

	Service provided	Document To Be Submitted	Contact Officer And T.P. Numbers	Other Officers And T.P. Numbers	Minimum Time Taken To Complete The Task	Paymants
01	Issuance of line certificate	1.Obtaining an application and completing it correctly 2.Bring two photocopies and the original copy of the registration deed, pamphlet and along with the application 3.Making relevant payments.	Front office 0452287276 Subject Officer 0707630591	Chairman0713417058 Secretary0774073305 Technical Officer0767401991 0714069116 Revenue Inspector0760515929/ 0717909681 Subject Clerk0707630591 Cashier0713205830	45 minutes	Issuance charges Rs1000
02	Notification for removal of dangerous trees (after inspection of trees)	1. After the written notification, The name and address, telephone numbers of the land owner where the dangerous tree is located should be given correctly. 2. Payment of applicable fees	Front office 0452287276 Subject Officer 0713405285	Chairman0713417058 - Secretary0774073305 Technical Officer0767401991 0714069116	02 weeks	Inspection fees Rs1000

				Subject Officer0713405285 Cashier0713205830		
03	Issuance of water certificate	➤ Written request letter with Grama Seva Officer certificate to confirm residence. ➤ Payment of applicable fees All taxes due to the Pradeshiya Sabha have been paid without any arrears ➤ Payment of all taxes due to the council without arrears	Front office0452287276 Subject Officer0706627842	Chairman0713417058 Secretary0774073305 Technical Officer07674019910714069116 Revenue Inspector07179096810760515929 Subject Officer0713205830	02 weeks	Issuance charges Rs 500
04	Payment of assessment tax	➤ Providing correct assessment number and road	Front office0452287276 Subject Officer	Revenue Inspector0760515929 0717909681	10 minutes	

			0773835430	Cashier 0713205830		
				Subject Officer 0773835430		
05	Rental payment of plot	➤ Giving correct name and plot number mentioned in the document	Front office 0452287276 Subject Officer 0741460771	Revenue Inspector 0760515929 Cashier 0713205830 Subject officer 0741460771	10 minutes	
06	Payment of shop rent in economic center	➤ Correctly giving the name of the shop owner and the shop room number mentioned in the document	Front office 0452287276 Subject Officer 0741460771	Revenue Inspector 0717909681 Cashier 0713205830 Subject officer 0741460771	10 minutes	
07	Payment of fair tax	➤ Correctly furnishing the name and market of the concerned lessee	Front office 0452287276 Subject Officer 0741460771	Revenue Inspector 0717909681 Cashier 0713205830 Subject Officer 0741460771	10 minutes	
08	Issuance of Environmental Protection Permits	➤ Trade License, Mining License, Scientific License, Business Name Registration Certificate, Land Plan, Land Ownership Letter	Front office 0452287276	Chairman 0713417058 Secretary 0774073305	02 months	Inspection fees Rs.3000

		(Copies) along with an application. ➤ Receipt of payment of inspection fee in case of new industry ➤ Recommendation of Technology Progress Review Committee ➤ Receipt of license fee payment ➤ Chairman's approval	Subject Officer 0705624726	Medical Officer of Health 0452287278 Public Health Inspector Regional Environment Officer Community Development Officer Site Forest Officer 0452287229 Technical Officer 0767401991 Revenue Inspector 0714069116 Cashier 0717909681 0713205830		License fees Rs.4500
09	Payment of industrial tax	➤ Completed application	Front office 0452287276 Subject Officer 0702695368	Secretary 0774073305 Revenue Inspector 0717909681 0760515929 Subject Officer 0702695368	14 days	
10	Paying business taxes	➤ Completed application	Front office 0452287276 Subject officer	Secretary 0774073305 Revenue Inspector 0717909681 Subject Officer 0702695368	14 days	

