

**(Consolidated list of services notified under section 3 of Haryana Right to Service Act, 2014)
Updated upto 14.9.2017.**

**HARYANA GOVERNMENT
ADMINISTRATIVE REFORMS DEPARTMENT
NOTIFICATION**

Dated:

No. 7/31/2014-3AR In supersession of Government notification of even No. dated 07.05.2015 and in exercise of the power conferred under section 3 of the Haryana Right to Service Act, 2014, (4 of 2014) the Governor of Haryana, on the recommendation made by the Commission and after receiving the comments of concerned Departments hereby notifies the following Services, the time frame within which these are to be provided to citizens, Designated Officer, First Grievances Redressal Authority, Second Redressal Authority as per the schedule given below:-

SCHEDULE

Sr. No.	Name of the Department	Name of Service	Given Time Limit (working days)	Designated Officer	First Grievances Redressal Authority	Second Grievances Redressal Authority
1	2	3,	4	5	6	7
1.	Revenue	(i) Certified copies of all documents at Fard Centre level i.e. Record of Rights (Jamabandi), Girdawri, Mutation, etc.	1 day	Duty Patwari	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division.
		(ii) Certified copies of all documents at Village level i.e. Record of Rights (Jamabandi), Girdawri, mutation, etc. (if the copies sought are manual and number of pages sought is less than 5)	2 days	Patwari	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division
		(iii) Certified copies of all documents at Village level i.e. Record of Rights (Jamabandi), Girdawri, mutation, etc. (if the copies sought are manual and number of pages sought is more than 5 but less than 15)	3 days	Patwari	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division.
		(iv) Certified copies of all documents at Village level i.e. Record of Rights (Jamabandi), Girdawri, mutation, etc. (if the copies sought are manual and number of pages sought is more than 15)	7 days	Patwari	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division
2	Revenue	Demarcation of Land	45 days (if standing	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the

			crops are not allowing immediately demarcation then within 15day from the cutting of crops)			concerned District.
3.	Revenue	Registration of all kinds of documents i.e. sale deed, Lease deed, GPA, Partnership Deed etc.	1 day	Sub-Registrar or Joint Sub Registrar (in case of Sub Tehsils)	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
4.	Revenue	Certified Copies of all kinds of previously registered documents	7 days	Sub-Registrar or Joint sub Registrar (in case of Sub Tehsils)	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
5	Revenue	Attestation of uncontested mutations	45 days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
6	Revenue	Private Partition of Land (Mutual Consent of landowners)	60 days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
7	Revenue	Issue of Income Certificate	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
8	Revenue	Area/Succession/Dependent Certificate/Counter Signature etc.	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
9	Revenue	Mortgage 1 st Charge	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
10	Revenue	Registration of Lease/Conveyance Deed	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
11.	Revenue	Conversion from lease to Free Hold	30 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
12	Revenue	Schedule Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
13	Revenue	Backward Class Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
14	Revenue	Other Backward Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District

						District
15	Revenue	Special Backward Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
16	Revenue	Tapriwas Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
17	Revenue	Vimukt Jati Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
18	Revenue	Economically Backward General Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
19	Revenue	Resident Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
20	Revenue	Rural Area Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
20A	Revenue	Provision for Jalsa/Public Meeting/Jaloos/Shobha Yatra/Chhath Puja/ Marriage (Applicable only in case of obtaining of NOCs from S.P., SDM, MC Fire)	5 days	Distt Magistrate/ Deputy Commissioner	Divisional Commissioner	
20B	Revenue	Permission for Funfair/Circus/Magic Show (Applicable only in case of obtaining of NOCs from S.P., SDM, MC Fire, Excise Deptt)	5 days	Distt Magistrate/ Deputy Commissioner	Divisional Commissioner	
20C	Revenue	Permission for Tournaments/ Games (Applicable only in case of obtaining of NOCs from S.P., SDM, Sports officer)	5 days	Distt Magistrate/ Deputy Commissioner	Divisional Commissioner	
20D	Revenue	Loudspeakers/DJ Permission for Jalsa/Public Meeting / Jaloos/ Shobha Yatra/ Chhath Puja/Marriage(Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
20E	Revenue	Loudspeakers/DJ Permission for Funfair/ Circus/ Magic Show (Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
20F	Revenue	Loudspeakers/DJ Permission for Tournaments/Games(3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner

		Applicable only in case of obtaining of NOCs from local S.H.O.)				
20G	Revenue	Permission for Loudspeaker/DJ(Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
20H	Revenue	Permit/Permission for Vehicle during Parliamentary Election Campaign. (Applicable only in case of obtaining of NOCs from S.P. , S.D.M.	As per direction of Election Commission	Distt Magistrate/Deputy Commissioner	Divisional Commissioner	Chief Electoral Officer, Haryana
20I	Revenue	Permit/Permission for Vehicle during Assembly/State Election Campaign. (Applicable only in case of obtaining of NOCs from local S.H.O.)	As per direction of Election Commission	Sub Divisional Magistrate	Deputy Commissioner	Chief Electoral Officer, Haryana
20J	Revenue	Permission of Loudspeaker on Vehicle during Assembly/ State Election Campaign. (Applicable only in case of obtaining of NOCs from local S.H.O.)	As per direction of Election Commission	Sub Divisional Magistrate	Deputy Commissioner	Chief Electoral Officer, Haryana
20K	Revenue	Permission of Loudspeaker on Vehicle during Parliamentary Election Campaign. (Applicable only in case of obtaining of NOCs from S.P., S.D.M..)	As per direction of Election Commission	Distt Magistrate/Deputy Commissioner	Divisional Commissioner	Chief Electoral Officer, Haryana”
20L	Revenue and Disaster Management	Property Dealer License	7 days	District Collector	Divisional Commissioner	Secretary Revenue
20M	Revenue	Renewal of Property Dealer license	5 days	District Collector	Divisional Commissioner	Secretary Revenue
20N	Revenue	Hindu Dogra Community Certificate	7 days	Tehsildar/ Naib Tehsildar	Sub Divisional Magistrate –cum SDO	Deputy Commissioner
20O	Revenue	Appointment of Registration of Deeds from CSC (Maximum 10 appointment per day per Tehsil subject to maximum 2 appointment per CSC)	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil) – cum-Deputy Registrar	Deputy Commissioner-cum- Registrar
20P	Revenue	Online Appointment for Registration of Deeds (Maximum 10 appointment per day per Tehsil)	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)-cum-Deputy Registrar	Deputy Commissioner-cum- Registrar
20Q	Revenue	Deed writing for instruments like sale, conveyance, mortgages, lease/ rent etc.	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)-cum-Deputy Registrar	Deputy Commissioner-cum- Registrar
20R	Revenue	Deed writing for instruments like Power of attorney, will, authority to	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)-cum-Deputy Registrar	Deputy Commissioner-cum- Registrar

		adopt, adoption deed, divorce deed, agreements etc.				
20S	Revenue	Deed writing for instruments like Release, transfer deed, gift deed, partition and other documents.	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)-cum- Deputy Registrar	Deputy Commissioner-cum- Registrar
20T	Revenue	Second copy	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)-cum- Deputy Registrar	Deputy Commissioner-cum- Registrar”.
21	Food and Drugs Administration	Grant/renewal drugs Manufacturing License	45 days of receipt of application including rejection if needed	State Drugs Controller	Commissioner Food and Drugs Administration	Addl. Chief Secretary, Health
22	Food and Drugs Administration	Issue of License for Manufacturing Bulk Drugs/ formulations	15 days	State Drug Controller	Commissioner Food and Drugs Administration	Addl. Chief Secretary, Health
22 A.	Food and Drugs Administration	Issue of Retail Drug Licence (Pharmacy)	30 days	Senior Drugs Control Officer of the zone.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
22 B.	Food and Drugs Administration	Issue of Licence for the operation of a blood bank under the Drugs and Cosmetics Act, 1940. (Central Act 23 of 1940)	30 days	State Drugs Controller.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
22 C.	Food and Drugs Administration	Issue of Registration for operating a drug store in the hospital (both outdoor and indoor pharmacy), under the Drugs and Cosmetics Act, 1940. (Central Act 23 of 1940)and Pharmacy Act, 1948 (Central Act 8 of 1948)	30 days	Senior Drugs Control Officer of the zone.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
22 D.	Food and Drugs Administration	Issue of Registration for opening and running a Blood Bank (Local Food and Drug Administration)	30 days	State Drugs Controller	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
22 E.	Food and Drugs Administration	Issue of Drug licence for setting up a pharmacy in state (by State Drugs Control Organisation)	30 days	Senior Drugs Control Officer of the zone.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
22 F.	Food and Drugs Administration	Issue of Wholesale Drug licence	30 days	Senior Drugs Control Officer of the zone.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
22 G.	Food and Drugs Administration	Issue of Renewal of Retail Drug Licence (Pharmacy)	30 days	Senior Drugs Control Officer of the zone.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
22 H.	Food and Drugs Administration	Issue of Renewal of licence for the operation of a Blood Bank under Drugs and Cosmetics Act, 1940. (Central Act 23 of 1940)	30 days	State Drugs Controller.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department”

