

Service Rendered by the Departments of Greater Chennai Corporation

S. No	Name of the Service/ Scheme	Details of Service/ Scheme	Eligible Persons	Documents to be submitted [if applicable]	To whom application to be sent	Sanctioning Authority	Time limit for sanction	Contact details for any delay or deficiency in service	Remarks
Medical Services Department									
1	Dr. Muthulakshmi Reddy Maternity Benefit Scheme	Maternity Benefit Scheme	<p>General Eligibility Criteria: -</p> <p>1.The pregnant mother should be of age 19 years and above.</p> <p>2. VHN/ UHN should certify the economic status in PICME.</p> <p>3. Mothers delivered at Private Medical Colleges approved under Dr.MRMBS are also eligible after ensuring the provision of free delivery services including caesarean deliveries.</p>	<p>1 Register the AN at area by UHN</p> <p>2.To get PICME number</p> <p>3.To open an account from Government to bank</p>	Health Post / Zonal Office (MSD)	Zonal Medical Officer	<p>1.First Installment Amount Rs.2000/ - and Nutrition Kit (Worth of Rs.2000/ -)</p> <p>The beneficiary should register her pregnancy with VHN/ UHN before 12 weeks of pregnancy.</p>	City Medical Officer, Medical Services Department	A.The mother should register her pregnancy with VHN/ UHN before 12 weeks. All services received by mother will be

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			<p>4. Srilankan refugees –pregnant women are eligible.</p> <p>5. The pregnant women who are members of Farmers Social Security Scheme are also eligible to get this cash assistance.</p> <p>6. Only for two deliveries Maternity Assistance is provided.</p> <p>7. However certain conditionality's, HOB mothers are eligible for first and fifth installments and also for two Nutrition Kits</p> <p>8. Migrant mothers in brick kilns, quarries, road works, construction sites and other infrastructure development projects are also eligible provided that They should register themselves with VHN/ UHN before 12 weeks of pregnancy.</p>				<p>A. For this, the VHN/UHN should have registered and entered the ANC in PICME before 12 weeks or the mother should have pre-registered before 12 weeks of her pregnancy.</p> <p>B. The mother should obtain PICME Number (RCH – ID)</p> <p>C. Aadhaar authentication should be done before release of 1st instalment.</p> <p>D. Beneficiary should furnish Savings Bank Account details in any nationalized bank with RTGS facility.</p> <p>E. BP, Height and weight should have been recorded for the mothers registered by the VHN/UHN</p> <p>F. Pregnancy must be confirmed by the PHC/UPHC Medical Officer and entered in the PHC AN Clinic Register.</p>		<p>fed in to the PICME Web Portal. If she fulfils the eligibility criteria for each installment, her details will be automatically populated into the page of Sector Health Nurse. There is no need to enter application into the software. Instead, VHN/UHN has to specify whether the mother is eligible to receive Dr. Muthulakshmi Reddy Maternity Benefit Fund or not in the PICME software.</p> <p>B. Then the Sector Health Nurse verifies the details of beneficiary and forwards the mother name to PHC Medical Officer login.</p> <p>C. The the PHC Medical Officer verifies the details of beneficiary and forwards the mother name to Block Medical Officer login.</p>

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			<ul style="list-style-type: none"> • Migrant mothers status to be certified by the Hospital on Wheels or area PHC medical Officer. • They should continue to live physically in the area for getting all the five installments. • Migrant workers from other states are eligible for 1st and 5th installments and Nutrition Kits. 				<p>G. Mothers who have registered in any Government Hospitals / Government health facilities including Government Medical College Hospitals are also eligible.</p> <p>H. Mothers of the HOB and Migrant mothers from other States are eligible for the installment amount and Nutrition Kit subject to satisfaction of the conditions.</p> <p>2. Second Installment Amount (Rs.2000/-) and Nutrition Kit (Worth of Rs.2000/-)</p> <p>A. The beneficiary should have received minimum 2 AN visits in any Government Health Facility.</p> <p>B. The beneficiary should have availed following MCH services</p> <p>a. TT immunization</p> <p>b. Blood grouping including Rh testing.</p>		<p>D. Block Medical Officer / Commissioners of Corporation / City Health Officer / City Medical Officer in case of Chennai will submit the beneficiary list with account number and MICR code to the Treasury. Treasury will transfer the amount directly to the bank account of beneficiary through ECS.</p>

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							<p>c.Haemoglobin estimation</p> <p>d.Urine albumin and sugar test</p> <p>e.Height recording</p> <p>f.Weight and BP recording in every visit</p> <p>g.GDM</p> <p>h.HIV test and</p> <p>i.Minimum One ultra sonogram (Scan)</p> <p>C.The beneficiary who satisfies the above conditions are eligible to receive the second installment after completion of four months.</p> <p>D.Mothers of HOB and migrant mothers are eligible for Nutrition Kit only and not for the second installment amount.</p> <p>3.Third Installment (Rs.4000/ -)</p> <p>A.Mothers delivered in</p>		

