings.				
Tracing cloth :-1 No.Signed by A Class Architec/Engineer,				
Signed by all the owners.				
c. Ferro Prints: 5 Nos. -do-				
Date of submission.				
Previous Section Plan + Photos				
Copy of Previous Section Letter				
NOC For Electricity	Application On Plain Paper			
	Copy of Sanction Letter			
	Copy of sale deed (if required)		500	30
	Copy of Jamabandi			
	Contact Details Of Applicant			

MCS Helpline: 1916

WEBSITE: www.shimlamc.gov.in

On-Line Payment Gateway: mybill.shimlamc.gov.in

e-mail: mcs_shimla@yahoo.com, mcsml-hp@nic.in