23	Health	Certified Copies of Birth/Death Certificate – Rural Areas(already registered)	14 days for current year and 30 days for previous years	Registrar (Birth & Death) of concerned PHC and CHC/ Deputy Civil Surgeon (Birth & Death of the Concerned District).	District Registrar Births & Deaths-cum Civil Surgeon of the concerned District.	Deputy Commissioner of the Concerned District
24	Health/Urban Local Bodies	Registration of Death & Birth certificate (After one year of event) after submission of complete application.	60 days (20 days for Registrar, 20 days for District Registrar, 20 days for Sub-Division Magistrate (SDM) subject to the condition: - The applicant provide complete documentary evidence regarding his case.	Concerned Registrar/District Registrar	Sub-Divisional Magistrate/Additional Deputy Commissioner(General)	Deputy Commissioner of the concerned District
25	Health /Urban Local Bodies	Birth and Death Certificate (Name Entry & New Birth Certificate)	30 days (only certified copies)	Concerned Local/ Addl. District Registrar cum Deputy Civil Surgeon as applicable	District Registrar (Birth & Deaths)-cum-Civil Surgeon of the concerned District.	Deputy Commissioner of the concerned District
26	Health	Correction of entry in Birth and Death Certificate after submission of complete application	30 Days (Only certified copies)	Concerned Local/ District Registrar as applicable	District Registrar (Birth & Deaths of the concerned District.	Deputy Commissioner of the concerned District
27	Urban Local Bodies	(i) Certified Copies of Birth/Death Certificate – Corporation Cities	14 days for current year and 30 days for previous years for already registered Birth & death	Local Registrar (Birth & Death) of the Concerned Municipal Corporation	Executive Officer of the Concerned Municipal Corporation	Deputy Commissioner of the Concerned District
		(ii) Certified Copies of Birth/Death Certificate – MC Town	7 days for current year and 15 days for previous years	Local Registrar (Birth & Death) of the Concerned Municipal Committees	SDM of the concerned Sub- Division	Deputy Commissioner of the Concerned District
28	Urban Local	Water Supply &	7 days	Assistant	Executive	Superintendin

	Bodies	Sewerage Connection (Applicable in Municipal Corporation, Gurgaon & Faridabad only)		Engineer in Concerned Municipal Corporation	Engineer in concerned Municipal Corporation	g Engineer/Chief Engineer in concerned Municipal Corporation
29	Urban Local Bodies	Issue of conveyance deed in Municipal Corporation, Municipal Councils and Municipal Committees	15 days	Zonal taxation Officer in Municipal Corporation Executive Officer in concerned Municipal Council and Secretary in concerned Municipal Committees	Executive Officer/Deputy Municipal Commissioner in Municipal Corporation, Sub Divisional Magistrate of concerned Sub Division in case of Councils and Committees	Joint Commissioner in case of Corporation, Deputy Commissioner of Concerned District of case of Councils and Committees
30	Urban Local Bodies	Issue of new trade license by Municipal Corporation	15 days	Zonal taxation Officer in Municipal Corporation	Executive Officer/Deputy Municipal Commissioner in Municipal Corporation,	Joint Commissioner in case of Corporation,
31	Urban Local Bodies	Renewal of trade license by municipal corporations	12 days	Zonal taxation Officer in Municipal Corporation	Executive Officer/Deputy Municipal Commissioner in Municipal Corporation,	Joint Commissioner in case of Corporation,
32	Urban Local Bodies	Removal of solid waste from streets/Roads	2 days	Chief Sanitary Inspector in Municipal Corporation Chief Sanitary Inspector in concerned Municipal Councils and sanitary Inspector in concerned Municipal Committee	Executive Officer/Deputy Municipal Commissioner in case of Corporation Cities, Executive Officer in case of Municipal Council and Secretary in case of Municipal committee	Joint Commissioner in case Corporation city, Sub Division Officer of Concerned Sub Division in case of Municipal Towns
33	Urban Local Bodies	Replacement of street lights	10 days subject to availability of material in stores	Assistant Engineer in Corporation Cities, Junior Engineer concerned Municipal Council and Committees	Executive Engineer in case of Corporation Cities, Municipal Engineer in concerned Municipal Councils and Committees	Superintending Engineer/Chief Engineer in case of Corporation city, Sub Division Officer of concerned sub division in concerned Municipal Councils and Committee
34	Urban Local Bodies	Water leakages/ sewerage blocked/over flow (In case of Municipal Corporation, Gurgaon and Faridabad)	2 days	Assistant Engineer in Corporation Cities in Municipal Corporation Faridabad or Gurgaon concerned	Executive Engineer in case of Municipal Corporation Faridabad and Gurgaon	Superintending Engineer/Chief Engineer in case of Municipal Corporation Faridabad and Gurgaon
35	Urban Local	(i) Sanction of	60 days	Chief Town	Sub Divisional	The Deputy

	Bodies	building plans in the original municipal limits for all uses and sizes except commercial/institutional uses for the sites 1000 sq.mtrs and above.	from receipt of complete documents	Planner/ Urban Local Bodies.	Magistrate of concerned Sub Division in case of Municipal Councils/Committee and Commissioner, Municipal Corporation concerned in case of Municipal Corporation	Commissioner of concerned District in case of Municipal Council/Committee and Principal Secretary to Government Haryana, Urban Local Bodies in case of Municipal Corporation
		(ii) Sanction of building plans in the original municipal limits for commercial/institutional uses for the sites 1000 sq. mtrs. To 5000 sq. mtrs.	60 days from the receipt of complete documents	Chief Town Planner/ Urban Local Bodies	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana
		(iii) Sanction of building plans in the original municipal limits for commercial/institutional uses for the sites 5000 sq. mtrs. and above.	60 days from the receipt of complete documents	Chief Town Planner/ Urban Local Bodies	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana
		(iv) Approval of building plans (up to 5 acres) of permission for change of land use cases in MC Gurgaon and Faridabad.	60 days from receipt of complete documents	Chief Town Planner, Municipal Corporation Gurgaon/ Faridabad	Commissioner Municipal Corporation Gurgaon/ Faridabad	Principal Secretary to Govt. Haryana,
		(v) Approval of building plans of permission for change of land use cases in Gurgaon & Faridabad for the site more than 5 acres, and in other municipal corporations/ councils/ committee	60 days from receipt of complete documents	Chief Town Planner Urban Local Bodies Department	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana
36	Urban Local Bodies	Change of land use permission for the sites situated within various controlled areas falling within the municipal limits	60 working days from the receipt of complete documents in all cases except in cases where competency is of the Government	Chief Town Planner, Urban Local Bodies Department	Director, Urban Local Bodies Department	Principal Secretary to Government Haryana

37	Urban Local Bodies	Renewal of Fire NOC	15 days from the receipt of complete documents	Fire Station Officer	S.D.O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation
38	Urban Local Bodies	<p>Issuance of Fire NOC in case of Bridling as per nomenclature of National Building code in case of</p> <p>a) Hostel (A-5) less than 15 meters in height having plot area up to 4000sq. mtr.</p> <p>b) Education Building B) Less than 15 meters in height having plot area up to 8000 square meters.</p> <p>C) Institutional Building (C).</p> <p>i) Hospital, Sanatoria and Nursing homes (C-1) less than 15 meters in height with plot area up to 4000 square meters.</p> <p>ii) Custodial (C-2) and Penal and Plental (C-3) Less than 10 meters in height with plot area up to 4000 square meters.</p> <p>d) Assembly Buildings (D-1 to D-5) Less than 10 meters in height with plot area up to 4000 square meters.</p> <p>e) Mercantile & Business Buildings (E,F-1 &F-2) Less than 15 meters in height with plot area up to 4000 square meters.</p> <p>F) Industrial Buildings (G).</p> <p>i) Low Hazard (G-1) Less than</p>	60 days from the receipt of complete documents	Fire Station Officer	S.D.O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.