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							<p>Government / Local Body Institutions and approved private medical college hospitals where free delivery services are provided.</p> <p>B. Mothers are eligible only for first two deliveries.</p> <p>C. If Primi, PPIUCD should have been inserted.</p> <p>D. For 2nd delivery, PPIUCD should have been inserted or permanent sterilization should have been done.</p> <p>E. The mother will receive the benefit only if the institution makes the required delivery entry and family welfare services in PICME.</p> <p>F. The mother will receive this benefit even if she has not received 1st and 2nd installments.</p> <p>4. Fourth Installments (Rs.4000/ -)</p>		

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							<p>A. The Fourth Installment of cash assistance will be given to Mothers, who received 3rd installment and after completion of 3rd dose of OPV, Pentavalent and Rota vaccine and second dose of IPV immunization to their Infants.</p> <p>5. Fifth Installment (Rs.2000/ -)</p> <p>A. The mothers who received fourth installment are eligible to receive fifth installment after completion of Measles Rubella vaccination (Fully immunized) between 9 and 12 months, to their infants.</p> <p>B. The 2nd delivery mother, had got PPIUCD inserted for 3rd installment, should undergo sterilization or her husband should undergo NSV. Otherwise the mother is not eligible for receiving fifth installment.</p>		

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							C.HOB mothers who have received only 1 st installment, who have undergone sterilization of NSV for her husband only are eligible for 5 th installment, after completion of Measles-Rubella vaccination and JE vaccination where applicable between 9 and 12 months.		
2.	Urban Health Post Services	<p>1) Out Patient Service</p> <p>2) Early Registration of Antenatal mothers.</p> <p>3) Online PICME entry</p> <p>4) T.T. Immunisation for Antenatal mothers within 3 months of Pregnancy</p> <p>5) Examination of Antenatal mothers upto 28 weeks of Pregnancy</p> <p>6) Ultra Sonogram for Antenatal mothers for confirmation of Pregnancy and Foetal well being (Minimum 3 Scan within 28 weeks of Pregnancy)</p> <p>7) Distribution of Tab. Iron and Folic acid for Prevention of Anaemia in</p>	Antenatal mothers, Post natal mothers, Infants, Under five children, School going children. Adolescent girls, Women & Elderly women	M.C.P. Card, O.P. Book or Card, any related document they have.	Zonal Medical Officer	Zonal Medical Officer	7 days	City Medical Officer	Any suggestion and compliant contact to Zonal Medical Officer or write letter and put in to suggestion box.

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		<p>Ante natal mothers.</p> <p>8) Health education to Ante natal mothers regarding personal hygiene, WellBalanced Nutrition's diet, Family Welfare methods, Importance of breast feeding and Yoga.</p> <p>9) Identifying High risk pregnancy and early referral to Tertiary Care Institution.</p> <p>10) Referring Antenatal mothers to E.O.C. after completion of 28 weeks of Pregnancy.</p> <p>11) Well baby Clinic and growth monitoring of under five children.</p> <p>12) Follow up of Post natal mothers and babies up to 42 days of birth.</p> <p>13) Immunisation Clinic at Health Post all Mondays, Wednesdays and Fridays. Outreach Immunisation at UHN area – all Wednesdays Immunisation for babies given as per national Immunisation schedule.</p>							

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		<p>14) Cold Chain maintenance of Vaccine.</p> <p>15) Distribution of Tab. Iron and Folic acid for adolescent every Thursdays for anaemia Prophylaxis</p> <p>16) Vaccine Preventable disease surveillance.</p> <p>17) Cervical Screening and Breast examination.</p> <p>18) Family Welfare methods – Temporary methods, (Insertion of IUCD, distribution of Oral Pill and Condoms)</p> <p>19) School Health Programme.</p>							
3.	24 hours Emergency Obstetric Care Centres	<p>1) Conducting deliveries 24 X 7</p> <p>2) Examination of Antenatal mothers after 28 weeks of Pregnancy 8.00 A.M. to 1.00 P.M.</p> <p>3) Ultra Sonogram 8.00 A.M. to 1.00 P.M.</p> <p>4) Conducting Caesarian deliveries.</p> <p>5) Follow up of high risk</p>	Antenatal mothers, Post natal mothers, Infants, Unprotected Couples and Women	M.C.P. Card, O.P. Book or Card, any related document they have.	Zonal Medical Officer	Zonal Medical Officer	7 days	City Medical Officer	Any suggestion and compliant contact to Zonal Medical Officer or write letter and put in to suggestion box.

