

GOVERNMENT OF KERALA

LOCAL SELF GOVERNMENT DEPARTMENT

KERALA GAZETTE EXTRAORDINARY — ENGLISH VERSION

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Subject: Services, stipulated time limits, designated officers, First Appellate Authorities and Second Appellate Authorities under Section 3 of the Kerala Right to Service Act, 2012.

Note on this English version: This document is a clean English rendering of the uploaded 55-page Gazette. The original Gazette's page numbering, service numbering, statutory references and administrative terminology have been retained as far as the source text supports them. Repeated schedules are consolidated into readable tables; no outside legal interpretation has been added.

NOTIFICATION

In exercise of the powers conferred by Section 3 of the Right to Service Act, 2012 (Act 18 of 2012), and superseding the earlier notifications relating to services rendered to the public by the Panchayat Department and Urban Affairs Department, the Principal Director, Local Self Government Department hereby notifies the services rendered to the public from the Principal Directorate, District Joint Director offices, Grama Panchayats, Municipal Corporations and Municipalities, together with the stipulated time limits, designated officers, First Appellate Authorities and Second Appellate Authorities.

1. The prescribed time limit shall be reckoned from the date on which a complete application, together with all necessary documents, is submitted for obtaining the respective service.
2. The documents and fees to be submitted along with the application shall be as specified in the Citizen Charter of the concerned office and/or as provided under the relevant Acts and Rules.
3. Where an application requires permission or a No-Objection Certificate from another agency, the time limit shall commence from the date on which such permission/NOC is received in the concerned office.

Services provided by the Local Self Government Department under the Right to Service Act and the prescribed time limits

I. Office of the Principal Director

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
1	Permission to include name in Birth Registration prior to 01/04/1970	15 days	Chief Registrar	Principal Director, LSGD	Secretary to LSGD
2	Permission to correct errors in Birth/Death Register prior to 01/04/1970	15 days	Chief Registrar	Principal Director, LSGD	Secretary to LSGD
3	Permission to correct material errors in Hindu Marriage Registration	15 days	Registrar General [Director (Rural), LSGD]	Principal Director, LSGD	Secretary to LSGD
4	Layout and/or use of plot — concurrence	60 days	Chief Town Planner	Principal Director, LSGD	Secretary to LSGD

II. Office of the District Joint Director

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
1	Permission to register birth/death within one year where it could not be registered within 30 days of occurrence (Kerala Registration of Births and Deaths Rules, 1999)	15 days	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD	Director (Rural), LSGD
2	Permission to include name in Birth Register where date of birth in school record and birth register differs by more than ten months	15 days	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD	Director (Rural), LSGD
3	Permission to register Hindu marriages where registration was not completed within 30 days from date of marriage	15 days	District Registrar (Deputy Director, Local Self Government Department)	Registrar General [Director (Rural), LSGD]	Principal Director, LSGD
4	Permission for marriages under Kerala Registration of Marriages (Common) Rules, 2008 where memorandum was not filed within 5 years	15 days	Registrar General of Marriages (Common) (Deputy Director, LSGD)	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]	Principal Director, LSGD
5	Permission to correct material errors such as name, age, date, etc. in Marriage Register (Common)	15 days	Registrar General of Marriages (Common) (Deputy Director, LSGD)	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]	Principal Director, LSGD
6	Appeal against decision of Local Registrar of Marriages (Common)	15 days	Registrar General of Marriages (Common) (Deputy Director, LSGD)	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]	Principal Director, LSGD
7	Layout and/or use of plot — concurrence	30 days	District Town Planner	District Joint Director, LSGD	Chief Town Planner

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
8	Registration of Architect-A, Building Designer, Engineer A & B, Supervisor A & B	Within 45 days of interview, on payment of prescribed fee	District Joint Director, LSGD	Principal Director, LSGD	Secretary to LSGD

