

HARYANA GOVERNMENT  
ADMINISTRATIVE REFORMS DEPARTMENT

NOTIFICATION

Dated 15<sup>th</sup> Febuary,2016

No. 7/31/2014-3AR.-In exercise of the powers conferred by sub-section (1) and (2) of section 3 of the Haryana Right to Service Act, 2014 (4 of 2014) and in supersession of Haryana Government, Administrative Reforms Department, notification of No. 7/31/2014-3AR dated the 7<sup>th</sup> May, 2015, the Governor of Haryana, on the recommendations of the Commission hereby notifies the following Services, the time limit within which these are to be provided to citizens, and the Designated Officer, First Grievances Redressal Authority and Second Redressal Authority under the Act as per the schedule given below:-

SCHEDULE

Sr. No.	Name of the Department	Name of Service	Given Time Limit	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 if no standing crop.	45 days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the 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	30 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 <sup>st</sup> 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 Deed/Conveyance Deed	1 day	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
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
21.	Food and Drugs Administration	Grant/renewal drugs Manufacturing License	45 days	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
23.	Health	Certified Copies of Birth/Death Certificate – Rural Areas(already registered)  For current year For previous year	14 days 30 days	Registrar (Birth & Death) of concerned PHC and CHC/ Deputy	District Registrar Births & Deaths-cum Civil Surgeon of the concerned	Deputy Commissioner of the Concerned District

				Civil Surgeon (Birth & Death of the Concerned District).	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 each for Registrar, District Registrar, and Sub-Division Magistrate (SDM).	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 & certified copies of New Birth Certificate)	30 days	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.	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 already registered Birth/Death Certificates – Corporation Cities For current year For previous years	14 days 30 days	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 already registered Birth/Death Certificates – MC Town For current year For previous years	7 days 15 days	Local Registrar (Birth & Death) of the Concerned Municipal Committees	SDM of the concerned Sub- Division	Deputy Commissioner of the Concerned District
28.	Urban Local Bodies	Water Supply & Sewerage Connection (Applicable in Municipal Corporation, Gurgaon & Faridabad only)	7 days	Assistant Engineer in Concerned Municipal Corporation	Executive Engineer in concerned Municipal Corporation	Superintending 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	Executive Officer/Deputy Municipal Commissioner in case of Corporation Cities, Executive Officer in case of Municipal	Joint Commissioner in case of Corporation city, Sub Division Officer of Concerned Sub Division in case of Municipal

				Inspector in concerned Municipal Committee	Council and Secretary in case of Municipal committee	Towns
33.	Urban Local Bodies	Replacement of street lights	10 days.	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 Bodies	(i) Sanction of building plans in the original municipal limits for all uses and sizes except commercial/institutional uses for the sites 1000 sq.mtrs and above.	60 days.	Chief Town Planner/ Urban Local Bodies.	Sub Divisional Magistrate of concerned Sub Division in case of Municipal Councils/Committee and Commissioner, Municipal Corporation concerned in case of Municipal Corporation	The Deputy 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.	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.	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.	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.	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 with the municipal limits	60 days.	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.	Fire Station Officer	S.D.O. (C) of the concerned Sub Division in case of	Deputy Commissioner of Concerned District in

					Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	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 &amp; Business Buildings (E,F-1 &amp;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 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height and plot area up to 4000 square meters.</p>	60 days.	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.
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</p>	60 days.	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

		<p>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 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 &amp; Business Buildings (E,F-1 &amp; 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>				Committees.
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.	Fire Station Officer	Director Urban Local Bodies	Addl. Chief Secretary Urban Development Department.
41	Urban Local Bodies	Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of (a) Hostel (A-5) less than 15 meters in height	60 days.	Fire Station Officer	S.D.O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint	Deputy Commissioner of Concerned District in case of Municipal Committee and Council,

		<p>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 &amp; Business Buildings (E,F-1 &amp; 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 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height and plot area up to 4000 square meters.</p>			Commissioner of the concerned corporation in case of Municipal Corporation.	Commissioner of the concerned corporation in the case municipal Corporation.
42	Urban Local Bodies	<p>Approval and renewal of fire fighting scheme in case of Building 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</p>	60 days.	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>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 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 &amp; Business Buildings (E,F-1 &amp; 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.	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 Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned 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/	S.D.O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint	Deputy Commissioner of Concerned District in case of Municipal Committee and Council,