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		<p>Pregnancy mother if needed refer to tertiary Care Institution.</p> <p>6) Medical termination of Pregnancy (within 12 weeks of Pregnancy) and Copper-T insertion.</p> <p>7) Intravenous infusion of Iron Sucrose for anaemic Antenatal mother</p> <p>8) Basic Health check up for Antenatal mothers after 28 weeks of Pregnancy 8.00 a.m. to 1.00 p.m.</p> <p>9) After delivery the mothers are provided with nutritious diet.</p> <p>10) Mothers are given Warm bed with Mosquito net and baby gift set for new borns.</p> <p>11) Janani Suraksha Yojana Scheme Rs.600/- Cheque given to all delivered mothers.</p> <p>12) '0' dose polio, Birth dose Hepatitis-B is given within 24 hours of birth.</p> <p>13) New born babies are</p>							

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		<p>kept in Warmer by New Born Stabilisation Unit</p> <p>14) Physiological Jaundice babies kept in Phototherapy.</p> <p>15) High risk New Born refer to higher Institution by Ambulance.</p> <p>16) Permanent Family Welfare methods for Male and Female 8.00 a.m. to 1.00 p.m.</p> <p>17) Follow up after Surgery (upto 42 days).</p> <p>18) After delivery insertion of PPIUCD.</p> <p>19) Medical Termination of Pregnancy (Upto 12 weeks of Pregnancy) and Family Welfare method.</p> <p>20) New born Cardiac Screening at Saidapet E.O.C.</p>							
Public Health Department									
1	Registration of births and deaths	Registration of Births / Deaths occurred in Institutions	Parent or the legal heirs of the deceased	All the Hospitals have been given user name and password. By using their password Head of the institution should upload the details of	To the Registrar of births and Deaths i.e. Concerned Division Sanitary Inspector. He	The Concerned Division Sanitary Inspector will validate the details	As per Registration of Birth and Death Act 1969 Sec.8 & 13 within 21 days of the occurrence of a birth/ death can be	Zonal Health Officers of the concern Zone. Zone 1-9445190061 Zone 2-9445190062 Zone 3-9445190063 Zone 4-9445190064	

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				births/ deaths in Chennai Corporation Web portal and hard copy Form 1, Form 2, Form 3 and Medical Cause of death Certificate (Form 4) should be submitted within 21 days of its occurrence.	registers the manual reports.	uploaded by the institutions after verification of the hard copy given by them	registered by the B&D Registrar without late fee. In Corporation of Chennai all the Births and deaths are registered within 3 days to 7 working days period at the earliest. If the delay is 21 days to 30 days late fee Rs.100 should be paid and the event can be registered by B&D Registrar. If the delay is 30 days to 1 year order should be obtained from Commissioner with a payment of late fee Rs.200/- If the delay is after 1 year the order of the Revenue Divisional Officer (RDO). Should be obtained and the event can be registered with late fee of Rs.500/ -	Zone 5-9445190065 Zone 6-9445190066 Zone 7-9445190067 Zone 8-9445190068 Zone 9-9445190069 Zone 10-9445190070 Zone 11-9445190071 Zone 12-9445190072 Zone 13-9445190073 Zone 14-9445190074 Zone 15-9445190075	
2	Registration of births and deaths	Registration of Births / Deaths occurred in Homes	Parent or the legal heirs of the deceased	The Head of the household should give information about birth along with proof like Antenatal / Postnatal medical care and letter from delivery conducted person and witness within 21 days of occurrence. The Head of the household	To the Registrar of births and Deaths i.e. Concern Division Sanitary Inspector. He registers the manual reports.	The Data Entry Operator enters the details as per the birth / death reports by using his password in Chennai Corporation Web portal. Concerned	As per Registration of Birth and Death Act 1969 Sec.8 & 13 within 21 days of the occurrence of a birth/ death can be registered by the B&D Registrar without late fee. In Corporation of Chennai all the Births and deaths		

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				should give information about death in the Burial Ground if burial done in Chennai Corporation limit along with Medical Cause of death Certificate (Form 4A) if police case Police Death Report, FIR Copy during the burial or cremation. If the burial occurred in out of Chennai Corporation limit along with above said documents body disposal certificate issued by VAO or respective Local Authorities to be submitted within 21 days.		Divisional Sanitary Inspector validated the details uploaded by Data Entry Operator after verification of the hard copy given by them	are registered within 3 days to 7 working days period at the earliest. If the delay is 21 days to 30 days late fee Rs.100 should be paid and the event can be registered by B&D Registrar. If the delay is 30 days to 1 year order should be obtained from Commissioner with a payment of late fee Rs.200/- If the delay is after 1 year the order of the Revenue Divisional Officer (RDO) should be obtained and the event can be registered with late fee of Rs.500/-		
3	Issuance of Birth and Death Certificates	Download Birth and Death Certificates from website	The details of birth/ death concern should be registered in Chennai Corporation Web portal	Public can download the birth/ death certificate at free of cost from www.chennaicorporation.gov.in by entering the date of birth/ death and gender	Public can download the birth/ death certificate at free of cost from www.chennaicorporation.gov.in by entering the date of birth/ death and gender	NA	NA		
4	Inclusion of Child name in birth certificates	Inclusion of Child Name in the birth certificate registered before 1990	Parent of the child/ Individual	Declaration and affidavit of the Parent/ individual (Passport size photos should be affixed) along with SSLC mark sheet /	Public Relation Centre, Ripon Buildings (Timings 10AM to 5.30PM in working days)	Registrar of Births and Deaths will enter the child name in the birth register	7 working days after submission of declaration by parents of the child for Birth Certificate.	Zonal Health Officer (VS) 044-25619251	