		<p>15 meters in height but plot area up to 4000 square meters.</p> <p>ii) Moderate Hazard (G-2) Less than 15 meters in height but plot area up to 4000 square meters.</p> <p>iii) High Hazard (G-3) Less than 15 meters in height but plot area up to 4000 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height and plot area up to 4000 square meters.</p>				
39	Urban Local Bodies	<p>Issuance of Fire NOC in case of Buildings as per nomenclature of National Building code in case of</p> <p>a) Residential Buildings (A)</p> <p>(i) Dormitories (A-3) and Apartment Houses (A-4) 15 meters and above but not exceeding 35 meters in height.</p> <p>(ii) Hostel (A-5) height less than 15 meters having plot area more than 4000sq. meters but less 8000 square meters.</p> <p>b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters but less 16000 square meters.</p> <p>c) Institutional Buildings (C)</p> <p>i) Hospital, Sanatoria and Nursing homes (C-1) less than 15 meters in height but plot area above 4000 square meters but but less 8000 square meters.</p> <p>ii) Custodial (C-2) and Penal and Plental (C-3) Less than 10</p>	60 days from the receipt of complete documents	Fire Station Officer	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation	Addl. Chief Secretary Urban Development Department in case of Municipal Corporation whereas Director, Urban Local Bodies in case of Municipal Councils and Committees.

		<p>meters in height with plot area more than 4000 square meters but less 15000 square meters.</p> <p>d) Assembly Buildings (D-1 to D-5) Less than 10 meters in height with plot area more than 4000 square meters but less 8000 square meters.</p> <p>e) Mercantile & Business Buildings (E,F-1 & F-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>F) Industrial Buildings (G).</p> <p>i) Low Hazard (G-1) less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>ii) Moderate Hazard (G-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>iii) High Hazard (G-3) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height with plot area above 4000 square meters but less than 8000 square meters.</p>				
40	Urban Local Bodies	Issuance of Fire NOC in case of Building as per nomenclature of National Building code in case of buildings not covered at Sr. No. 38 & 39	60 days from the receipt of complete documents	Fire Station Officer	Director Urban Local Bodies	Addl. Chief Secretary Urban Development Department.
41	Urban Local Bodies	Approval and renewal of fire fighting scheme	60 days from the receipt of	Fire Station Officer	S.D.O. (C) of the concerned Sub Division	Deputy Commissioner of

		<p>in case of Building as per nomenclature of National Building code in case of</p> <p>(a) Hostel (A-5) less than 15 meters in height having plot area up to 4000 square meters.</p> <p>b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters.</p> <p>c) Industrial Buildings (C).</p> <p>i) Hospital, Sanatoria and Nursing homes (C-1) less than 15 meters in height with plot area above 4000 square meters.</p> <p>ii) Custodial (C-2) and Penal and Plental (C-3) Less than 10 meters in height with plot area up to 4000 square meters.</p> <p>d) Assembly Buildings (D-1 to D-5) Less than 10 meters in height with plot area up to 4000 square meters.</p> <p>e) Mercantile & Business Buildings (E,F-1 & F-2) Less than 15 meters in height with plot area up to 4000 square meters.</p> <p>F) Industrial Buildings (G).</p> <p>i) Low Hazard (G-1) less than 15 meters in height but plot area up to 4000 square meters.</p> <p>ii) Moderate Hazard (G-2) Less than 15 meters in height but plot area up to 4000 square meters.</p> <p>iii) High Hazard (G-3) Less than 15 meters in height but plot area up to 4000</p>	complete documents		<p>in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.</p>	<p>Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.</p>
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		square meters. g) Storage Buildings (H) Below 15 meters in height and plot area up to 4000 square meters.				
42		Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of a) Residential Buildings (A) (i) Dormitories (A-3) and Apartment Houses (A-4) 15 meters and above but not exceeding 35 meters in height. (ii) Hostel (A-5) height less than 15 meters having plot area more than 4000sq. meters but less 8000 square meters. b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters but less 16000 square meters. c) Institutional Buildings (C) i) Hospital, Sanatoria and Nursing homes (C-1) less than 15 meters in height but plot area above 4000 square meters but but less 8000 square meters. ii) Custodial (C-2) and Penal and Plental (C-3) Less than 10 meters in height with plot area more than 4000 square meters but less 15000 square meters. d) Assembly Buildings (D-1 to D-5) Less than 10 meters in height with plot area more than	60 days from the receipt of complete documents	Fire Station Officer	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation	Addl. Chief Secretary Urban Development Department in case of Municipal Corporation whereas Director, Urban Local Bodies in case of Municipal Councils and Committees.

		<p>4000 square meters but less 8000 square meters.</p> <p>e) Mercantile & Business Buildings (E,F-1 & F-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>F) Industrial Buildings (G).</p> <p>i) Low Hazard (G-1) less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>ii) Moderate Hazard (G-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>iii) High Hazard (G-3) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height with plot area above 4000 square meters but less than 8000 square meters.</p>				
43	Urban Local Bodies	Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of not covered at sr. no. 41 & 42.	60 days from the receipt of complete documents	Fire Station Officer	Director, Urban Local Bodies	Addl. Chief Secretary Urban Development
44	Urban Local Bodies	Change of owner/occupier in Property Tax Register (Except in death case)	15 days	Secretary/E. O/Zonal Taxation Officer in concerned Municipal Committee/ Council/ Corporation	S.D.O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation

					Corporation.	in the case municipal Corporation.
45	Urban Local Bodies	Change of owner/occupier in Property Tax Register in death case	45 days	Secretary/E. O/Zonal Taxation Officer in concerned Municipal Committee/ Council/ Corporation	S.D.O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.
46	Excise and Taxation Department	Grant of Registration Certificate under the Haryana Tax on Luxuries Act. 2007 (23 of 2007)	15 days	Concerned Excise and Taxation officer-cum-Assessing Authority	Deputy Excise and Taxation Commissioner of the Concerned district	Joint Excise and Taxation Commissioner of the concerned range
46A	Excise and Taxation Department	Grant of Registration Certificate/Permission under the Punjab Entertainment Duty Act, 1955 (Punjab Act 16 of 1955) and rules framed there under.	15 days	Entertainment Tax Officer of the concerned district	Deputy Excise and Taxation Commissioner of the Concerned district	Joint Excise and Taxation Commissioner of the concerned range
47	Public Health Engg	Issuance of duplicate water/sewer bill	3 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
48	Public Health Engg.	(i) Sanction of water supply connection in the Rural and Urban areas.	12 days after receipt of complete documents.	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
		(ii) Sanction of sewerage connection in Cities and MC Towns	12 days after receipt of complete documents.	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
49	Public Health Engg.	(i) Water Leakage/ Over Flow pipes	3 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
		(ii) Sewerage/ Blocked/ Over flow of Manholes.	7 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
		(iii). Restoration of Water Supply due to minor problems i.e. fault in pumping machinery, electric wiring, distribution	3 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED

		systems etc.				
		(iv). Restoration of Water Supply due to major problems i.e. shortage of raw water, burning of transformer and fault in LT/HT lines etc.	5 days after removal/ repair of major fault by the concerned department.	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
		(v). Restoration of Water Supply due to major problems i.e. burning of transformer, other major electric fault etc. to rectified/repared by PHED.	10 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
50	Power	Normal fuse off call	Cities and Town- Within 4 hours	Concerned Lineman/ Complaint center in charge of the shift	JE [In charge]	SDO[OP]
			Rural Area- Within 16 hours	Concerned Lineman/ Complaint center in charge of the shift	JE [In charge]	SDO[OP]
51	Power	Overhead line breakdowns	Cities and Towns- Within 8 hours	JE [In charge]	SDO[OP]	XEN[OP]
			Rural Area within 16 hours	JE [In charge]	SDO[OP]	XEN[OP]
52	Power	Overhead line breakdowns due to breakage of poles.	Cities and Towns- Within 12 hours 24	JE [In charge]	SDO[OP]	XEN[OP]
			Rural Area- Within 48 hours	JE [In charge]	SDO[OP]	XEN[OP]
53	Power	Underground cables breakdown	Cities and Towns- Within 48 hours	JE [In charge]	SDO[OP]	XEN[OP]
		(ii) Sewerage/ Blocked/ Over flow of Manholes.	Rural Area- Within 48 hours	JE [In charge]	SDO[OP]	XEN[OP]
54	Power	Distribution Transformer failure	Cities and Towns- Within 24 hours	JE [In charge]	SDO[OP]	XEN[OP]
			Rural Area- Within 48 hours	JE [In charge]	SDO[OP]	XEN[OP]
55	Power	Major Power failure involving power transformer/equipment	7 days Alternate arrangement to restore the supply	XEN/ Construction	SE[OP]	CE[OP]

			in the affected area to be within 24 hours.			
56	Power	Period of Schedule outage a) Maximum duration in a single stretch	Not to exceed 8 hours in any day	JE [In charge]	SDO[OP]	XEN[OP]
		b) Restoration supply	By 6 PM on any day	JE [In charge]	SDO[OP]	XEN[OP]
57	Power	Voltage Fluctuation with no expansion/enhancement of network involved	Cities and Towns- Within 4 hours	JE [In charge]	SDO[OP]	XEN[OP]
			Rural Area- Within 8 hours	JE [In charge]	SDO[OP]	XEN[OP]
58	Power	Meter Complaints (i)Inspect and check correctness	Within 7 days of receipt of Meter testing fee	JE [In charge]	SDO[OP]	XEN[OP]
		(ii)Replace slow/fast meters/ Creeping/ stuck/ defective	Within 7 days of its being established on checking	JE [In charge]	SDO[OP]	XEN[OP]
		(iii)Replace burnt meters if cause not attributable to consumer.	Within 7 days of receipt of complaint	JE [In charge]	SDO[OP]	XEN[OP]
		(iv)Replace burnt meters in all other cases	Within 24 hours of payment of charges by consumers	JE [In charge]	SDO[OP]	XEN[OP]
59	Power	Release of new connection/ additional load/ demand	Within 30 days from receipt of complete application charge & documents	SDO [OP]	XEN [OP]	SE [OP]
		[a] Release of connection where service is feasible from existing network	Within 30 days from receipt of complete application, charges & documents	SDO [OP]	XEN [OP]	SE [OP]
		[b] Release of connection where network expansion/enhancement required for providing connection[Except Agricultural]	Within 30 days from receipt of complete application, charges & documents	SDO [OP]	XEN [OP]	SE [OP]
		(i) For LT Connections				
		(ii) For 11 KV	Within 71	SDO [OP]	XEN [OP]	SE [OP]

		Connections	days from receipt of complete application, charges & documents			
		(iii) For 33 KV Connections	Within 97 days from receipt of complete application, charges & documents	XEN [OP]	SE [OP]	CE [OP]
		(iv) Above 33 KV level connections	Within 167 days from receipt of complete application, charges & documents	XEN [OP]	SE [OP]	CE [OP]
60	Power	Transfer of title and conversion of services a) Transfer of title and /or change of category	Within 7 days from receipt of complete in all respect	SDO [OP]	XEN [OP]	SE [OP]
		b) Conversion of LT single phase to LT three phase or vice-versa	Within 30 days from the date of payment charges	JE [In charge]	SDO[OP]	XEN[OP]
		c) Conversion of LT to HT or vice-versa	Within 30 days from the date of payment charges	JE [In charge]	SDO[OP]	XEN[OP]
		d) Conversion of HT to EHT or vice-versa	Within 30 days from the date of payment charges	JE [In charge]	SDO[OP]	XEN[OP]
61	Power	Shifting of meter/service connection and other services (i) Shifting of meter/ service connection	Within 15 days after receipt of request along with prescribed charges	JE [In charge]	SDO (OP)	XEN (OP)
		(ii) Shifting of LT/HT lines up to 11 KV	Within 45 days after receipt of request along with prescribed	SDO (Operations)	XEN (OP)	SE (OP)

			charges			
		(iii) Shifting of HT Line exceeding 11KV	Within 45 days after receipt of request along with prescribed charges	SDO (Operations)	XEN (OP)	SE (OP)
		(iv) Shifting of Transformer	Within 60 days after receipt of request along with prescribed charges	SDO (Operations)	XEN (OP)	SE (OP)
62	Power	Complaint about consumer bills and restoration of supply Resolution of complaints on disputed electricity bills	(i) Within 24 hours of receipt of complaint if no additional information is required	Commercial Assistant (CA)	SDO (OP)	XEN (OP)
			(ii) Within 7 days of receipt of complaint if additional information is required	Commercial Assistant (CA)	SDO (OP)	XEN (OP)
63	Power	Reconnection of supply following disconnection due to non-payment of bills	(i) Cities and Towns within 6 hours of receipt of payment from consumer	JE [In charge]	SDO (OP)	XEN (OP)
			(ii) Rural area within 12 hours of receipt of payment from consumer	JE [In charge]	SDO (OP)	XEN (OP)
63A	Power Department	Certification of Electrical Installation by Chief Electrical Inspector above 33KV	30 days	Concerned Executive Engineer	Chief Electrical Inspector	Addl. Chief Secretary/ Principal Secretary, Power"
64	Transport	(i) Issuance of Learner Driving License (Sarathi Related Services)	5 days	SDO(C)-cum-RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(ii) Issuance of Permanent Driving License (Sarathi Related Services)	7 days	SDO(C)-cum-RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(iii) Renewal of Driving License	37 days	SDO(C)-cum-RA/RTA of concerned	ADC Of concerned District	DC of Concerned District

				authority		
		(iv) Issuance of Duplicate driving license	7 days	SDO(C)-cum-RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(v) Endorsement of new class in Driving License	7 days	SDO(C)-cum-RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
65	Transport	Issuance of Conductor License	7 days	SDO(C)-cum-RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
66	Transport	(i) Registration of New Vehicles (VAHAN)	7 days	SDO(C)-cum-RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(ii) Transfer of ownership	37 days	SDO(C)-cum-RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(iii) Issuance of NOC	7 Days	SDO(C)-cum-RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(iv) Issuance of duplicate RC	7 days	SDO(C)-cum-RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(v) Tax Clearance Certificate	7 Days	SDO(C)-cum-RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(vi) HPA Addition/Deletion	7 days	SDO(C)-cum-RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
67	Housing Board	Issue of No Objection Certificate/Duplicate Allotment/Re-allotment Letter	21 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
68	Housing Board	(i) Issue of Conveyance Deed	15 days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
		(ii) Issue of Conveyance Deed through GPA	45 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
69	Housing Board	Issue of No Due Certificate	30 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
70	Housing Board	Transfer of property in case of sale	15 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
71	Housing Board	Transfer of property in case of death (uncontested)	45 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
72	Housing Board	Issue of	7 Days	Estate	Chief Revenue	Secretary