III. Grama Panchayat Offices — Civil Registration

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
1.1	Birth/Death/Still Birth Registration (Registration of Births and Deaths Act, 1969; Kerala Registration of Births and Deaths Rules, 1999)	1 day after receipt of birth report for hospital births at places with kiosk facility; 7 days in other cases	Local Registrar (Secretary)	District Registrar (Deputy Director, LSGD)	Chief Registrar, Office of the Principal Director, LSGD
1.2	Inclusion of name in Birth Register (same Acts/Rules)	7 days; where Chief Registrar/District Registrar permission is required, 7 days after obtaining permission	Local Registrar (Secretary)	District Registrar (Deputy Director, LSGD)	Chief Registrar, Office of the Principal Director, LSGD
1.3	Delayed registration of Birth/Death	7 days after obtaining permission	Local Registrar (Secretary)	District Registrar (Deputy Director, LSGD)	Chief Registrar, Office of the Principal Director, LSGD
1.4	Correction in Birth/Death Register	15 days	Local Registrar (Secretary)	District Registrar (Deputy Director, LSGD)	Chief Registrar, Office of the Principal Director, LSGD
1.5	Birth/Death Certificate (Registration of Births and Deaths Act, 1969)	7 days	Local Registrar (Secretary)	District Registrar (Deputy Director, LSGD)	Chief Registrar, Office of the Principal Director, LSGD
1.6	Birth registration and issue of certificate to an adopted child	5 days	Local Registrar (Secretary)	District Registrar (Deputy Director, LSGD)	Chief Registrar, Office of the Principal Director, LSGD
1.7	Registration in India of birth of a child born outside India (Section 20, Registration of Births and Deaths Act, 1969)	15 days	Local Registrar (Secretary)	District Registrar (Deputy Director, LSGD)	Chief Registrar, Office of the Principal Director, LSGD
1.8	Marriage Registration (Hindu Marriage Act, 1955; Kerala Hindu Marriage Registration Rules, 1957)	7 days	Local Registrar (Secretary)	District Registrar (Deputy Director, LSGD)	Registrar General [Director (Rural), Local Self Government Department]
1.9	Delayed registration of marriage after 30 days (Hindu Marriage Act, 1955; Kerala Hindu Marriage Registration Rules, 1957)	7 days after obtaining permission	Local Registrar (Secretary)	District Registrar (Deputy Director, LSGD)	Registrar General [Director (Rural), Local Self Government Department]
1.10	Marriage Certificate under Kerala Hindu Marriage Registration Rules, 1957	7 days	Local Registrar (Secretary)	District Registrar (Deputy Director, LSGD)	Registrar General [Director (Rural), Local Self Government Department]
1.11	Registration of marriage where memorandum is filed within 45 days (Kerala Registration of Marriages (Common) Rules, 2008)	7 days	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]
1.12	Registration of marriage where memorandum is filed after 45 days but before 5 years (Kerala Registration of Marriages (Common) Rules, 2008)	7 days	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
1.13	Registration of marriage after 5 years (Kerala Registration of Marriages (Common) Rules, 2008)	7 days after obtaining permission	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]
1.14	Marriage Certificate under Kerala Registration of Marriages (Common) Rules, 2008	7 days	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]

III. Grama Panchayat Offices — Buildings

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
2.1	Building Permit/Development Permit (including compound wall, well, etc.) and building plan approval	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
2.2	Building Permit — Self Certification	Same day	Assistant Engineer	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
2.3	Permit for demolition / alteration / reconstruction / addition to building	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
2.4	Plinth Level Approval	5 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
2.5	Occupancy Certificate	15 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
2.6	Change of building ownership in the Property Tax Assessment Register	30 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
2.7	Building Ownership Certificate (for persons with no tax arrears)	Same day	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
2.8	Residential Certificate	7 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
2.9	Age of Building Certificate	3 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
2.10	Tax assessment/reassessment and numbering of building	15 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
2.11	Vacancy remission of buildings	15 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
2.12	Grant of tax exemption	15 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD

III. Grama Panchayat Offices — Licences, Registrations and Permits

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
3.1	Licence to enterprises / permission to license	7 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
3.2	Permission to construct factories and install machinery	30 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
3.3	Licence Renewal	Same day	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
3.4	Remittance of Profession Tax	Same day	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
3.5	Registration of tutorial institutions	15 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
3.6	Renewal of registration of tutorial institutions	7 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
3.7	Cinema Theatre Licence	30 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
3.8	Renewal of Cinema Theatre Licence	15 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
3.9	Licence for Dogs	3 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
3.10	Licence for Livestock Farms	30 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
3.11	Registration of Private Hospitals and Paramedical Institutions	15 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD

III. Grama Panchayat Offices — Social Security Pension / Other Welfare Services

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
4.1	Widow Pension	40 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
4.2	Old Age Pension	40 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
4.3	Disability Pension	40 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
4.4	Agricultural Labour Pension	40 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD
4.5	Pension for Unmarried Women above 50 years	40 days	Secretary	Deputy Director, Office of the District Joint Director, LSGD	Additional Director, Office of the Principal Director, LSGD

