

CHAPTER 18

Manual 17

Other Useful information

(As per sections 4(1) (b) (xvii) of RTI Act, 2005)

Relating To Seeking Information:

- Application addressed to the PIO can be made on a plain paper indicating clearly and precisely the details of information sought and contact information of the applicant.
- Fee: as prescribe by the government.

Relating to training imparted to the Public:

Name of the Programme/Scheme	Urban Self Employ Programme. (Training)
Time period of the training.	Two to six months subjected to minimum of 300 hours
Objective of the Training	To provide training to urban poor in a variety of service and manufacturing trades as well as in local skills and crafts so that they can set up self employment ventures or secure salaried employment with enhanced remuneration.
Physical and financial target of the programme for last year	
Eligibility	Urban poor residing within the Municipality Should reside in the same locality for a minimum of three years continuously.
Pre-requisites for the benefit.	
Procedure of application	Apply in prescribed forms which can be collected from the SMB
Description of help	Average expenditure on training including material cost, trainers' fee, other miscellaneous expenses to be incurred under the scheme.
Application fee	Application is free of cost
Other Fees	No charge
Application format	See annexure 2
List of attachments	1. Ration Card 2. School Certificate,
Format of attachments	
Selection procedure	After forms are submitted, and if eligible the SMB forwards the same to the concern institution.
Time table of training programme	Not available
Process to inform trainee about the training schedule	Notice board, direct correspondence, newspapers.
Arrangement made for creating awareness about the	Mass media

Relating to Registration process: (Contractors):

Objective	To mobilized work force for implementation of the SMB's development projects.
Eligibility for registration	Citizen of the State
Pre-requisites if any	Previous experience in the field preferred. Financially sound and good moral character. Upto date clearance of Professional taxes.

Contact information for applying	EE or AE of the Engineering wing of the SMB
Application Fee	As prescribe in the notice inviting registration.
Other fees	Registration fee as prescribe
Application form	Apply in prescribed forms which can be collected from the SMB
List of enclosures	<ol style="list-style-type: none"> 1. IPO as per prescribed amount. 2. Professional tax clearance certificate 3. Certificate from MLA/MP/ Gazetted officer for financial capability 4. Character certificate from local Rangbah Shnong (Headman) 5. Experience certificate if any.
Format of enclosures	
Procedure of application	Application in the prescribe form is to be submitted along with all enclosures to the CEO/SMB.
Process followed after the receipt of application	Applications are sorted out as per their respective class and scrutinized. If all the criteria is fulfilled the same are sent to the CEO for approval of the registration. On approval by the CEO the successful applicants are registered and certificates of registration are issued to them.
Validity period of registration	One year.
Process of renewal	Same process as registration, with reduced amount of registration fee.

Relating to Registration process: (Trade licences):

Objective	To regulate and streamline the various commercial activities in the Municipality
Eligibility for registration	<p>Must have a shop or a commercial establishment.</p> <p>Must be a citizen of India.</p> <p>The holding where the shop is located must clear all the taxes upto date.</p>
Pre-requisites if any	
Contact information for applying	Licensing Officer of the SMB. As prescribe
Application Fee	As prescribe
Other fees	License fees as prescribed depending on the type of trade
Application form	See annexure
List of enclosures	<ol style="list-style-type: none"> 1. Upto date tax receipts 2. NOC from house owner in case the shop is rented. 3. Proof of citizenship/ proof of identity.
Format of enclosures	
Procedure of application	Application in the prescribe form is to be submitted along with all enclosures to the CEO/SMB.
Process followed after the receipt of application	Inspection of the shop for which trade licence is applied is made by the inspectors and a check list for eligibility is prepared. If the applicant fulfilled all the criteria trade license is issued
Validity period of registration	One year.

Process of renewal	Same process as registration.
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Relating to Registration process: (Births and Deaths):

Objective	
Eligibility for registration	Must be born with in the limits of the Municipality.
Pre-requisites if any	In case of applicants born before one month from the date of the application a court order directing registration of birth must be produced.
Contact information for applying	Health Officer of the SMB
Application Fee	No application fee
Other fees	Registration fee as prescribe.
Application form	See annexure
List of enclosures	
Format of enclosures	
Procedure of application	Application in the prescribe form is to be submitted along with all enclosures to the CEO/SMB.
Process followed after the receipt of application	
Validity period of registration	unlimited
Process of renewal	

Relating to collection of tax:

Name and description of tax	Municipal Holding taxes: The four components of this lax are: <ol style="list-style-type: none"> 1. House Tax 2. Lighting tax 3. Water tax 4. Sanitation Tax. The taxes are charged from all assessed holdings within the Municipality.
Purpose of tax collection	To meet the maintenance cost of the services rendered by the SMB which includes, establishment charges, operational and maintenance costs etc...
Procedure and criteria for determination of tax rates.	On the basis of section 79 of the MM Act 1973, the tax is determined to be a percentage of the Annual Rental value. The ARV is deemed to be the gross amount al which the holding is expected to be let. A set of rules known as the Assessment Rules 2004 govern the procedure to arrive at the ARV.
List of major defaulters	

Relating to issuing new water connection:

Eligibility for connection	Must have a holding number. Taxes of the holding must be cleared upto date. For temporary connection: must have a building permission issued by MUDA.
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	For commercial Connection : must have NOC from the House owner, License issued by the SMB.
Pre-requisites if any	
Contact information for applying	Additional Chief water Works Superintendent
Application Fee	nil
Other fees	As prescribed
Application form	In Plain paper clearly mentioning the Holding No and ward No and details of address.
List of enclosures	Upto date Municipal fax receipts. Recommendation of Rangbah Shnong (Headman) NOC from the house owner, License issued by the Municipal and recommendation of the Rangbah Shnong. (For commercial Connection). Building Permission Issued by The MUDA. (For Temporary Water Connection).
Format of enclosures	
Procedure of application	Application in the prescribe form is to be submitted along with all enclosures to the CEO/SMB.
Process followed after the receipt of application	Inspection will be made by the Additional Chief Water works Superintendent, SMB and on the basis of his final recommendation and approval by the Authority the connection is issued.
Contact information in case of problems regarding bills or service	WWI/ACWWS/ EO/CEO Shillong Municipal Board.
Tariff and other Charges	Permanent Connection: As per the water tax charged Temporary connection: Rs. 200.00 per Month Commercial Connection: Rs. 400.00 p.m.