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				passport 1 st and last page copy / driving license / PAN and ration card id proof of parent and individual		and web portal by using his password			
5	Inclusion of Child name in birth certificates	Inclusion of Child Name in the birth certificate registered after 1990 to till date	Parent of the child	Declaration of the Parent along with birth report given by hospital and id proof of parent. School Record copy, ID proofs ad affidavit should be produced.	Public Service Centre of Concern Zonal Office.(Timings 10AMto5.30PM in working days)	Registrar of Births and Deaths will enter the child name in the Register and the Concerned Division Sanitary Inspector will enter the child name in the web portal by using his password	7 working days after submission of declaration by parents of the child for Birth Certificate.	Zonal Health Officers of the concern Zone. Zone 1-9445190061 Zone 2-9445190062 Zone 3-9445190063 Zone 4-9445190064 Zone 5-9445190065 Zone 6-9445190066 Zone 7-9445190067 Zone 8-9445190068 Zone 9-9445190069 Zone 10-9445190070 Zone 11-9445190071 Zone 12-9445190072 Zone 13-9445190073 Zone 14-9445190074 Zone 15-9445190075	
6	Correction in the birth/ death certificates	Corrections in the birth certificate registered before 1990	Parent of the child / Individual / if correction in death certificate legal heirs	Request letter and affidavit of the Parent / individual / if correction in death certificate legal heirs (Passport size photos should be affixed) along with SSLC mark sheet / passport 1 st and last page copy / driving license / PAN / marriage certificate and ration card id proof of parent and individual / deceased / legal heirs	Public Relation Centre, Ripon Buildings (Timings 10AM to 5.30PM in working days)	Registrar of Births and Deaths will make correction in the register and web portal by using his password	7 working days after submission of declaration by parents of the child for Birth Certificate.	Zonal Health Officer (VS) 044-25619251	

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7	Correction in the birth/ death certificates	Inclusion of Child Name in the birth certificate registered after 1990 to till date	Parent of the child / Individual / if correction in death certificate legal heirs	Request letter and affidavit of the Parent / individual / if correction in death certificate legal heirs (Passport size photos should be affixed) along with SSLC marksheet/ passport 1 st and last page copy / driving license / PAN / marriage certificate and ration card id proof of parent and individual / deceased / legal heirs	Public Service Centre of Concern Zonal Office. (Timings 10AM to 5.30PM in working days)	Registrar of Births and Deaths will make correction in the Register and the Concerned Divisional Sanitary Inspector will update the correction in the web portal by using his password	7 working days after submission of declaration by parents of the child for Birth Certificate.	Zonal Health Officers of the concern Zone. Zone 1-9445190061 Zone 2-9445190062 Zone 3-9445190063 Zone 4-9445190064 Zone 5-9445190065 Zone 6-9445190066 Zone 7-9445190067 Zone 8-9445190068 Zone 9-9445190069 Zone 10-9445190070 Zone 11-9445190071 Zone 12-9445190072 Zone 13-9445190073 Zone 14-9445190074 Zone 15-9445190075	
8	Name Inclusion of the Child.	Online Name Inclusion of the Child Born on and after 01.06.2019.	Parents of the child	Request letter of the parents, Declaration form, Parents ID proof, Registration Number of the Birth Certificates. Should be scanned and uploaded in the web portal. If accepted OTP number will be sent to the applicant.	To the Registrar of the Birth and Death i.e concerned Divisional Sanitary Inspector.	The Birth and Death Registrar using his password in Greater Chennai Corporation web portal. After verifying the details application will be accepted or rejected. If accepted message will be sent to the applicants mobile no.	Maximum 7 Days from the date of submission Online.	Zonal Health Officers of the concern Zone. Zone 1-9445190061 Zone 2-9445190062 Zone 3-9445190063 Zone 4-9445190064 Zone 5-9445190065 Zone 6-9445190066 Zone 7-9445190067 Zone 8-9445190068 Zone 9-9445190069 Zone 10-9445190070 Zone 11-9445190071 Zone 12-9445190072 Zone 13-9445190073 Zone 14-9445190074 Zone 15-9445190075	
9	National Urban Livelihood Mission - Shelter for Urban Homeless	The Honorable Supreme Court of India has given direction that one shelter for homeless to be opened for every 1	Persons who do not have a house, either self-owned or rented, but instead live and sleep on	Any ID proofs (if available) / Police Memo	-	-	-	City Level Co- Ordinater Asha Parek Nanthiny 9445190472 / 044 - 25303849 shelterschennaicorpora	

