

PADINJARATHARA GRAMA PANCHAYATH

CITIZENS CHARTER 2026

"I have no weapon other than love to rule over others. Only if I approach you not as a military commander, but as a humble servant, can you share that burden. The foremost among leaders is the one who renders the best service."

— Mahatma Gandhi

FOREWORD

The Government of Kerala recently deployed the **K-SMART** (*Kerala Solutions for Managing Administrative Reformation and Transformation*) digital platform across Municipalities and Municipal Corporations to unify local self-government deliveries. Effective April 1, 2025, K-SMART has been integrated across all Grama Panchayaths[cite: 3].

By eliminating physical visits to public offices, this platform ensures transparent, time-bound local governance reachable anytime from anywhere[cite: 3]. This Citizens Charter codifies the mandatory timeframes, necessary enclosures, applicable fees, and statutory safeguards for every municipal service[cite: 3].

Asma K. K.

President, Padinjarathara Grama Panchayath[cite: 3]

Dated: 17/06/2026[cite: 3]

BASIC ADMINISTRATIVE PROFILE

Constituency Year	1961[cite: 4]
District / Block	Wayanad / Kalpetta[cite: 4]
Revenue Villages	Padinjarathara, Kuppadithara[cite: 4]
Taluk / Assembly	Vythiri / Kalpetta[cite: 4]
Parliamentary Constituency	Wayanad (MP: Smt. Priyanka Gandhi)[cite: 4]
Total Geographical Area	71.58 Sq. Km[cite: 4]
Total Population	21,398 (Males: 10,820 Females: 10,578)[cite: 4]
Demographics	Scheduled Tribes: 3,108 Scheduled Castes: 1,578[cite: 4]

Wards Distribution	18 Wards (9 Reserved for Women, 1 ST Women, 1 ST Gen, 1 SC)[cite: 4]
---------------------------	--

GOVERNING BODY MEMBERS

Ward	Elected Member	Residential Address	Phone
1	P. C. Mammotty [cite: 5]	Onimmel House, Varambatta P.O.[cite: 5]	+91 8921409497[cite: 5]
2	Suhara Paloli [cite: 5]	Paloli House, Thengummunda, Padinjarathara P.O.[cite: 5]	+91 8547573803[cite: 5]
3	Shibu Jose [cite: 5]	Karippal House, Puthusserikadavu P.O.[cite: 5]	+91 9947435032[cite: 5]
4	Asma K. K. (President) [cite: 3, 5]	Koonamkariyatt House, Varambatta P.O.[cite: 5]	+91 9497643606[cite: 5]
5	Najmath Para [cite: 5]	Para House, Mundakkutty P.O.[cite: 5]	+91 9539671741[cite: 5]
6	Joseph Pullumariyil (VP) [cite: 5]	Pullumariyil House, Mundakkutty P.O.[cite: 5]	+91 9961889269[cite: 5]
7	Remya Prashod [cite: 5]	Varattiyalummal House, Mundakkutty P.O.[cite: 5]	+91 9747877060[cite: 5]
8	Ambili U. C. [cite: 5]	Athikkal House, Arambattakunnu P.O., Kuppadithara[cite: 5]	+91 9207934683[cite: 5]
9	Sreejith P. S. [cite: 5]	Pulikkattukunnil House, Mundakkutty P.O.[cite: 5]	+91 6238737509[cite: 5]
10	Shantha Babu [cite: 5]	Poonkavil House, Arambattakunnu P.O.[cite: 5]	+91 9947280964[cite: 5]
11	Shilpa Antony [cite: 5]	Puthukkulam House, Arambattakunnu P.O.[cite: 5]	+91 8590608856[cite: 5]
12	M. P. Noushad [cite: 5]	Muringoli Puthiyapurayil House, Padinjarathara P.O.[cite: 5]	+91 9447518217[cite: 5]
13	Soumya Rineesh [cite: 5]	Kottiyottukunnu House, Peral, Padinjarathara[cite: 5]	+91 9995581315[cite: 5]
14	Johnny M. V. [cite: 5]	Manjoora[cite: 5]	+91 9446254067[cite: 5]
15	Haris K. [cite: 5]	Kandiyan House, Padinjarathara[cite: 5]	+91 8086849891[cite: 5]
16	Sajitha Noushad [cite: 5]	Machingal House, Padinjarathara P.O.[cite: 5]	+91 9656975039[cite: 5]

Ward	Elected Member	Residential Address	Phone
17	Beena M. V. [cite: 5]	Pulimoottil House, Kappikkalam[cite: 5]	+91 8111961082[cite: 5]
18	Muhammed Pola [cite: 5]	Pola House, Varambatta P.O.[cite: 5]	+91 7902765206[cite: 5]

