

148

No. 3/1-27/DMC/2014-15/  
Office of the Administrator for DMC,  
Daman Municipal Council,  
Daman.

Dated: 26, October, 2014.

**ORDER**

In order to boost up the works of the Daman Municipal Council, a Single Window System is hereby setup in the ground floor of the Daman Municipal Council w.e.f. 1<sup>st</sup> November, 2014.

The following works will be undertaken in the Single Window. The public shall submit the application along with the required documents at the Single Window and obtain a receipt from the counter, on which proper date is mentioned on which the documents will be ready.

Sr. No.	Nature of Work	Duration for Process
1.	Birth / Death Certificates	1 Day
2.	Correction in Birth / Death Entries	4 days.
3.	Residence Certificate	3 days.
4.	Birth Declaration	2 days.
5.	No Objection Certificate for Electric / Water Supply Connection	4 days.
6.	Transfer of Property / Flats etc.	4 days.
7.	Commercial Licence for Shops and Establishments etc.	7 days.

The Chief Officer is hereby directed to ensure the time limits in disposal of the cases through the Single Window System as stated above and also to see that the works are being carried out without fail / excuses.

In those cases in which some queries need to be checked or some documents are not properly submitted, the applicant will be informed through SMS on the same day.

(Ramesh Verma)  
Administrator for DMC,  
Daman Municipal Council,  
Daman

To,  
The Chief Officer,  
Daman Municipal Council,  
Daman.