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		lakh population in the urban cities in India. Greater Chennai Corporation (GCC) is currently operationalizing 38 shelters for the urban homeless and 13 special shelter (Hospital) in Chennai city under Deen Dayal Antyodaya Yojana (DAY) - National Urban Livelihood Mission (NULM). For establishment of additional 33 shelters action is being carried out.	pavements, at parks, railway stations, bus stations and places of worship, outside shops and factories, at construction sites, under bridges, in hume pipes and other places under the open sky or places unfit for human habitation. This also includes people who live in temporary structures without walls, under plastic sheets or thatched roofs on pavements, parks or other common spaces.					tion@gmail.com	
Revenue Department									
1	Property Tax Assessment	Levying of Property tax	Persons owning property within the limit of Greater Chennai Corporation	Filled in Form -6 and the copy of documents relating to the property such as sale deed, settlement deed, patta, etc.,	Zonal Assistant Revenue Officer concerned	Zonal Assistant Revenue Officer/ Zonal Officer/ Revenue Officer/ Regional Deputy Commissioner as the case may be	30 days		
2	Property Tax Assessment for revision of tax	Revision of Property tax	Persons who made additional construction/ alteration/ changed the usage of	Filled in Form -7	Zonal Assistant Revenue Officer concerned	Zonal Assistant Revenue Officer/ Zonal Officer/ Revenue	30 days		

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			property within Chennai Corporation			Officer/ Regional Deputy Commissioner as the case may be			
3	Objections for property tax Assessment	Reduction of Property tax	Property owners whose property assessed for property tax	<ol style="list-style-type: none"> 1. Requisition letter with reason for reduction of property tax 2. Provisional Assessment order of property tax 	Zonal Assistant Revenue Officer concerned	Zonal Assistant Revenue Officer/ Zonal Officer/ Revenue Officer/ Regional Deputy Commissioner as the case may be	30 days		
4	Appeal to the property tax assessment	Appeal for the fixation of Property tax	Persons who aggrieved with the assessment of property tax fixed by Chennai Corporation	<ol style="list-style-type: none"> 1. Requisition letter addressed to the TAT 2. Copy of the final assessment order given by Chennai Corporation in Notice No.10 3. Copy of the receipt showing fifty percent of the difference amount between the existing tax and the tax as assessed by the Commissioner in the revision is paid 	Taxation Appeal Tribunal, Ripon Buildings, Chennai-600003	The Chairman, Taxation Appeal Tribunal	Six months		
5	Amendment of Property tax	Transferring ownership of Property tax	Property owners acquired property by way of a registered deed or inheritance	<ol style="list-style-type: none"> 1. Form 9 2. Copy of the deed relating to the property 3. Legal heirship certificate in the case of inheritance 	Zonal Assistant Revenue Officer concerned	Zonal Assistant Revenue Officer concerned	15 days		

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6	Assessment of Professional tax	Levying of profession tax	A Hindu undivided family, firm, company, corporation or other corporate body, any society, club, body of persons or association, so engaged, but does not include any person employed on as casual basis who is engaged actively or otherwise in any profession, trade calling or employment within the city.	1. Filled in Form -2 2. Filled in Form -1 3. proof for the commencement of business	Zonal Assistant Revenue Officer concerned	Zonal Assistant Revenue Officer concerned	1 day		
7	Company Tax	Levying of Company tax	Company which transacts business within the city	1. Filled in Form with a copy of Memorandum of Article. 2. Copy of a Registration certificate issued by Registrar of Companies	Zonal Assistant Revenue Officer concerned	Zonal Assistant Revenue Officer concerned	1 day		
8	Trade Licence	Issuing of Licence for running trades within Greater Chennai Corporation limit	Traders running trades within Chennai Corporation limit	1. Filled in application form 2. Two passport size photos 3. Uptodate property tax paid receipt	Zonal Assistant Revenue Officer	Zonal Officer	45 days		
9	Renewal of Trade licence	Renewing of Licence for running trades within Greater Chennai Corporation limit	Traders running trades within Greater Chennai Corporation limit	1. Filled in application form 2. Two passport size photos 3. Copy of the trade licence already	Zonal Assistant Revenue Officer	Zonal Officer	Across the counter		

