

Citizens Charter
Katana Predeshiya Babha

No	Services provided	Qualifications to be met	Officer -in-Charge and Contact No	Time taken to complete the task	Relevant Fees
01	Providing assessment numbers	Property located within the assessment area Documents proving the rights of the relevant property Deed of the relevant property and approved survey plan Application form certified by a Notary Public	Officer in charge of subject Revenue officer Management assistant in-Charge of Subject	07 days	Application form fee Rs.200.00 Inspection fee Rs2000.00
02	Amending assessment rights	Deed of the relevant property and approved survey plan Application form certified by Notary Public Having paid assessment tax without arrears. It should be certified by the provincial revenue department that stamp duty has been duly paid for the deed/certificate related to the property.	Officer in charge of the subject Revenue officer Management assistant in-Charge of theSubject	07 days	Application form fee Rs.200.00 Inspection fee Rs2000.00
03	Issuing of assessment certificates	Property located within the assessment area	Officer in charge of the subject	01 day	.Rs 250.00

			Revenue officer Management assistant in-Charge of the Subject		
04	Issuing of Street line /Non-Vesting certificates	Deed of the relevant property and approved survey plan Having paid assessment tax without arrears	Officer in charge of the subject Revenue officer Management assistant in-Charge of the Subject	02 days	Rs 1000.00
05	Approval of Survey Planes	Must be a survey plan made after 22.02.2001 Original and photocopy of the Survey Plan A Photocopy of the survey plan to be investigated A Photo copy of the Deed A Photo copy of the Assessment receipt A Photo copy of the NIC Extent of Land should be not less than 10.00 perches Instructions given in the application form of approving Survey Plan should be followed	charge of the subject Revenue officer Technical officer Planning officer	02 weeks	As per the extent of land Application form fee Rs. 500.00
06	Approval of building plans	Instructions given in the application form of	Officer in charge of the	03 weeks	As per the extent of the building

		approving building Plan should be followed	subject Revenue officer Technical officer Public Health inspector Planning committee		Application form fee Rs..1000.00
07	Obtaining certificate of Conformity	Application should be submitted along with a copy of approved building plan Construction work should be carried out as per the approved building plan Since no certificate of Conformity is issued after 03 years of prior approval of building plan and hence it should be obtained before 3 years are lapsed. Otherwise, it should be approved, and certificate of conformity be obtained	Officer in charge of the subject Revenue officer Technical officer Public Health inspector Planning officer	03 weeks	As per the nature of the buildings
08	Issuing of trade licenses	Having paid assessment tax without arrears	Officer in charge of the subject	02 weeks	Rs. 1000.00 Stamp fees Rs. 100.00
09	Payment of Industrial Tax	Payment of Annual license fees	Revenue officer Public Health inspector		Rs..1000.00
10	Payment of business tax	Payment of industrial/trade tax Recommendations be obtained the relevant	Management assistant in-		Rs.1200.00 -Rs.3000.00 (As per the nature of business)

		institutions as per the nature of trade	Charge of the Subject		
11	Removal of faucalmatters by gully bowser	<p>In obtaining the bully bowser service, the instructions provided with the application form be followed.</p> <p>The assessment fees relevant to the place should have been paid</p>	<p>Officer in charge of the subject</p> <p>Management assistant in-Charge of the Subject</p>		<p>Within the limits of Katana Pradeshiya Sabha –</p> <p>Residential Rs.3000.00</p> <p>Business Rs..5000.00</p> <p>Industries Rs.10000.00</p> <p>Places of worship Rs.1000.00</p> <p>Govt institutions Rs.2000.00</p> <p>Out of the limits of Katana Pradeshiya Sabha</p> <p>Residential Rs.5000.00</p> <p>Business Rs 6000.00</p> <p>Industries Rs.10000.00</p> <p>Places of worship Rs.1000.00</p> <p>Govt institutions Rs 2000.00</p> <p>Depending on the distance to be traveled Rs. 50.00 should be paid for each kilo meter</p>
12	Cremation Service	<p>The autopsy report should mention that cremation will be carried out at Kovinna Crematorium/Udhamm ita Crematorium and a copy of the same should be provided.</p> <p>Certificate of GS confirming the</p>	<p>Management assistant in-Charge of the Subject</p> <p>Crematorium operator</p>	30 minutes (If the relevant documents are in order)	<p>Within the limits of Katana Pradeshiya Sabha Rs.5000.00</p> <p>Out of the limits of Katana Pradeshiya Sabha Rs.12500.00</p>

		residence			
13	Obtaining Library membership	<p>should be a resident within the limits of Katana Pradeshiya Sabha</p> <p>A person who pays the assessment tax of the jurisdiction of K.P.S. should be presented as a guarantor</p> <p>Residence should be certified by the Grama Niladari</p> <p>In the case of a student membership, Principal of the relevant school should certify</p>	<p>Library assistant</p> <p>Librarian</p>	02 days	<p>Application form fee Rs.20.00</p> <p>Membership fee Rs. 200.00 (To an Adult member)</p> <p>Rs. 175.00 (To a Child member)</p>
14	Obtaining of Environmental licenses	Depending on the business license applying for, the following documents must be submitted	<p>Secretary</p> <p>Community development Officer</p>	01 month	<p>Application fee Rs 100.00</p> <p>License fee Rs.4500.00</p> <p>Stamp fee Rs.450.00</p>

		<p>Copy of the approved building Plan</p> <p>Approved survey plan</p> <p>Access roads leading to location of the industry</p> <p>Certificate of trade name</p> <p>Copy of business license</p> <p>Affidavit indicating that no objection being leveled against the business being run</p> <p>Plans on measures to prevent environmental pollution including waste treatment system/air pollution/noise</p> <p>License obtained from the Geological Survey and Mine Bureau</p>	<p>Technical officer</p> <p>Revenue officer</p> <p>Public Health inspector</p> <p>Management assistant in-Charge of the Subject</p> <p>Environmental Officer (Central Environmental (Authority)</p>	<p>Inspection fees are charged according to the amount invested in the business</p> <p>Rs.250000.00 or less than Rs.3000.00</p> <p>Rs.250001.00 – Rs. 500000.00 - Rs. 3750.00</p> <p>Rs.500001.00 --Rs.1000000.00 - Rs. 5000.00</p> <p>More than Rs.1000000.00 Rs.10000.00</p>	
15	Reservation of Playgrounds	Request letter	<p>Revenue officer</p> <p>Management assistant in-Charge of the Subject</p>	01 day	<p>Walisingh Harischandra Stadium</p> <p>For Soft ball Rs.20000.00</p> <p>For Govt Schools Rs 15000.00</p> <p>Security deposit Rs.10000.00</p> <p>For Leather ball Rs 35000.00</p> <p>For Govt Schools Rs.25000.00.</p> <p>Security deposit Rs.10000.00</p> <p>For Cricket practice Rs.15000.00</p> <p>For other sports Rs. 3000.00</p>