11	Issuance of Trade Licenses(with field inspection)	➤ Recommendation of Medical Officer of Health ➤ Recommendation of the site forest officer ➤ Cash payment receipt ➤ Chairman/Secretary approval	Front office 0452287276 Subject officer 0702695368	Chairman0713417058 Secretary0774073305 Medical Officer of Health0452287278 Public Health Inspecto Regional Environment Officer Site Forest Officer0452287229 Revenue Inspector0717909681 Cashier0713205830	02 months	Maximum amount Rs,1000+100 Minimum amount Rs.500+50
12	Supplies	➤ Submission of advance applications as per requirement	Front office 0452287276	Chairman0713417058 Secretary0774073305 Technical Officer0767401991 0714069116 Warehouse manager0711041863 0716769146 Subject Clerk	21 days	

13	Acreage tax	➤ Submission of tax notice	Front office 0452287276 Subject officer 0741460771	Revenue Inspector 0717909681 Cashier 0713205830 subject Officer 0741460771	10 minutes	
14	Issuance of trade license	➤ Duly completed and submitted the application form related to the prescribed year	Front office 0452287276 Subject officer 0702695368	Chairman 0713417058 Secretary 0774073305 Revenue Inspector 0717909681 Environment Officer 0760515929 Public Health Inspector Cashier 0713205830	01 day	
15	Writing and issuing a check when a voucher is received after payment is approved	➤ Applying signatures in the necessary places of the vouchers to confirm the identity Official sealing where necessary ➤ Adhesion of stamps as per the value to the voucher	Front office 0452287276	Secretary 0774073305 Chief Management Assistant Subject Officer	45 minutes	

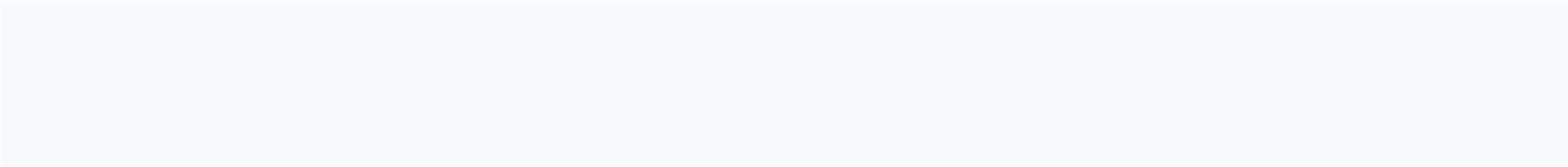
16	Application of development projects	➤ Submission of identified proposals only for essential services ➤ Assist in preparation of feasibility report Procurement of provisions ➤ Getting approval for the project	Front office 0452287276	Chairman0713417058 Secretary 0774073305 Technical Officer0767401991	14 days	
17	Tendering and awarding of development projects	➤ Formal receipt of tender forms ➤ Timely submission of tenders ➤ Participation in tender opening ➤ Acceptance of accepted tender contracting	Front office 0452287276	Chairman0713417058 Secretary Technical Officer0767401991 0714069116 Supply Officer K.K.S	14 days	
18	Authority to start the project and	➤ Taking technical officer advice ➤ Obtaining log notes at the project site	Front office 0452287276	Chairman0713417058	From 01 months to 03 months	

	proceed with the construction work	➤ Support citizen monitoring at the project site ➤ Carrying out high quality construction works Completion within 03 months		Secretary0774073305 Technical Officer0767401991 0714069116		
19	Preparation of work completion payment vouchers	➤ Accurate submission of measurement reports ➤ Vouchers duly signed and officially stamped	Front office 0452287276	Chairman0713417058 Secretary Technical Officer0767401991 0714069116 K K S0761252054	Day 01	
20	Payment of dues	➤ Application after expiry of waiting period Correctly affixing official seals and signatures to the voucher sheets ➤ Providing committee reports that the project has been successfully completed	Front office 0452287276	Chairman0713417058 Secretary0774073305 Technical Officer0767401991 0714069116	03 months	