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10	Community Hall Booking	Letting out of community halls for marriages and other functions(other than religious/ political functions)	General Public	1. Filled in application form 2. Two passport size photos 3. Demand Draft for required daysrent 4. Xerox copy of Residence proof certificate	Assistant Revenue Officer (Headquarters)	Assistant Revenue Officer (Headquarters)	1 day		
11	Allotment of Shops	Letting out of shops in Greater Chennai Corporation shopping complex's through tender cum auction	General Public	1. Filled in tender document 2. E.M.D. amount	Zonal Assistant Revenue Officer Concerned	Zonal Officer	As per tender conditions		

Mechanical Department

1	Providing Mobile Toilet	Providing Mobile Toilet for his use of Public during mass gathering at Government / Private functions, Special events	Public	1. Request Letterfor providing mobile Toilet with Name, Venue, Contact No, Program Date, no of days 2. D.D in name of CommissionerGreater Chennai Corporation (i) Rent (Non refundable) –Rs. 500/- (RupeesFiveHundred only) per day for one vehicle (ii) Securitydeposit (Refundable) – Rs. 2000/- (RupeesTwo Thousand only) for one vehicle (iii) Public youshould	Superintending Engineer (Mechanical)	Superintending Engineer (Mechanical)	Within 3 days	Email: semechanical@chennaicorporation.gov.in	
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				<p>make suitable arrangements for safety towing the Mobile Toilet From the Greater Chennai Corporation premises and after utilization, should return back the same out at the same premises.</p> <p>(iv) Any damages / loss shall be recovered from the Security Deposit Paid by Public.</p> <p>(v) Public you should also arrange for handing over the toilet after utilization only after thoroughly cleaningandsanitizing it. (vi) Whenever GovernmentConvenes Function, MobileToilet will be taken back immediately and the rent collected for Mobile Toilet is Non – Refundable.</p>					
Education Department									
1	National Urban Livelihoods Mission (NULM)	<ol style="list-style-type: none"> SEP - Individual (Self Employment Programme) SEP - Group (Self Employment Programme) SMID (Social Mobilizationand 	Families identified as urban poor as per 2004 and 2012 survey	<ol style="list-style-type: none"> Request Letter Ration Card Number - Photo Copy Certificate For Educational Qualification Community Certificate 	Project Officer - National Urban Livelihood Mission (Nulm) - Corporation Of Chennai	The Principal Secretary / Commissioner	NIL	Deputy Commissioner (Education), Corporation of chennai, Ripon Building, Chennai - 600 003	

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		Institutional Development) 4. ESTP (Employment through Skill Training & Placement)		5. Income Certificate 6. Bank Account Pass Book 7. Work Experience Certificate 8. Proposed Business Project Proposal and Estimate					
2	Scholarship	Scholarship for Higher education who studied in Chennai corporation higher secondary school.	12 th passed students in Chennai Corporation school	12 th mark sheet, sheet, fee receipt, counselling college allotment order	Educational Officer [EO]	Educational Officer [EO]	August to December	Educational Officer [EO]	
3.	Amma Two Wheeler Scheme	Amma Two Wheeler scheme 50% (Maximum Rs.25000/- only) subsidy for working women to buy two wheelers	8 th passed or fail Age 18 to 40 Annual Income should not exceed Rs.250000/- Priority will be given to the working women headed households, deserted women Differently abled persons, destitute. Unmarried women aged above 35 years, scheduled caste/ Tribes, transenders.	1. Passport Size Photograph 2. Aadhar Card Copy 3. Age Proof 4. Community Certificate 5. Proof of Education Income Certificate 6. Bank Pass Book Copy 7. Copy of Driving License 8. Certificate of the Destitute/deserted women or other priorities. 9. Salary bill for private Company 10. Different Abled Certificate 11. Copy of the R.C.Book 12. Tax invoice	Zonal Officer	Commissioner	Nil	Zonal Officer	

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Buildings Department									
1	Tenders for Constructions of Various types of buildings	<p>Tenders are called for various works by Buildings Department after approval of Department Head. For works of urgent nature, limited tenders are called by giving 7 days and for other tenders called by giving 15 days time, after due approval from competent authorities. Tenders invitations are published in Tamil, English and District news bulletins.</p> <p>The lowest quoted tenderer is awarded tenders and as per the amount of tender, after approval of tender committee and through council resolution wherever applicable. Thereafter the work orders are issued. Tenderers are required to submit 1% of the tender value as earnest money deposit by DD while submitting the tender. Once the agreement is signed with the tenderer on allotment of work, the</p>	Registered Contractors of Corporation of Chennai	As per tender conditions	SE Buildings	-	-	SE Buildings	