IV. Municipal Corporation — Civil Registration

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
1.1	Birth/Death/Still Birth Registration (Registration of Births and Deaths Act, 1969; Kerala Registration of Births and Deaths Rules, 1999)	1 day after receipt of birth report for hospital births at places with kiosk facility; 7 days in other cases	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.2	Inclusion of name in Birth Register (same Acts/Rules)	7 days; where Chief Registrar/District Registrar permission is required, 7 days after obtaining permission	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.3	Delayed registration of Birth/Death	7 days after obtaining permission	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.4	Correction in Birth/Death Register	15 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.5	Birth/Death Certificate (Registration of Births and Deaths Act, 1969)	7 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.6	Birth registration and issue of certificate to an adopted child	5 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.7	Registration in India of birth of a child born outside India (Section 20, Registration of Births and Deaths Act, 1969)	15 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.8	Marriage Registration (Hindu Marriage Act, 1955; Kerala Hindu Marriage Registration Rules, 1957)	7 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Registrar General [Director (Rural), Local Self Government Department]
1.9	Delayed registration of marriage after 30 days (Hindu Marriage Act, 1955; Kerala Hindu Marriage Registration Rules, 1957)	7 days after obtaining permission	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Registrar General [Director (Rural), Local Self Government Department]
1.10	Marriage Certificate under Kerala Hindu Marriage Registration Rules, 1957	7 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Registrar General [Director (Rural), Local Self Government Department]
1.11	Registration of marriage where memorandum is filed within 45 days (Kerala Registration of Marriages (Common) Rules, 2008)	7 days	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]
1.12	Registration of marriage where memorandum is filed after 45 days but before 5 years (Kerala Registration of Marriages (Common) Rules, 2008)	7 days	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]
1.13	Registration of marriage after 5 years (Kerala Registration of Marriages (Common) Rules, 2008)	7 days after obtaining permission	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]
1.14	Marriage Certificate under Kerala Registration of Marriages (Common) Rules, 2008	7 days	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]

IV. Municipal Corporation — Buildings

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
2.1	Building Permit/Development Permit (including compound wall, well, etc.) and building plan approval	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.2	Building Permit — Self Certification	Same day	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.3	Permit for demolition / alteration / reconstruction / addition to building	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.4	Plinth Level Approval	5 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.5	Occupancy Certificate	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.6	Change of building ownership in the Property Tax Assessment Register	30 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.7	Building Ownership Certificate (for persons with no tax arrears)	Same day	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.8	Residential Certificate	7 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.9	Age of Building Certificate	3 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
2.10	Tax assessment/reassessment and numbering of building	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.11	Vacancy remission of buildings	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.12	Grant of tax exemption	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD

IV. Municipal Corporation — Licences, Registrations and Permits

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
3.1	Licence to enterprises / permission to license	7 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.2	Permission to construct factories and install machinery	30 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.3	Licence Renewal	Same day	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.4	Remittance of Profession Tax	Same day	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.5	Registration of tutorial institutions	15 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.6	Renewal of registration of tutorial institutions	7 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.7	Cinema Theatre Licence	30 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.8	Renewal of Cinema Theatre Licence	15 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.9	Licence for Dogs	3 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.10	Licence for Livestock Farms	30 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.11	Registration of Private Hospitals and Paramedical Institutions	15 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD

IV. Municipal Corporation — Social Security Pension / Other Welfare Services

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
4.1	Widow Pension	40 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
4.2	Old Age Pension	40 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
4.3	Disability Pension	40 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
4.4	Agricultural Labour Pension	40 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
4.5	Pension for Unmarried Women above 50 years	40 days	Local Registrar (Health Officer)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD

V. Municipalities — Civil Registration

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
1.1	Birth/Death/Still Birth Registration (Registration of Births and Deaths Act, 1969; Kerala Registration of Births and Deaths Rules, 1999)	1 day after receipt of birth report for hospital births at places with kiosk facility; 7 days in other cases	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.2	Inclusion of name in Birth Register (same Acts/Rules)	7 days; where Chief Registrar/District Registrar permission is required, 7 days after obtaining permission	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.3	Delayed registration of Birth/Death	7 days after obtaining permission	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.4	Correction in Birth/Death Register	15 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.5	Birth/Death Certificate (Registration of Births and Deaths Act, 1969)	7 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.6	Birth registration and issue of certificate to an adopted child	5 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.7	Registration in India of birth of a child born outside India (Section 20, Registration of Births and Deaths Act, 1969)	15 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Chief Registrar, Office of the Principal Director, LSGD
1.8	Marriage Registration (Hindu Marriage Act, 1955; Kerala Hindu Marriage Registration Rules, 1957)	7 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Registrar General [Director (Rural), Local Self Government Department]