		permission for mortgage		Manager of Concerned District	Officer Housing Board Haryana	Housing Board Haryana
73	Housing Board	Attested copy of any document	7 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
74	Housing Board	Change of Ownership (other than Death Cases)	45 days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
75	Housing Board	Demarcation of Plot	21 days	Sub Divisional Engineer	Executive Engineer	Chief Engineer
76						
77						
78	Agriculture	Licence of Seeds	24	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
79	Agriculture	Licence of pesticides	24	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
80	Agriculture	Acknowledgement of Receipt/authorization letter of fertilizers	24	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
81	Agriculture	Renewal of licence of seeds	24	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
82	Agriculture	Renewal of acknowledgement of Receipt/authorization letter of fertilizers	24	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
83	Agriculture	Duplicate licence of seeds	24	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
84	Agriculture	Duplicate licence of pesticides	24	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
85	Agriculture	Duplicate acknowledgement of Receipt/authorization letter of fertilizers	24	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
86	HSAMB	Issue of NOC/ Duplicate Allotment/ Re-allotment	30 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
87	HSAMB	Issue of Conveyance Deed	30 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
88	HSAMB	Issue of No dues Certificate	15 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
89	HSAMB	Re-transfer of property in case of sale	30 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
90	HSAMB	Re-transfer of property in case of sale (Uncontested	60 days	Concerned Secretary-cum-Executive	DMEO	ZMEO

		Death)		Officer.		
91	HSAMB	Issue of J form to the farmers	Same Day of auction and weighment of produce	Mandi Supervisor or Assistant Secretary	Concerned Secretary-cum-Executive Officer.	DMEO
92	HSAMB	Providing financial aid (ex-gratia) to cultivators for any injury or death during farming operations	30 days after obtaining Viscera report in case of death, 60 days in case of injury	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
93	HSAMB	Issue of NOC for Mortgage	15 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
94	Industries & Commerce	Issuing of Entrepreneurs Memorandum Part-I acknowledgement under MSMED Act 2006.	3 days	Joint Director/Deputy Director	Additional Director, Industries	Director Industries & Commerce
95	Industries & Commerce	Issuing of Entrepreneurs Memorandum Part-II acknowledgement under MSMED Act,2006	3 days	Joint Director/Deputy Director	Additional Director, Industries	Director Industries & Commerce
96	Industries & Commerce	Boiler Registration under the Indian Boiler Act, 1923	22 days	Chief Inspector of Boilers	Additional Director Industries	Director Industries & Commerce
97	Industries Commerce	Renewal of Boiler Registration under the Indian Boiler Act 1923	07 days	Chief Inspector of Boilers	Additional Director, Industries	Director Industries & Commerce
98	Industries & Commerce	Approval for modification, alteration, repair of boiler under Indian Boiler Act, 1923	10 days	Chief Inspector of Boilers	Additional Director, Industries	Director Industries & Commerce
99	Industries & Commerce	Provisional License for processing under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) Order, 1987.	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
100	Industries & Commerce	Provisional License for Trading under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) order, 1987.	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
101	Industries & Commerce	License for processing under Lubricating Oils	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries &

		and Greases (Processing Supply and Distribution Regulation Order,1987				Commerce
102	Industries & Commerce	License for Trading under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) order, 1987.	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
103	Industries & Commerce	Renewal of License for processing under Lubrication Oils and Greases (Processing Supply and Distribution Order 1987	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
104	Industries & Commerce	Renewal of License for Trading under Lubrication Oils and Greases (Processing Supply and Distribution Order 1987	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
105	Industries & Commerce	Registration of Firms under Indian Partnership Act. 1932.	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
106	Industries & Commerce	Approval for change in partners under Indian Partnership Act. 1932.	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
107	Industries & Commerce	Approval for change of Registered Office under Indian Partnership Act. 1932.	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
108	Industries & Commerce	Registration of Societies under the Haryana Registration and Regulations of Societies Act. 2012	07 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
109	Industries & Commerce	Name Approval of Societies under the Haryana Registration and Regulations of Societies Act. 12012	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
110	Industries & Commerce	Approval of Governing body under the Haryana Registration and Regulations of Societies Act. 2012	15 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
111	Industries &	Approval for	07 days	District	State	Registrar

	Commerce	change in name/Registered office of society under the Haryana Registration and Regulations of Societies Act. 2012		Registrar, Firms and Societies	Registrar, Firms & Societies	General, Firms & Societies
112	Industries & Commerce	Approval for amendments in bye-laws of society under the Haryana Registration and Regulations of Societies Act. 2012	60 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
112 A.	Industries and Commerce Department	Registration of Economizer	22 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
112 B.	Industries and Commerce Department	Permission for Transfer Memorandum of Inspection Book and Registration Book of boiler within State	10 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
112 C.	Industries and Commerce Department	Permission for transfer of Memorandum of Inspection Book and Registration Book of boiler outside State	10 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
112 D.	Industries and Commerce Department	Certificate of Boiler Manufacturer unit	15 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
112 E.	Industries and Commerce Department	Certificate of Boiler Repairer	15 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
112 F.	Industries and Commerce Department	Renewal of Certificate of Boiler Repairer	7 days	Chief Inspector of Boiler	Additional Director Industries	Director Industries
112 G.	Industries and Commerce Department	Certificate of Boiler Welder	10 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
112H.	Industries and Commerce Department	Renewal of Welder Certificate	10 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
112 I.	Industries and Commerce Department	Boiler Operation Engineer (BOE) Certificate	30 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
112 J.	Industries and Commerce Department	Boiler Attendant Certificate	30 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
112 K.	Industries and Commerce Department	Marketing Development Assistance		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 L.	Industries and Commerce Department	Testing Equipment Assistance Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			

		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 M	Industries and Commerce Department	Credit Rating Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 N	Industries and Commerce Department	Energy Audit Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 O	Industries and Commerce Department	Assistance for Environment Compliance		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 P.	Industries and Commerce Department	Design Clinic Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 Q.	Industries and Commerce Department	Credit Linked Interest Subsidy Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 R.	Industries and Commerce Department	Safety Audit Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			

		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 S.	Industries and Commerce Department	Water Audit Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 T.	Industries and Commerce Department	Quality Certification Assistance Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 U.	Industries and Commerce Department	Stamp Duty Refund Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 V.	Industries and Commerce Department	Electricity Duty/ Open Access Charges Exemption		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 W.	Industries and Commerce Department	Freight Assistance Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	45 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 X.	Industries and Commerce Department	Interest subsidy for Micro, Small and Medium Enterprises (MSME)		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			

		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 Y.	Industries and Commerce Department	Employment Generation Subsidy		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 Z.	Industries and Commerce Department	Assistance Technology Acquisition		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 AA.	Industries and Commerce Department	Investment Subsidy on Value Added Tax (VAT)/ State Goods & Services Tax (SGST)		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 AB.	Industries and Commerce Department	Patent Registration Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 AC.	Industries and Commerce Department	Primary Processing Centre Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 AD.	Industries and Commerce Department	Re-imbusement of Expenses Incurred for E-Commerce Linkages		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			

		iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
112 AE.	Industries and Commerce Department	Claiming Interest Subsidy for Artisan		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
		i) Letter of Approval	30 days			
		ii) Letter of Sanction	07 Days			
		iii) Disbursement	07 Days	Senior Accounts Officer/Account Officer	Additional Director	Director, Industries and Commerce
113	HSI IDC	Sanction of Building plans/ revised building plans (Industrial/Residential)	15 days	DTP/STP concerned	CTP	MD
114	HSI IDC	Sanction of Building plans/ revised building plans (Commercial)	30 days	DTP/STP concerned	CTP	MD
115	HSI IDC	Issue of completion/ occupation certificate for buildings	15 days	DTP/STP concerned	CTP	MD
116	HSI IDC	Issue of No Objection Certificate/Duplicate Allotment/Re-allotment letter	20 days	Estate Manager	HOD/ (Estate)	MD
117	HSI IDC	Issue of conveyance deed	15 days	Estate Manager	HOD/ (Estate)	MD
118	HSI IDC	Issue of No due certificate	15 days	Estate Manager	HOD/ (Estate)	MD
119	HSI IDC	Transfer of plots in cases of sale etc.	30 days	Estate Manager	HOD/ (Estate)	MD
120	HSI IDC	Transfer of plots (uncontested)	45 days	Estate Manager	HOD/ (Estate)	MD
121	HSI IDC	Issue of permission for mortgage	30 days	Estate Manager	HOD/ (Estate)	MD
122	HSI IDC	Attested copy of any document	3 days	Estate Manager	HOD/ (Estate)	MD
123	HSI IDC	Change of ownership (other than death cases)	30 days	Estate Manager	HOD/ (Estate)	MD
124	HSI IDC	Demarcation of plots	05 days	STP/DTP	CTP	MD
125	HSI IDC	Issue of Plinth level certificate	07 days	DTP/STP	CTP	MD
126	HSI IDC	Water and Sewerage Connection	15 Days	DGM/AGM Industrial. Estate	HOD(Estate)	MD, HSI IDC
127	HSI IDC	Allotment of Land/Shed in IE/IDA	90 Days	DGM/Addl. GM(Industrial Estate)	GM, HSI IDC	MD, HSI IDC
128	Food and Supplies	(i) Issue of New Ration Card on receipt of D-I form i.e. Application Form for Categories	22 Days	Inspector Incharge/ AF SO	District Food & Supplies Controller	Deputy Commissioner
		(ii) Issuance of new ration card on receipt of	15 days	Inspector Incharge/ AF SO	District Food & Supplies Controller	Deputy Commissioner

		surrender Certificate				
		(iii) Issuance of duplicate ration card.	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
		(iv) Inclusion/ Deletion of family member	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
		(v) Change of address within same jurisdiction	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
		(vi) Change of address including change of FPS	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
		(vii) Issuance of surrender certificate /Ration Card/Member Migration/ Ration Card Transfer Application/Surrender of Ration Card Application Form	7 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
		(viii) Ration Card Data Correction and Household Head modification	7 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
128 A	Food & Supplies Department	i) Constitute a team for measurement of distance parameters To constitute a joint team of concerned Halqa Patwari/ Kanoongo and Nayab Tehsildar/ Tehsildar of the Revenue Deptt. and Food & Supplies Deptt. (Nor below than AFSO rank) for measurement of the purposed brick kiln site in view of the clause 4 (iii) of the Haryana Control of Bricks Supplies Order, 1972.	4 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department
		ii) Measurement Report of distance parameters Team will measurement the distance parameters in the presence of the applicant or the authorized representative of the applicant and submit his report.	15 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department
		iii) Approval for construction of Brick Kiln Approval/ Clearance for construction of Brick Kiln (Chimney & Vessel)	7 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department

		under clause 3A of Form 'A' of the Haryana Control of Bricks Supplies Order, 1972 according to the guidelines of the Haryana Pollution Control Board. If the conditions of the distance parameters will be found as per provisions of the Control Order (clause 4(iii)). The applicant will be informed whether the distance parameters will not found as per the Haryana Control of Bricks Supplies Order, 1972.				
		iv) Issuance of Brick Kiln Licence for manufacturing and selling Bricks To issue Brick Kiln licence for manufacturing and selling Bricks. Applicant/ Brick Kiln owner will operate his Brick Kiln only after getting Permit of Mines & Geology Deptt. Consent of Haryana Pollution Control Board and Licence of Controlled Area from District Town Planer if the Site of the Brick Kiln falls in controlled area. Otherwise NOC of District Town Planner/ Municipal Corporation	7 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department".
128 B.	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organisation)	Issuance of Licence of Dealer	30 days	Deputy Director/ Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
128 C.	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organisation)	Renewal of Licence of Dealer	30 days	Deputy Director/ Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
128 D.	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organisation)	Issuance of Licence of Repairer	30 days	Deputy Director/ Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
128 E.	Food Civil Supplies and	Renewal of Licence of Repairer	30 days	Deputy Director/ Joint	Controller Legal Metrology	Administrative Secretary of the

	Consumer Affairs Department (Legal Metrology Organisation)			Director/ Additional Director (as the case may be)		Department
128 F	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organisation)	Issuance of Licence of Manufacturer	30 days	Deputy Director/ Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
128 G	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organisation)	Renewal of Licence of Manufacturer	30 days	Deputy Director/ Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department”
129	HUDA	Sanction of Building Plans/ Revised Building Plans	30 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
130	HUDA	Issue of Completion/ Occupation Certificates for buildings	30 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
131	HUDA	Issue of No objection Certificate(Transfer permission)/ duplicate allotment letter/ re-allotment letter	30 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
132	HUDA	Issue of Conveyance deed	20 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
133	HUDA	Issue of No due Certificate	10 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
134	HUDA	Transfer of property in case of sale	30 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
135	HUDA	Transfer of property in case of death (Uncontested)	45 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
136	HUDA	Issue of permission for mortgage	07 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
137	HUDA	Attested copy of any documents	05 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
138	HUDA	Change of ownership (other than death cases)	15 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
139	HUDA	Demarcation of plots	05 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
140	HUDA	Issue of Plinth (DPC) Certificate	05 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.

141	HUDA	Water Supply and Sewerage Connection	10 days	Concerned Executive Engineer, HUDA/SDE HUDA.	Concerned Superintendent Engineer	Superintendent Engineer Headquarters.
142	HUDA	Sanction of Water supply and Sewerage Connection (industrial)	10 days	Concerned Executive Engineer, HUDA/SDE HUDA.	Concerned Superintendent Engineer	Superintendent Engineer Headquarters.
143	HUDA	Mortgage 1 st Charge (Industrial)	15 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
143 A	HUDA	Water Connection	5 days Residential 7 days Commercial / Industrial	1. Junior Engineer, 2. Sub Divisional Engineer & 3. Executive Engineer	Superintending Engineer	Administrator"
144	Town & Country Planning	Change of land use permission for the units situated within various controlled areas of State within final published development plan of the controlled area and conforming zone (except competency of the Govt.)	60 days from the date of receipt of complete documents	Director General, Town & Country Planning	Additional Chief Secretary, Town & Country Planning	-
145	Town & Country Planning	NOC for the units falling outside controlled area but within urban areas	30 days from the date of receipt of complete documents	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning
146	Town & Country Planning	NOC for the units falling outside controlled area and urban area	10 days from the date of receipt of complete documents	District Town Planner	Senior Town Planner	Chief Town Planner
147	Town & Country Planning	i) License for the brick kilns & charcoal kilns under the provisions of the Punjab Scheduled Roads and Controlled Areas Restriction of unregulated Development Act, 1963.	30 days from the date of receipt of complete documents	District Town Planner	Senior Town Planner	Chief Town Planner
		ii) License for stone crusher under the provisions of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated	30 days from the date of receipt of complete documents	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning

		Development Act, 1963.				
148	Town & Country Planning	Sanction of building plans of following site/plots which does not involve composition of offence in: i. Licenced residential plotted colonies. ii. Industrial Plotted colonies iii. CLU granted sites having areas upto 2.00 acres(8093.70Sq m.).	45 days from the date of receipt of complete documents	District Town Planner	Senior Town Planner	Chief Town Planner
149	Town & Country Planning	Sanction of building plans of following sites/plots which does not involve composition of offence in:- i). Community Sites upto an area measuring 5.00 acres (20234.25 Sqm.) in licenced colonies ii) CLU granted sites having area more than 2.00 acres (8093.70 Sqm.) and upto 5.00 acres(20234.25 Sqm.). iii). Commercial component having site area upto 2.00 acres in residential plotted colony and industrial plotted colony. iv)All the CLU granted Industrial projects.	60 days from the date of receipt of complete documents	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning.
150	Town & Country Planning	a)Sanction of building plans of site other than mentioned at Sr.No.148 & 149. b) Sanction of building plans of the CLU granted Industrial sites having area more than 5.00 acres (20234.25Sqm)	90 days from the date of receipt of complete documents 60 days from the date of receipt of complete documents	Chief Town Planner	Director General, Town & Country Planning	Additional Chief Secretary, Town & Country Planning
151	Town & Country Planning	Issue of occupation certificate for the building mentioned at Sr.	45 days from the date of receipt of complete	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning.