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		<p>tenderer has to provide security deposit equivalent to 2% of the value of work either by postal small savings certificates, or by Bank Guarantees. Thereafter the EMD paid by the tenderer will be released to him.</p> <p>Tenderers are paid at frequent intervals based on the works completed. The Security Deposit paid by the tenderer will be released after 6 months from the date of completion of the work.</p> <p>While the work is in progress, an amount equivalent to 2.5% of bill value will be deducted as retention amount from each bill payable to the tenderer. The retention amount is released to the tenderer on completion of two years from the date of final bill payment subject to clearance from audit. The contractor has to submit indemnity bond to undertake defect correction till defect liability period of 5</p>							

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		years from the date of completion.							
Electrical Department									
1	Regarding Non-burning of street lights	Cable fault will be attended within 3 days. Accessories fault will be attended within 24 hours	-	-	-	SE/ ELECTRICAL	Cable fault – 3 days Accessories fault –one day.	S.E./ Electrical = 044-25619371, 9445190739 D.E.E/H.Q. = 9445190751 Complaint Cell: 1913 044-25619371 DEE/North : 9445190754 DEE/Centre : 9445190753 DEE/South: 9445190752 ADE/Technical : 9445191483 9445036517	
2	Regarding leakage of Electricity	Will be rectified within 25 hours	-	-	-	SE/ ELECTRICAL	Immediately	S.E./ Electrical = 044-25619371, 9445190739 D.E.E/H.Q. = 9445190751 Complaint Cell: 1913 044-25619371 DEE/North : 9445190754	

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								DEE/Centre : 9445190753 DEE/South: 9445190752 ADE/Technical : 9445191483 9445036517	
3	Regarding Accident of lamp post	Removal within a day replacement within a month	-	-	-	SE/ ELECTRICAL	Removal immediately. Replacement -30 days.	S.E./ Electrical = 044-25619371, 9445190739 D.E.E/H.Q. = 9445190751 ComplaintCell:1913 044-25619371 DEE/North : 9445190754 DEE/Centre : 9445190753 DEE/South: 9445190752 ADE/Technical : 9445191483 9445036517	
4	Regarding Shifting of Lamp posts	Advice will be given within 7 days and the work will be completed within 15 days of receipt of shifting charges.	-	-	-	SE/ ELECTRICAL	7-15 days	S.E./ Electrical = 044-25619371, 9445190739 D.E.E/H.Q. = 9445190751	

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								Complaint Cell: 1913 044-25619371 DEE/North : 9445190754 DEE/Centre : 9445190753 DEE/South: 9445190752 ADE/Technical : 9445191483 9445036517	
5	Regarding Public Resort Licence	Inspection will be carried out within 7 days and the licence will be issued after 7 days of inspection	-	-	-	SE/ ELECTRICAL	7 - 14 days	S.E./ Electrical = 044-25619371, 9445190739 D.E.E/H.Q. = 9445190751 Complaint Cell: 1913 044-25619371 DEE/North : 9445190754 DEE/Centre : 9445190753 DEE/South: 9445190752 ADE/Technical : 9445191483 9445036517	
6	Regarding Payment for Street	Corporation of Chennai – Electrical Department –	-	-	-	SE/ ELECTRICAL	2 – 4 days	S.E./ Electrical = 044-25619371,	

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	Light	Street light –Div. 1 to 200–Zone 1 to 15 – street light service account number is fetched cent percentage in TNEB online. The received bill for the payment has been sent for the approval of Superintending Engineer / Electrical and section entries within two days, it will be forwarded to the UAC (units account cell), Electrical. In continuation within this UAC, Electrical get the approval from FA Corporation of Chennai and forward it to Commissioners A/CIOB, Corporation Extension, Chennai – 3, through this the payment is made within 2 days to TNEB Chennai.						9445190739 D.E.E/H.Q. = 9445190751 Complaint Cell: 1913 044-25619371 DEE/North : 9445190754 DEE/Centre : 9445190753 DEE/South: 9445190752 ADE/Technical : 9445191483 9445036517	
7	Regarding Payment for Other than street.	Div. 1 to 200 – Zone 1 to 15 – other than street light service account number is fetched 25% in TNEB online The received TNEB bill for the payment has been sent for the approval of Superintending Engineer / Electrical, and appropriation then registered in made in	-	-	-	SE/ ELECTRICAL	2 - 4 days	S.E./ Electrical = 044-25619371, 9445190739 D.E.E/H.Q. = 9445190751 Complaint Cell: 1913 044-25619371 DEE/North : 9445190754	