				Corporation	Commissioner of the concerned corporation in case of Municipal Corporation.	Commissioner of the concerned corporation in the case municipal Corporation.
46						
47						
48	Public Health Engg.	(i) Sanction of water supply connection in the Rural and Urban areas.	12 days..	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
		(ii) Sanction of sewerage connection in Cities and MC Towns	12 days	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 systems etc.	3 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
		(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.	6 days.	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 In cities and town	4 hours	Concerned Lineman/ Complaint center in charge of the shift	JE [In charge]	SDO[OP]
		In rural area	16 hours	Concerned Lineman/ Complaint center in charge of the shift	JE [In charge]	SDO[OP]
51	Power	<b>Overhead line breakdowns</b> In Cities and Town	8 hours	JE [In charge]	SDO[OP]	XEN[OP]
		In Rural area	16 hours	JE [In charge]	SDO[OP]	XEN[OP]
52	Power	<b>Overhead line breakdowns due to breakeage of poles.</b> In Cities and Towns	12 hours	JE [In charge]	SDO[OP]	XEN[OP]
		In Rural Area-	24 hours	JE [In charge]	SDO[OP]	XEN[OP]
53	Power	<b>Underground cables breakdown</b> In Cities & towns	48 hours	JE [In charge]	SDO[OP]	XEN[OP]
		In Rural Area	48 hours	JE [In charge]	SDO[OP]	XEN[OP]

54	Power	<b>Distribution Transformer failure</b> In Cities and Towns	24 hours	JE [In charge]	SDO[OP]	XEN[OP]
		In Rural Area	48 hours	JE [In charge]	SDO[OP]	XEN[OP]
55	Power	Major Power failure involving power transformer/equipment  Alternate arrangement to restore the supply in the affected area	7 days  24 hours.	XEN/ Construction	SE[OP]	CE[OP]
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 of 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  In Cities and Towns	4 hours	JE [In charge]  JE [In charge]	SDO[OP]  SDO[OP]	XEN[OP]  XEN[OP]
		In Rural Area-	8 hours			
58	Power	Meter Complaints  (i) Inspect and check correctness after receipt of meter testing fee	7 days	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.	7 days	JE [In charge]	SDO[OP]	XEN[OP]
		(iv) Replace burnt meters in all other cases after payment of charges	24 hours	JE [In charge]	SDO[OP]	XEN[OP]
59	Power	Release of new connection/ additional load/ demand	30 days	SDO [OP]	XEN [OP]	SE [OP]
		[a] Release of connection where service is feasible from existing network	30 days	SDO [OP]	XEN [OP]	SE [OP]
		[b] Release of connection where network expansion/enhancement required for providing connection[Except Agricultural]		SDO [OP]	XEN [OP]	SE [OP]
		(i) For LT Connections	30 days			
		(ii) For 11 KV Connections	71 days	SDO [OP]	XEN [OP]	SE [OP]
		(iii) For 33 KV Connections	90 days	XEN [OP]	SE [OP]	CE [OP]
60	Power	<b>Transfer of title and conversion of services</b>  a) Transfer of title and /or change of category	7 days	SDO [OP]	XEN [OP]	SE [OP]

		b) Conversion of LT single phase to LT three phase or vice-versa- from the date of payment charges	30 days	JE [In charge]	SDO[OP]	XEN[OP]
		c) Conversion of LT to HT or vice-versa- after payment of charges	30 days	JE [In charge]	SDO[OP]	XEN[OP]
		d) Conversion of HT to EHT or vice-versa -after payment of charges	30 days	JE [In charge]	SDO[OP]	XEN[OP]
61	Power	<b>Shifting of meter/service connection and other services</b>				
		(i) Shifting of meter/ service connection	15 days	JE [In charge]	SDO (OP)	XEN (OP)
		(ii) Shifting of LT/HT lines up to 11 KV	45 days	SDO (Operations)	XEN (OP)	SE (OP)
		(iii) Shifting of HT Line exceeding 11KV	45 days	SDO (Operations)	XEN (OP)	SE (OP)
		(iv) Shifting of Transformer	60 days	SDO (Operations)	XEN (OP)	SE (OP)
62	Power	Complaint about consumer bills and restoration of supply Resolution of complaints on disputed electricity bills. <b>If no additional information is required</b>	24 hours	Commercial Assistant (CA)	SDO (OP)	XEN (OP)
		<b>If additional information is required</b>	7 days	Commercial Assistant (CA)	SDO (OP)	XEN (OP)
63	Power	Reconnection of supply following disconnection due to non-payment of bills-  Cities and Towns –after receipt of payment from consumer	6 hours	JE [In charge]	SDO (OP)	XEN (OP)
		Rural area -after receipt of payment from consumer	12 hours	JE [In charge]	SDO (OP)	XEN (OP)
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 authority	ADC Of concerned District	DC of Concerned District
		(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	ADC Of concerned District	DC of Concerned District

				authority		
		(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 permission for mortgage	7 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary 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 Death)	60 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
91	HSAMB	Issue of J form to the farmers	1 day	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. <b>i) In case of death-</b> after obtaining viscera report <b>ii) In case of injury</b>	30 days 60 days	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	10 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	07 days	Chief Inspector of Boilers	Additional Director, Industries	Director Industries & Commerce

