

**GOVERNMENT OF TRIPURA
RD (PANCHAYAT) DEPARTMENT,
GOVERNMENT OF TRIPURA**

PANCHAYATS CITIZEN'S CHARTER

The RD (Panchayat) Department is committed to properly attend to any request or requirement of the people in respect of the following services:

CITIZEN CENTRIC ACTIVITIES/SERVICES OF R.D (PANCHAYAT) DEPARTMENT

Sl. No.	Name of Services	Documents need to be submitted	Fee for the Service (Rs.)	Indicative Time limit for delivery of the service*	Whom to contact for the service*	Officer/authority to be contacted for any grievance/complaint
1.	Trade license (Wholesale/Retail)	<ol style="list-style-type: none"> 1. Application in plain paper. 2. PAN Card (Photo copy) 3. Aadhaar/Voter ID (Photo copy) 4. Certificate of Registration. 5. No-Objection Certificate in case needed. 6. Front-Facial Photograph of the shop with display of goods traded. 	Wholesale: Rs. 100/- Retail: Rs.50/-	As determined by the competent authority	Panchayat Secretary/ Rural Programme Manager	BDO/DPO
2.	Ordinary Resident Register (Abstract Copy)	<ol style="list-style-type: none"> 1. Application in plain paper with supportive documents 	Rs. 05/-			
3.	ORR (Deletion of Name)	-Do-	Rs. 05/-			
4.	ORR (Inclusion of Name)	-Do-	Rs. 05/-			
5.	ORR (Transfer Certificate)	-Do-	Rs. 05/-			
6.	ORR (Correction)	-Do-	Rs. 05/-			

**IN-CHARGE
GRAM PANCHAYAT/VILLAGE
COMMITTEE**