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		the section. The bill will be sent to the UAC Electrical through this the payment is made within 2 days to TNEB Chennai.						DEE/Centre : 9445190753 DEE/South: 9445190752 ADE/Technical : 9445191483 9445036517	
Park Department									
1	Dangerous Trees/ Branches and the Causing disturbance to the public cutting/ trimming	Dangerous Trees/ Braches and the Causing disturbance to the public and as per request of the public, the trees / branches will either cutting/ trimming after inspection.	Public	Request Letter	Regional Joint/ Deputy Commissioners	Regional Joint/ Deputy Commissioners	15 Days	Deputy Commissioner (Works)	
Stadium Department									
1.	Playfields maintained by Greater Chennai Corporation conducts sports events for public, students and sports persons.	Public, Students and Sports persons are benefited and being encouraged to become achievers. The playfields help in improving physical and mental health.	Public	Request Letter	Sports officer	Sports officer	7 days	Superintending Engineer (Parks and Playfields)	

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Works Department									
1	Planning Permission Application	Issuing approval for construction of ordinary building up to a height of 9.0 m and 6 dwelling units (or) up to 300 sq.m commercial floor area	Persons owning stand or having right to developed by way of registered PoA within the limits of the Greater Chennai Corporation	Copy of documents / (sale deed / lease deed / PoA), patta, adangal, Chitta, Encumbrance certificate and any other related documents	Application shall be submitted in online	Zonal Executive Engineer	30 days		
2	Demolition Application	Issuing approval for demolition of existing building without any area restriction	Person owning property or having right to development by way of registered PoA within the limits of Greater Chennai Corporation	Copy of documents (Sale deed / lease deed / PoA), patta adangal, chitta, adangal, Property tax paid receipt, encumbrance certificate and if any other related documents	Application shall be submitted in online	Zonal Executive Engineer	30 days		
3	Building Application	Issuing approval for construction of buildings for which the planning permission are issued by CMDA	Person owning land or having right to development by way of registered PoA within the limits of the Greater Chennai Corporation for which planning permissions are accorded by CMDA	Copy of documents (Sale deed / lease deed / PoA) Patta, adangal, chitta, encumbrance certificate along with structural design details soil test report.	Application shall be admitted in online	Principal Chief Engineer	30 days		
4	Registered Engineer / Registered Architect / Construction Engineer / Structural Engineer	Registration of Professionals	On the basis of academic qualifications and experience registration of professionals can be made for signing the planning permission / Building application	Copy of academic qualification and experience	Application shall be submitted in Works Department	Superintending Engineer (Works)	15 days		

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Solid Waste Management Department									
1.	Public Service (Free) Collection, transportation and dumping of Solid Waste from the houses and streets to the dump yards at Kodungaiyur and Perungudi.	Garbage clearance from houses and streets. Door to Door Collection and Source Segregation of Solid Waste and sent to processing site to dump yards.	To all residents of the Chennai city in the jurisdiction of Greater Chennai corporation	Complaints through letter/ online	1.Superintending Engineer, Head Quarters 2.Superintending Engineer, North Region 3.Superintending Engineer Central Region, 4.Superintending Engineer South Region	The Commissioner, Greater Chennai Corporation	48 Hours	1. Superintending Engineer (SWM) -HQ 2.Superintending Engineer(SWM) North Region 3.Superintending Engineer(SWM) Central Region 4.Superintending Engineer(SWM) South Region 5.Chief Engineer (Buildings, & SWM) 6.Deputy Commissioner(Health) 7. Commissioner	
2.	Paid Service Bulk generators (Individual/Firms) are allowed to dump non-hazardous waste in the Corporation dump yards at Kodungaiyur and Perungudi on payment	Dumping of garbage at KDG & PDG on payment after process of solid waste in their premises itself and the rest of residual inert waste and nonrecyclable dry waste on payment	General Public/Firms	Request letter or representation.	1.Superintending Engineer,Head Quarters 2.Superintending Engineer, North Region 3.Superintending Engineer Central Region, 4.Superintending Engineer South Region	The Commissioner, Greater Chennai Corporation	7 Days	1.Superintending Engineer(SWM) -HQ 2.Superintending Engineer(SWM) North Region 3.Superintending Engineer(SWM) Central Region 4.Superintending Engineer(SWM) South Region 5.Chief Engineer (Buildings, & SWM) 6.Deputy Commissioner(Health) 7.Commissioner	
3	Public Service (Free) Collection, transportation and dumping of	Construction Debris clearance from streets.	General Public/Firms	Request letter or representation	1.Superintending Engineer, Head Quarters 2.Superintending Engineer,	The Commissioner, Greater Chennai Corporation	48 Hours	1.Executive Engineer (Zone 1 to 15) 2.Superintending Engineer (SWM) HQ 3.Superintending	

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	Construction Waste from the houses and streets to the dump yards at Kodungaiyur and Perungudi.				North Region 3.Superintending Engineer Central Region, 4.Superintending Engineer South Region			Engineer(SWM) North Region 4.Superintending Engineer(SWM) Central Region 5.Superintending Engineer(SWM) South Region 6.Chief Engineer (Buildings, & SWM) 7.Deputy Commissioner (Health) 8.Commissioner	