		Indian Boiler Act, 1923				
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 and Greases (Processing Supply and Distribution Regulation Order, 1987	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & 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. 2012	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 & Commerce	Approval for change in name/Registered office of society 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
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
113	HSIIDC	Sanction of Building	15 days	DTP/STP	CTP	MD

		plans/ revised building plans (Industrial/Residential)		concerned		
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	60 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 all Categories	22 Days	Inspector Incharge/ AF SO	District Food & Supplies Controller	Deputy Commissioner
		(ii) Issuance of new ration card on receipt of surrender Certificate	15 days	Inspector Incharge/ AF SO	District Food & Supplies Controller	Deputy Commissioner
		(iii) Issuance of duplicate ration card.	15 days	Inspector Incharge/ AF SO	District Food & Supplies Controller	Deputy Commissioner
		(iv) Inclusion/ Deletion of family member	15 days	Inspector Incharge/ AF SO	District Food & Supplies Controller	Deputy Commissioner
		(v) Change of address within same jurisdiction	15 days	Inspector Incharge/ AF SO	District Food & Supplies Controller	Deputy Commissioner
		(vi) Change of address including change of FPS	15 days	Inspector Incharge/ AF SO	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/ AF SO	District Food & Supplies Controller	Deputy Commissioner
		(viii) Ration Card Data Correction and Household Head modification	7 days	Inspector Incharge/ AF SO	District Food & Supplies Controller	Deputy Commissioner
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 Sewage Connection (industrial)	10 days	Concerned Executive Engineer, HUDA/SDE HUDA.	Concerned Superintendent Engineer	Superintendent Engineer Headquarters.
143	HUDA	Mortgage 1 <sup>st</sup> Charge (Industrial)	15 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
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	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	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	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	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 Development Act, 1963.	30 days	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning
148	Town &	Sanction of building	45 days	District Town	Senior	Chief Town



	Country Planning	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(8093.70Sqm.).		Planner	Town Planner	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	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  60 days	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. No. 148 provided composition of offence is not involved	45 days	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning.
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	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  60 days	Director General, Town & Country Planning.	Additional Chief Secretary, Town & Country Planning	-
154	Home	Registration of Marriage under Hindu Marriage Act- from the expiry of 15 days notice period	3 days.	Tehsildar (in Rural Area)	Sub Divisional Magistrate	Deputy Commissioner
				Secretary, Municipal Committee (in Urban Area)	Sub Divisional Magistrate	Deputy Commissioner

				Deputy/Joint Municipal Commissioner (in Municipal Corporation)	Municipal 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)	District Magistrate	-----
				Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	-----
				Deputy Commissioner Of Police (Panchkula)	Commissioner of Police	-----
				Sub Divisional Magistrate (Ambala rural area)	District Magistrate	
				Deputy Commissioner Police (Ambala Urban Area)	Commissioner of Police	-----
		b) Renewal of Arms License( if presented after every alternative cycle of 6 years, where police verification is necessary )	22 days	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). From the expiry of the mandatory notice period of 45 days as provided under the Arms Act.	07 days.	District Magistrate (except Faridabad, Panchkula, Ambala & 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
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 Officer (FRO)	Deputy Commissioner of Police	Commissioner of Police

				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 HQ.	Commissioner of Police .	Divisional Commissioner
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 Commission	Superintendent of Police/Commissioner of Police

					er of Police/Joint 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 Police Station	Deputy Superintendent of Police/Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/ 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 Area)	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	120 days	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
179	Social	Old age Samman	120 days	District Social	Addl.	Deputy

	Justice and Empowerment	allowance (Pension Scheme)		Welfare officer of the concerned District	Deputy Commissioner of the concerned District	Commissioner of the concerned District
180	Social Justice and Empowerment	Handicapped Pension	120 days	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)	120 days	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	120 days	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	120 days	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	120 days	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	120 days	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
186	Social Justice and Empowerment	Eunuch allowance Scheme	120 days	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	120 days	Chief Scientific Engineer HSCST	Secretary/E C HSCST	Chairman/EC HSCST
188	Science & Technology	Application Form for promotion of Science Education (POSE) Scholarship for B.Sc.& M.Sc.students-after closing date	120 days	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-cum- Chief Inspector of Factories, Haryana	Principal Secy, Labour & Employment, Govt.of Haryana.
		iii) Factories License under Factories Act, 1948	45 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
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.	Hort Net: 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 training for fish culture after receiving application.	10 days 15 days 15 days 30 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.
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 30 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.
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.

D.S. Dhesi,  
Chief Secretary to Government, Haryana.



HARYANA GOVERNMENT  
ADMINISTRATIVE REFORMS DEPARTMENT

No. 7/31/2014-3AR

Dated 15<sup>th</sup> February, 2016

A copy of Government notification No. 7/31/2014-3AR, dated 15.2.2016 (Both English & Hindi Version) is forwarded to the Incharge, NIC, 9<sup>th</sup> Floor, Haryana Civil Secretariat, Chandigarh with the request to upload this notification on web site '[www//.csharyana.gov.in](http://www.csharyana.gov.in)' .

Under Secretary (AR)  
for Chief Secretary to Government, Haryana.