		No. 148 provided composition of offence is not involved	documents			
152	Town & Country Planning	Issue of occupation certificate for plot area for buildings mentioned at Sr. 149 provided composition of offence is not involved.	60 days from the date of receipt of complete documents	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning
153	Town & Country Planning	a) Issue of occupation certificate in cases other than mentioned at Sr. No. 150 & 151 above provided composition of offence is not involved. b) Issue of occupation certificate of CLU granted Industrial sites having area more than 5.00 acres (20234.25 Sqm)	90 days from the date of receipt of complete documents 60 days from the date of receipt of complete documents	Director General, Town & Country Planning.	Additional Chief Secretary, Town & Country Planning	-
154	Home	Registration of Marriage under Hindu Marriage Act	3 days from the expiry of 15 days notice period as provided in the Hindu Marriage Act.	Tehsildar (in Rural Area) Secretary, Municipal Committee (in Urban Area) Deputy/Joint Municipal Commissioner (in Municipal Corporation)	Sub Divisional Magistrate Sub Divisional Magistrate Municipal Commissioner	Deputy Commissioner Deputy Commissioner Deputy Commissioner
155	Home	a) Renewal of Arms License (if the license is presented before the expiry date and the license issuing district is the same where service has been sought).	15 days	Sub Divisional Magistrate (except Panchkula, Faridabad, Gurgaon & Ambala Districts) Joint Commissioner of Police (Gurgaon & Faridabad Districts) Deputy Commissioner Of Police (Panchkula) Sub Divisional Magistrate	District Magistrate Commissioner of Police Commissioner of Police District Magistrate	----- ----- -----

				(Ambala rural area)		
		b) Renewal of Arms License(if presented after every alternative cycle of 6 years, where police verification is necessary)	22 days .	Deputy Commissioner of Police (Ambala Urban Area)	Commissioner of Police	-----
				District Magistrate (except Panchkula, Faridabad Gurgaon & Ambala Districts)	Divisional Commissioner	-----
				Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Panchkula)	Commissioner of Police	Divisional Commissioner
				Sub Divisional Magistrate (Ambala Rural area)	District Magistrate	Divisional Commissioner
				Deputy Commissioner of Police (Ambala Urban Area)	Commissioner of Police	Divisional Commissioner
156	Home			Addition/Deletion of weapon (if the license issuing district is the same where service has been sought).	07 days from the expiry of the mandatory notice period of 45 days as provided under the Arms Act.	District Magistrate (except Faridabad, Panchkula, Ambala & Gurgaon Districts)
		Joint Commissioner of Police (Gurgaon Faridabad Districts)	Commissioner of police			Divisional Commissioner
		Deputy Commissioner of Police (Panchkula)	Commissioner of Police			Divisional Commissioner
		Deputy Commissioner of Police (Ambala Rural Area)	Commissioner of Police			Divisional Commissioner
		Deputy Commissioner of Police (Ambala Urban Area)	Commissioner of Police			Divisional Commissioner

157	Home	Extension of purchase period of weapon, (within permissible time period and if the license issuing district is the same where services has been sought).	07 days	District Magistrate (except Panchkula, Ambala, Faridabad & Gurgaon Districts)	Divisional Commissioner	-----
				Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Panchkula)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Ambala Rural Area)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Ambala Urban Area)	Commissioner of Police	Divisional Commissioner
158	Home	Registration of Foreigners (Arrival and Departure)	Immediate	Assistant Commissioner of Police (Hq.) Ambala & Panchkula Districts	Deputy Commissioner of Police Ambala/ Panchkula	Commissioner of Police
				Assistant Commissioner of Police/HQ. Gurgaon & Faridabad Districts Foreigners Registration Officer (FRO)	Deputy Commissioner of Police Gurgaon and Faridabad	Commissioner of Police
				Deputy Superintendent of Police (HQ) (except Ambala, Panchkula, Faridabad & Gurgaon Districts)	Superintendent of police	Range IG
159	Home	Extension of Residential Permit of Foreigners.	05 days	Assistant Commissioner of Police HQ Ambala Urban Area, Panchkula/ Ambala Rural Area	Deputy Commissioner of Police	Commissioner of Police
				Assistant Joint Commissioner of Police Gurgaon & Faridabad HQ. Foreigners Registration	Deputy Commissioner of Police	Commissioner of Police

				Officer (FRO)		
				Deputy Superintendent of Police HQ (except Ambala, Panchkula, Faridabad & Gurgaon Districts)	Superintendent of police	Range IG
160	Home	Copy of FIR or DDR.	Immediate/ Online	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/Commissioner of Police
161	Home	NOC for use of loud speakers (applicable only in case of S.D.M. obtain N.O.C. from the concerned SHO before granting permission).	05 days	Sub Divisional Magistrate (except Ambala, Panchkula, Faridabad & Gurgaon Districts)	District Magistrate/ Deputy Commissioner	Divisional Commissioner
				Deputy/ Assistant Commissioner of Police HQ, Ambala & Panchkula Districts Assistant/ Deputy/ Commissioner of Police HQ/Commissioner of Police Faridabad & Gurgaon Districts Foreigners Registration Officer (FRO)	Commissioner of Police Commissioner of Police	Divisional Commissioner Divisional Commissioner
162	Home	NOC for Fairs/Melas/Exhibition/ Sport Events etc.	05 days	Sub Divisional Magistrate (except, Panchkula, Faridabad & Gurgaon & Ambala Districts)	Deputy Commissioner	Divisional Commissioner
				Assistant/ Deputy Commissioner of Police HQ Ambala & Panchkula	Commissioner of Police	Divisional Commissioner
				Joint/ Assistant Commissioner of Police, Gurgaon & Faridabad	Commissioner of Police .	Divisional Commissioner

				HQ.		
163	Home	Stranger Verification (after receiving the verification from the other District/State of which the stranger is resident)	05 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police	Superintendent of Police/Commissioner of Police
164	Home	Tenant/Servant Verification (if resident of local area)	05 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/Commissioner of Police
165	Home	Tenant/Servant Verification if resident of other District/State and after receiving the verification from other District/State)	05 day	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/Commissioner of Police
166	Home	Other Verification related services.	30 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/Commissioner of Police
167	Home	Copy of untraced report in road accident cases.	90 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/Commissioner of Police
168	Home	Copy of untraced report in cases pertaining to stolen vehicles.	90 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/Commissioner of Police
169	Home	Copy of untraced report in theft cases.	60 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/Commissioner of Police
170	Home	NOC for pre-owned vehicles.	05 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/Commissioner of Police
171	Home	Service Verification (in case of Resident of Haryana).	10 days	Station House Officer of the concerned	Deputy Superintendent of Police/Deputy	Superintendent of Police/Commissioner of Police

				Police Station	Commissioner of Police/Joint Commissioner of Police	
172	Home	Character Verification	10 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/Commissioner of Police
173	Home	Verification for renewal of Arms License.	22 days	Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	Divisional Commissioner
				DCP (Panchkula & Ambala Districts)	Commissioner of Police	Divisional Commissioner
				Sub Divisional Magistrate/City Magistrate (except Faridabad, Panchkula, Gurgaon & Ambala Districts)	District Magistrate	Divisional Commissioner
174	Home	NOC for issuance/renewal of License of Arms Dealers.	15 days	Joint Commissioner of Police, Faridabad & Gurgaon Districts.	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police, Ambala & Panchkula Districts)	Commissioner of Police	Divisional Commissioner
				District Magistrate (except Panchkula, Ambala, Faridabad & Gurgaon)	Divisional Commissioner	-----
175	Home	Issuance of NOC for setting up of Petrol Pump, Cinema Hall etc.	15 days	District Magistrate, (except Panchkula, Ambala, Faridabad & Gurgaon	Divisional Commissioner	-----
				Commissioner of Police for Faridabad, Gurgaon, Ambala & Panchkula Districts	Divisional Commissioner	-----
176	Home	Passport Verification	21 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/Commissioner of Police