				K.K.S 0761252054		
21	Provision of car rental	➤ Submitting a duly completed application ➤ Agreeing to charges ➤ Finding a way to drive a car	Front office 0452287276	Chairman0713417058 Secretary0774073305 Technical Officer0767401991 Subject Clerk07140691160773307509 Cashier0713205830	30 minutes	
22	Land parcels and auctions	➤ Submitting a duly completed application ➤ Submission of deed and plot along with the location of the land ➤ Showing an access road to the land ➤ Allocation of 1/10 of the total land area by deed for public purposes according to the decisions of the council ➤ Depositing an amount of 1% of the assessed value of the land in the council	Front office 0452287276	Chairman0713417058 Secretary0774073305 Technical Officer0767401991 0714069116 Cashier0713205830 Environment Officer	01 month	

23	Bicycle licenses	➤ Presenting the relevant bike to the council ➤ Presentation of ID card to verify identity ➤ Submission of application to obtain license before 31st January of the prescribed year	Front office 0452287276	Subject Officer Cashier 0713205830	10 minutes	
24	Approval of building applications	➤ copies of the relevant building plan ➤ A copy of the land deed and title deed ➤ Report of National Building Research Institute Submission of building application Paying for the square footage of the building	Front office 0452287276 Subject Officer 0715871320	Chairman 0713417058 Secretary 0774073305 Technical Officer 0767401991 0714069116 Public Health Inspector Cashier 0713205830	01 Month	
25	Issuance of certificates of conformity	➤ Getting the building plan approved ➤ Checked by Mr. Technical Officer It has been recommended that the issue of compliance certificate is appropriate	Front office 0452287276	Secretary 0774073305 Technical Officer 0767401991 Cashier 0713205830	Weak 01	Issuance charges Rs 500
26	Endorsement of placenta	➤ Submission of concerned land deed and certificate along with photocopies ➤ In case of parceled land, submission of approved	Front office 0452287276	Secretary 0774073305 Technical Officer 0767401991 0714069116	Week 01	Rs.300

		parcel of land		Cashier0713205830		
27	Providing cremation service	➤ Booking date and time ➤ Submission of photocopy of applicant's identity card ➤ Copy of death certificate ➤ Amount payable	Front office0452287276 Subject Officer071587132	Secretary Subject Officer0773077406 Cashier0713205830	20 minutes	(In jurisdiction - Rs:17000) (Outside jurisdiction-Rs: 18000)



Balangoda pradeshiya sabha

“You are now entering a place ready to serve you”

Our Vision

A prosperous city with continuous nourishment

Our mission

Adhering to the national and regional policies within the legal framework of the local councils, all the resources to be collected and external resources must be gathered effectively and a broad representation of the people will create a happy, free and people's society in the jurisdiction and direct all resources to an efficient and effective service structure. It is the mission of Balangoda local council.

Our commitment

- Sincerely
- Wisely
- Polite

- With understanding
- Subjective and unbiased
- With transparency
- Accountability
- Immediately
- Effectively and efficiently

We are committed to provide.

Our expectation

We thank you for your trust in our company and have a fair understanding of what you can and cannot expect from us by submitting your requests for our services in a fair and timely manner and by providing complete and accurate information. We would also like to inform you that you can support us by having

Our standards

We will get immediate response to every written request from you. Our response will be received within 07 days.

f the requested information, written documents and fees are submitted with your request, we are bound to provide you with the requested service within the time frame notified by us.

In the event that the final decision may or may be delayed or a problematic situation arises, we will promptly inform you of the reason.

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Complaints and Redressal Procedure

The staff of our company will provide you with the necessary help and services in a courteous manner. Please write and settle the complaints you have received related to the above standards to the following officials.

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Name:	Name:
Position:	Position:
Location : Phone/Fax/E-mail	Phone/Fax/E-mail :