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
1.9	Delayed registration of marriage after 30 days (Hindu Marriage Act, 1955; Kerala Hindu Marriage Registration Rules, 1957)	7 days after obtaining permission	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Registrar General [Director (Rural), Local Self Government Department]
1.10	Marriage Certificate under Kerala Hindu Marriage Registration Rules, 1957	7 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Registrar General [Director (Rural), Local Self Government Department]
1.11	Registration of marriage where memorandum is filed within 45 days (Kerala Registration of Marriages (Common) Rules, 2008)	7 days	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]
1.12	Registration of marriage where memorandum is filed after 45 days but before 5 years (Kerala Registration of Marriages (Common) Rules, 2008)	7 days	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]
1.13	Registration of marriage after 5 years (Kerala Registration of Marriages (Common) Rules, 2008)	7 days after obtaining permission	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]
1.14	Marriage Certificate under Kerala Registration of Marriages (Common) Rules, 2008	7 days	Local Registrar of Marriages (Common) (Secretary)	Registrar General of Marriages (Common) [Deputy Director, LSGD]	Chief Registrar General of Marriages (Common) [Director (Rural), LSGD]

V. Municipalities — Buildings

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
2.1	Building Permit/Development Permit (including compound wall, well, etc.) and building plan approval	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.2	Building Permit — Self Certification	Same day	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.3	Permit for demolition / alteration / reconstruction / addition to building	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.4	Plinth Level Approval	5 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.5	Occupancy Certificate	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
2.6	Change of building ownership in the Property Tax Assessment Register	30 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.7	Building Ownership Certificate (for persons with no tax arrears)	Same day	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.8	Residential Certificate	7 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.9	Age of Building Certificate	3 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.10	Tax assessment/reassessment and numbering of building	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.11	Vacancy remission of buildings	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
2.12	Grant of tax exemption	15 days	Assistant Engineer / Assistant Executive Engineer / Executive Engineer / Superintending Engineer / Secretary, based on plinth area of building	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD

V. Municipalities — Licences, Registrations and Permits

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
3.1	Licence to enterprises / permission to license	7 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.2	Permission to construct factories and install machinery	30 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.3	Licence Renewal	Same day	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
3.4	Remittance of Profession Tax	Same day	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.5	Registration of tutorial institutions	15 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.6	Renewal of registration of tutorial institutions	7 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.7	Cinema Theatre Licence	30 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.8	Renewal of Cinema Theatre Licence	15 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.9	Licence for Dogs	3 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.10	Licence for Livestock Farms	30 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
3.11	Registration of Private Hospitals and Paramedical Institutions	15 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD

V. Municipalities — Social Security Pension / Other Welfare Services

Sl. No.	Service	Time Limit	Designated Officer	First Appellate Authority	Second Appellate Authority
4.1	Widow Pension	40 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
4.2	Old Age Pension	40 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
4.3	Disability Pension	40 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
4.4	Agricultural Labour Pension	40 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD
4.5	Pension for Unmarried Women above 50 years	40 days	Local Registrar (Health Inspector Grade I)	District Registrar (Deputy Director, Local Self Government Department)	Additional Director, Office of the Principal Director, LSGD

EXPLANATORY NOTE

(This does not form part of the notification but is intended to clarify its general purpose.)

In exercise of the powers conferred by Section 3 of the Right to Service Act, 2012 (Act 18 of 2012), the Director of Panchayats issued a notification under Order No. PAN/14633/2020/G2 dated 21 December 2020, published in Kerala Gazette Extraordinary No. 3060 (Vol. 9) dated 22 December 2020, concerning services, stipulated time limits, designated officers and appellate authorities for services rendered from the offices of the Director of Panchayats, Deputy Director of Panchayats and Grama Panchayats. The Director of Urban Affairs similarly issued Order No. G3-294/2021/DUA dated 21 January 2021, published in Kerala Gazette Extraordinary No. 243 (Vol. 10) dated 21 January 2021, concerning services rendered from the Regional Joint Director offices, Municipal Corporations and Municipalities.

Thereafter, the unified Local Self Government Department was formed by integrating the Department of Panchayats, Department of Urban Affairs, Department of Rural Development, Department of Town and Country Planning and the Engineering Wing of the Local Self

Government Department. Various amendments were also made to the Kerala Panchayat Raj Act, 1994, the Kerala Municipality Act, 1994, the Rules framed under those Acts and other relevant Acts and Rules concerning the services rendered by these departments.

Accordingly, it was considered necessary to issue a fresh notification for the unified Local Self Government Department, covering the Principal Director's Office, District Joint Director offices, Grama Panchayats, Municipal Corporations and Municipalities, and specifying the designated officers, First Appellate Authorities, Second Appellate Authorities and stipulated time limits under Section 3 of the Kerala Right to Service Act, 2012. The earlier Gazette notifications were superseded for this purpose.

SEERAM SAMBASIVA RAO IAS

Principal Director

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