177	Home	Verification for fresh Arms License	30 days	Deputy Commissioner (except Panchkula, Faridabad, Gurgaon & Ambala Districts)	Divisional Commissioner	-----
				Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Panchkula)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Ambala Rural Areal)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Ambala Urban Area)	Commissioner of Police	Divisional Commissioner
178	Social Justice and Empowerment	Ladli Social Security Allowance Scheme	Time for sanctioning the new case will take four months	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
179	Social Justice and Empowerment	Old age Samman allowance (Pension Scheme)	Time for sanctioning the new case will take four months	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
180	Social Justice and Empowerment	Handicapped Pension	Time for sanctioning the new case will take four months	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
181	Social Justice and Empowerment	Haryana Pension to Widows and destitute Women scheme (Widow Pension)	Time for sanctioning the new case will take four months	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
182	Social Justice and Empowerment	Financial Assistance to destitute children scheme	Time for sanctioning the new case will take four months	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
183	Social Justice and Empowerment	Financial Assistance to Kashmiri Migrant families Scheme	Time for sanctioning the new case will take four months	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
184	Social Justice and Empowerment	Financial Assistance to Non school going disabled children	Time for sanctioning the new case will take four months	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
185	Social Justice and Empowerment	Dwarf allowance Scheme	Time for sanctioning the new	District Social Welfare	Addl. Deputy Commissioner of the	Deputy Commissioner of the

			case will take four months	officer of the concerned District	concerned District	concerned District
186	Social Justice and Empowerment	Eunuch allowance Scheme	Time for sanctioning the new case will take four months	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
187	Science & Technology	Application Form for HSCST Fellowship for doing Ph.D	4 Months from the last date of receiving the applications.	Chief Scientific Engineer HSCST	Secretary/EC HSCST	Chairman/EC HSCST
188	Science & Technology	Application Form for promotion of Science Education (POSE) Scholarship for B.Sc.& M.Sc.students	4 months after closing date.	Scientific Engineer (A) SG	Principal Scientist (SG)	Director
189	Labour deptt.	i) Registration of principal employer's establishment and license for contractors under provision of contract labour Act,1970	26 days	Addl. Labour Commissioner	Labour Commissioner	Principal Secy, Labour
		ii) Approvals of plans from Factories Department under Factories Act, 1948	45 days	Addl. Director-cum-Addl. Chief Inspector of Factories, Haryana.	Labour Commissioner r-cum- Chief Inspector of Factories, Haryana	Principal Secy, Labour & Employment, Govt.of Haryana.
		iii) Factories License under Factories Act, 1948	45 working days	Addl. Director-cum-Addl. Chief Inspector of Factories, Haryana	Labour Commissioner -cum- Chief Inspector of Factories, Haryana	Principal Secy, Labour & Employment, Govt.of Haryana.
		iv) Shop Registration under Shops and Establishment Act	15 days	Labour Inspector	Assistant Labour Commissioner	Labour Commissioner
		v) Renewal of License for contractors under the provisions of the Contract Labour (Regulation and Abolition) Act, 1970(Central Act No. 37 of 1970)	26 days	Concerned Deputy Labour Commissioner	Labour Commissioner	Additional Chief Secretary Labour and Employment
		vi) Renewal of factory License under the provisions of the Factory Act, 1948 (Central Act No. 63 of 1948)	45 days	Additional Director-cum-Additional Chief Inspector of Factories, Haryana	Labour Commissioner-cum-Chief Inspector of Factories Haryana	Additional Chief Secretary Labour and Employment
		vii) Renewal of registration certificate under	15 days	Labour Inspector	Assistant Labour Commissioner	Labour Commissioner

		the provisions of the Punjab Shops and Commercial Establishments Act, 1958 (Punjab Act 15 of 1958)				
189 A	Labour Department	Registration of Establishment engaged in Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (28 of 1996)	30 days	Assistant Director (IS&H)/ Deputy Director (IS&H)/ Assistant Director, IH/ Deputy Director IH & Joint Director IS&H	Labour Commissioner	Principal Secretary”
189 B	Labour Department	Registration of principal employer’s establishment under the provisions of Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 (30 of 1979)	26 days	Additional Labour Commissioner	Labour Commissioner	Additional Chief Secretary Labour”.
190	Forest Deptt.	Permission for felling of trees.	15 days	Divisional Forest Officer(DFO)	Conservator of Forests(CF)	Chief Conservator of Forests (CCF)
191	Forest Deptt	NOC in respect of PLPA or Forest or Restricted lands	15 days	Divisional Forest Officer(DFO)	Conservator of Forests(CF)	Chief Conservator of Forests (CCF)
192	Horticulture Deptt.	Hortnet: Sanction of application upon submission of complete documents	21 days	Dy. Director Horticulture/ National Horticulture Mission (DDH/NHM)	Joint Director	Mission Director
193	Horticulture Deptt.	Minet: Sanction of application upon submission of complete documents	16 days	Dy. Director Horticulture/ Micro Irrigation (DDH/MI)	Joint Director	Director General Horticulture
194	Horticulture Deptt.	Fruit License: Grant of Nursery Fruit License.	90 days	Dy. Director Horticulture/ Project & Nursery (DDH/P&N)	Joint Director	Director General Horticulture
195	Horticulture Deptt.	Polynet: Sanction of application upon submission of complete documents	21 days	Dy. Director Horticulture/ Fruits (DDH/F)	Joint Director	Director General Horticulture
196	Horticulture Deptt.	Seed License: Grant of Nursery Seed License	90 days	Dy. Director Horticulture/ Vegetable (DDH/V)	Joint Director	Director General Horticulture
197	Fisheries Deptt.	Services for Loan and subsidy for various schemes under FFDA: i) Selection of Pond. ii) Plan & Estimate of Pond. iii) Forwarding bank loan application to Banks. iv) Imparting	10 days 15 days 15 days	All District Officers, District Fisheries Officer-cum-Chief Executive Officer, Fish Farmer Development Agency and All Fisheries Farm Managers.	All Deputy Director Fisheries (Division Level)	Director Fisheries.

		training for fish culture after receiving application.	One month			
198	Fisheries Deptt.	Services for Loan and subsidy for Development of Water logged Areas. i) Selection of Pond. ii) Plan & Estimate of Pond. iii) Forwarding bank loan application to Banks. iv) Imparting training for fish culture after receiving application.	10 days 15 days 15 days One month	All District Officers, District Fisheries Officer-cum-Chief Executive Officer, Fish Farmer Development Agency and All Fisheries Farm Managers.	All Deputy Director Fisheries (Division Level)	Director Fisheries.
199	Fisheries Deptt.	Services for Seed supply from Government Fish Seed farm to Fish Farmers.. i) Stocking of fish seed.	In the month of Feb./ March/ July/ Aug./ Sept.	All District Officers, District Fisheries Officer-cum-Chief Executive Officer, Fish Farmer Development Agency and All Fisheries Farm Managers.	All Deputy Director Fisheries (Division Level)	Director Fisheries.
200	Mines and Geology Department	Licence for Stone Crushers under the Haryana Regulation and Control of Crushers, Act,1991 to stone crushers owners	21 days	Director, Mines and Geology	Administrative Secretary	Chief Secretary
201	Mines and Geology Department	Permit for the extraction of brick earth to brick kiln owner for manufacturing of bricks.	15 days	Officer Incharge at District level	State Mining Engineer	Director, Mines and Geology
202	PWD (B&R)	a) Clearance for entry/ exit from State Highway/ Scheduled Road under MORT&H Guidelines	60 days	Concerned SE	Chief Engineer (Concerned)	Engineer-in-Chief
		b) Permission for laying of Natural Gas/ Pipelines ROU	60 days	Concerned SE	Chief Engineer (Concerned)	Engineer-in-Chief
		c) Permission for Right of use (RoU) for laying the Communication Infrastructure & associated installation like Optical Fiber Cable	60 days	Concerned SE	Chief Engineer (Concerned)	Engineer-in-Chief".

D.S. Dhesi
Chief Secretary to Government Haryana