

Birth / Death Certificates by Municipal Corporations, Jammu/ Srinagar.

1. Birth Certificate (regular) Within 29 days of birth	a. Application b. Birth form duly signed by the applicant c. Hospital Record d. Ward Receipt (Rs.1/-)
2. Birth Certificate After 30 days of birth upto 1 year	a. Filling of birth form duly signed by the applicant. b. Affidavit c. If belonging to area falling outside municipal limits, has to produce hospital record of birth within municipal limits.
3. Birth Certificate by Court Order. After 1 year of birth that has occurred within municipal limits.	a. Filling of birth forms duly signed by the applicant. b. Court order for registration of birth.
4. No Entry Certificate (NEC) for obtaining court orders for registration of birth/ death in municipal records that has occurred within municipal limits one year before date of application.	a. Application with attested copy of proof of DOB/Death Certificate from hospital falling within the municipal limits. b. Affidavit if no proof of birth /death is available .
5. Death Certificate (natural) within 1 months.	a. Ward receipt (Rs.01/-) b. Death Registration form with report of confirmation of the event by the Ward officer concerned. c. Receipt of Shamshan Bhomi, in case of death of a non Muslim as a proof of cremation. d. In case of Accidental deaths: Copy of an FIR from the concerned police station.
6. Death Certificate (1 month - 1 year)	Affidavit with report of confirmation of death event by Ward Officer concerned.

7. Death Certificate Court (order) after one year.	<ul style="list-style-type: none"> a. Filling of form duly signed/attested by the applicant. b. Court order for registration of death.
8. Modification (In Regular Certificate) i.e. spelling change of child name, address etc.	<ul style="list-style-type: none"> a. Application dully signed by the applicant. b. Publication of modification inviting objections in local dailies. c. Original Certificate to be deposited back in the office.
9. Duplicate Certificate (Birth) in case of loss or damage.	<ul style="list-style-type: none"> a. Proof of registration. b. Affidavit.

Birth / Death Certificates by Municipal Committees/Councils.

Formalities/documents required for obtaining birth certificates.

Birth Certificate (regular) Within 21 days of birth	Application.
Birth Certificate in case of more than 21 days and upto 1 year	<ul style="list-style-type: none"> 1. Application. 2. An affidavit duly attested by Executive Magistrate 1st Class in support of his claim.
Birth certificates after delay of more than 1 year	<ul style="list-style-type: none"> 1. Applicant has to seek orders from the Court for registration of birth in support of his claim.

Formalities/documents required for obtaining death certificates.

_Death certificate within 18 days of death	Application.
Death certificate after 18 days upto one year	<ul style="list-style-type: none"> 1. Application. 2. An affidavit duly attested by Executive Magistrate 1st Class in support of his claim.
Death certificate after delay of	<ul style="list-style-type: none"> 1. Applicant has to seek orders

more than one year	from the court for registration of death in support of his claim.
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B. NOC for construction of House

Srinagar Development Authority.

Pre-required documents for grant building permission falling under local are (within BOCA,SDA)	NOCs from:- i. Nazool Department. ii. UEE Department. iii. PWD bye-pass area iv. PHE Department by-pass area v. PDD Division bye pass area.
Pre-required documents for issuance of NOC for any sort of construction within SMC limits:-	i. Application / letter from SMC ii. Authenticated blue print drawings(02 numbers) which includes site plan/ key plan, all floor plan, elevations and sections. iii. Revenue papers / extracts.
Pre-required documents for granting building permissions falling within the jurisdiction of SDA (Bemina Housing Colony).	i. Copy of allotment order . ii. Copy of handover/ takeover. iii. Copy of letter of intent. iv. Affidavit. v. Application for grant of permission.

2. Jammu Development Authority

Procedure/ documents required for the building permission cases of the Local Area limits of Jammu.	a. Application Form b. Building Plans- with 10 Copies. c. Revenue documents- 4 sets (i.e. plot/land documents, consisting of Sale deed copy, mutation copy, fard ownership record. etc.
	Requisite NOC from the following different line departments:- i. AC, Revenue Jammu. ii. AC, Nazool, Jammu iii. Director Land Management , JDA iv. Xen. PHE, City Div. I/II * Rural Div. v. Xen. PDD Inspection Div. Trikuta Nagar. vi. Xen. Sewerage & Drainage/ Town Drainage. vii. Any other department depending upon the nature of the case in terms of location/ site conditions.

NOC for construction of House from Town Planning Organization.

Documents required.	<ol style="list-style-type: none">a. Application form duly signed by the applicant alongwith his/her contact details.b. NOC from AC Revenuec. Three Blue Print Copies of the building plan under the seal and signatures of a registered Architect/Civil Engineer/Draftsman containing a key plan, site plan and detailed building plan showing front elevation and sectional details as per by laws also signed by the applicant.d. Authenticated copy of original building permission order alongwith authenticated drawings for Building permission cases seeking conversion and restoration etc.e. Three photographs authenticated by the registered Architect/Draftsman/Civil Engineer seeking permission for restoration or construction after dismantling the existing structure.
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Building Permission for construction of house from Municipal Corporation, Srinagar/Jammu.

Documents to be attached with the application.	<ol style="list-style-type: none">a) Twelve (12) copies each of building/ site plans drawn and signed by Registered Architect or by draftsman registered with the competent authority constituted under J&K Building operations control Act, one copy of such plan must be duly endorsed by Assistant Commissioner, Nazool and or AC, Revenue and Custodian in case of evacuee immovable property .b) Verification of land by Assistant Commissioner, Nazool in case of State land and Assistant Commissioner, Revenue in other cases with following latest revenue documents:<ol style="list-style-type: none">i) Shajra- Khasra.ii) Inthikab-Girdawari.iii) Inthikhab-Jamabandi.iv) Sale deed/ Gift deed.c) <u>No Objection Certificates from:</u><ol style="list-style-type: none">i) Power Development Departmentii) PHE Department.iii) Sewerage and Drainage Department.iv) Clearance from Fire Services Department in case of multistoried buildingsv) No objection certificate from civil aviation Department wherever required.vi) Indemnity bond in case of proposal for the construction of a basement.
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Building permission for construction of house from Municipal Council/Committee.

Documents to be attached with the application.	<p>a) <u>Municipal Council</u></p> <ul style="list-style-type: none">i) NOC from Assistant Commissioner, Revenue.ii) NOC from Executive Engineer PHE.iii) NOC from Executive Engineer PDD.iv) NOC from District/Assistant town Planner of the concerned district. <p>b) <u>Municipal Committee</u></p> <ul style="list-style-type: none">i) NOC from Tehsildar concerned.ii) NOC from Executive Engineer, PDD.iii) NOC from Executive Engineer PHE.iv) NOC from District/Assistant town planner of the concerned district.
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