KEY ADMINISTRATIVE SECTIONS & OFFICIAL RESPONSIBILITIES

- **Secretary (Sri. Rakesh P. M. - 8075166514):** Head of the Office, executive authority, statutory advisor, and appellate implementation.
- **Assistant Secretary (Sri. Soman K. R. - 8075027461):** Supervision of MGNREGS, Civil Registration, Social Security Pensions, Kudumbashree Member Secretary.
- **Head Clerk (Sri. Kuriakose K. J. - 9744859641):** General office supervision, staff deployment, and file movement tracking.
- **Accountant (Sri. Jayachandran M. P. - 9605289551):** Institutional accounting, balance sheets, reconciliation, and audit management.
- **Engineering Wing (Asst. Engineer Smt. Remya R. - 9746817766):** Technical vetting, project estimations, measurement check, and public works supervision.
- **Health Inspector (Sri. Mithunlal N. H. - 8129616237):** Waste management, Haritha Karma Sena operations, sanitation campaigns, D&O license verifications, and plastic ban enforcement.
- **MGNREGS Cell (Accredited Engineer Smt. Mubeena Maisoon - 9947865860):** Scrutiny of Labour Budgets, Annual Action Plans, technical sanctions, and FTO verifications.

STATUTORY SERVICE DELIVERY STANDARDS (CITIZENS CHARTER)

1. Civil Registration (Births, Deaths & Marriages)

Service Description	Time Limit	Statutory Fee	Designated / Appellate Authority
Birth / Death reported within 21 days	Same day (Kiosk) / 7 days	Free	Local Registrar / District Registrar
Registration between 21 and 30 days	7 working days	₹2.00 Late Fee	Local Registrar / District Registrar
Delayed Registration: 30 days up to 1 year	7 days after order	₹5.00 Late Fee	District Registrar sanction
Delayed Registration after 1 year	7 days after order	₹10.00 Late Fee	Sub-Divisional Magistrate (SDM/RDO)
Child Name Inclusion / Correction in Birth Entry	7 working days	Free (1 yr) / ₹5 (Late) / ₹50 (Comp.)	Local Registrar / District Registrar
Common Marriage Registration (within 5 yrs)	7 working days	₹100 (Gen) / ₹10 (BPL/SC/ST) + ₹20 cert.	Local Registrar / Registrar General
Delayed Marriage Registration (after 5 yrs)	7 days after order	₹100 Fee + ₹250 Fine + ₹20 cert.	Registrar General / Chief Registrar

2. Social Security Pensions & Welfare Schemes

Scheme Name	Monthly Benefit	Key Eligibility Criteria	Disposal Period
Old Age Pension	₹2,000 / month	Age 60+, annual family income ≤ ₹1,00,000, land ≤ 2 acres, house ≤ 2000 sq.ft.	40 working days
Widow Pension	₹2,000 / month	Widow or deserted for 7+ years, income ≤ ₹1,00,000.	40 working days
Disability Pension	₹2,000 / month	Min. 40% disability certified by Medical Board / UDID card. No age bar.	40 working days
Unmarried Women Pension	₹2,000 / month	Unmarried women aged 50+, annual income ≤ ₹1,00,000.	40 working days
Agricultural Labourers	₹2,000 / month	Age 60+, completed 10 years agricultural service, relieved from Board.	45 working days
Sthree Suraksha Scheme	₹1,000 / month	Women aged 35–60 in AAY (Yellow) / PHH (Pink) cards without other pensions.	Direct Benefit Transfer
Destitute Widow Daughter Marriage Aid	Statutory Grant	Daughter age 18+, family income ≤ ₹2,00,000, total assets ≤ ₹50,000.	30 working days

3. Building Permits & Property Taxation (KPBR 2019 / KPR Rules 2011)

Service Category	Time Limit	Key Conditions / Regulatory Norms
Building Permit (General)	15 days	Deemed permit operates if Council fails to resolve referral within 30 days. Rainwater harvesting mandatory for plinth > 300 m².
Low Risk Self-Certification	5 working days	Residential up to 300 m² (max 2 floors), Commercial up to 250 m², Institutional up to 200 m². Validity: 5 years.
Occupancy Certificate	15 days	Maximum 5% (up to 25 cm) setback tolerance permissible. Post-occupancy audit completed within 2 years.
New Assessment & Numbering	15 days	Unauthorized constructions up to 1500 sq.ft assigned special UA numbers for utility connections. 5% rebate if paid before April 30.
Tax Exemption (Ex-Servicemen)	15 days	Residential properties up to 2000 sq.ft self-occupied by military/paramilitary personnel/widows. Declaration renewed every 5 yrs.