

## BRICK KLIN

Sr. No.	Name of Service	Time Limited (Working Days)	Designated Officer	First Grievances Redressal Authority	Second Redressal Authority	FEES	Service available through which portal/medium
1	Constitute a team for measurement for distance.	4 days	District Food, Civil Supplies & Consumer Affairs Controller of the concerned District	District Magistrate of the Concerned District	Director General/Director Food, Civil Supplies & Consumer Affairs Controller of the Concerned District	Application Fee ₹ 50/-	<p>-Firm Name.                      -Name of Proprietor/Owner with full address.                      -Location of the Proposed Brick Kiln.                      -(Full Address of the site with Killa No., Khavt No., Khashara No. according to the revenue record).                      -Where can the Brick Kiln be opened.                      -(Accept Controlled Area and Urbanizable Zones declared by the Govt. and also within 2 K.M. belt around the Urbanizable Zones in Class I cities and 1 K.M. in other Towns).                      -Pattanama, Map (Naksha), Girdawari, Jamabandi, Blue Map, Affidavit, Mines &amp; Geology permit, Distt. Town Country Planner License (License-Inside Control Area, NOC-Outside Control Area). NOC of Forest Deptt.</p> <p><b>-Applicant can apply for New Brick Kiln license online through (<a href="http://investharyana.in">http://investharyana.in</a>)</b></p>
2	Measurement report of distance parameters.	15 days	District Food, Civil Supplies & Consumer Affairs Controller of the concerned District	District Magistrate of the Concerned District	Director General/Director Food, Civil Supplies & Consumer Affairs Controller of the Concerned District	Nil	<p>-Firm Name.                      -Name of Proprietor/Owner with full address.                      -Location of the Proposed Brick Kiln.                      -(Full Address of the site with Killa No., Khavt No., Khashara No. according to the revenue record).                      -Where can the Brick Kiln be opened.                      -(Accept Controlled Area and Urbanizable Zones declared by the Govt. and also within 2 K.M. belt around the Urbanizable Zones in Class I cities and 1 K.M. in other Towns).                      -Pattanama, Map (Naksha), Girdawari, Jamabandi, Blue Map, Affidavit, Mines &amp; Geology permit, Distt. Town Country Planner License (License-Inside Control Area, NOC-Outside Control Area). NOC of Forest Deptt.</p> <p>➤ <b>Applicant can apply for New Brick Kiln license online through (<a href="http://investharyana.in">http://investharyana.in</a>)</b></p>
3	Approval for construction of brick klin.	7 days	District Food, Civil Supplies & Consumer Affairs Controller of the	District Magistrate of the Concerned	Director General/Director Food, Civil Supplies &	Nil	<p>-Firm Name.                      -Name of Proprietor/Owner with full address.                      -Location of the Proposed Brick Kiln.                      -(Full Address of the site with Killa No., Khavt No., Khashara No. according to the revenue record).</p>

			concerned District	District	Consumer Affairs Controller of the Concerned District		-Where can the Brick Kiln be opened. -(Accept Controlled Area and Urbanizable Zones declared by the Govt. and also within 2 K.M. belt around the Urbanizable Zones in Class I cities and 1 K.M. in other Towns). -Pattanama, Map (Naksha), Girdawari, Jamabandi, Blue Map, Affidavit, Mines & Geology permit, Distt. Town Country Planner License (License-Inside Control Area, NOC-Outside Control Area). NOC of Forest Deptt. <b>Applicant can apply for New Brick Kiln license online through (<a href="http://investharyana.in">http://investharyana.in</a>)</b>
4	Selling Bricks.	7 days	District Food, Civil Supplies & Consumer Affairs Controller of the concerned District	District Magistrate of the Concerned District	Director General/Director Food, Civil Supplies & Consumer Affairs Controller of the Concerned District	<b>Security Fee ₹ 5000/- License/Renewal Fee ₹ 2000/-</b>  Per Year (Security fee and License Fee 5000+2000 will be deposited after approval of license).	-Haryana Pollution Control Board Consent and GST Registration Certificate.  <b>Applicant can apply for New Brick Kiln license online through (<a href="http://investharyana.in">http://investharyana.in</a>)</b>

## LEGAL METROLOGY

Sr. No.	Name of Service	Time Limited (Working Days)	Designated Officer	First Grievances Redressal Authority	Second Redressal Authority	Document Required and FEES	Service available through which portal/medium
1	Issuance Licence of Dealer (128 B)	30 days	Deputy Controller Legal Metrology	Controller Legal Metrology	Administrative Secretary of the Department.	<ol style="list-style-type: none"> <li>1. Proof of the Legal title of the premises-attested copy of the sale deed/lease/allotment letter/property tax receipt.</li> <li>2. Rent receipt/NOC from the owner.</li> <li>3. Copy of the constitution of the firm.</li> <li>4. Memorandum and Articles of association in case of Private limited company and limited company.</li> <li>5. Sale Tax registration number, if registered.</li> </ol> Fee Rs. 1000	lm.haryanafood.gov.in/lm/default.aspx

2	Renewal of Licence of Dealer (128 C)	30 days	Deputy Controller Legal Metrology	Controller Legal Metrology	Administrative Secretary of the Department.	<ol style="list-style-type: none"> <li>1. Proof of continued legal possession of the premises.</li> <li>2. Rent receipt/NOC from the owner.</li> <li>3. Change in constitution of the firm, if any.</li> <li>4. Month wise statement of sale of Weights &amp; Measures etc.</li> <li>5. Statement of purchase, sale and stock.</li> <li>6. Sale Tax registration number, if registered.</li> <li>7. License renewal fee receipt.</li> </ol> <p style="text-align: center;">Fee Rs. 1000</p>	lm.haryanafood.gov.in/lm/default.aspx
3	Issuance Licence of Repairer (128 D)	30 days	Deputy Controller Legal Metrology	Controller Legal Metrology	Administrative Secretary of the Department.	<ol style="list-style-type: none"> <li>1. Proof of the Legal title of the premises- attested copy of the sale deed/lease/ allotment letter/property tax receipt.</li> <li>2. Rent receipt/NOC from the owner.</li> <li>3. Tools and equipment list.</li> <li>4. List of testing equipment.</li> <li>5. List of loan articles with verification certificate.</li> <li>6. Copy regarding constitution of the firm.</li> <li>7. Experience Certificate.</li> <li>8. Copy of the literature of the items to be repaired.</li> <li>9. List of skilled/Un-skilled workers.</li> <li>10. The applicant is required to furnish the experience certificate for at least two years for the items applied in the name of the skilled worker/proprietor/partner/ Director of the firm or Diploma in Engineering Certificate of instrument mechanic from the I.T.I.</li> </ol> <p style="text-align: center;">Fee Rs. 2000</p>	lm.haryanafood.gov.in/lm/default.aspx

4	Renewal of Licence of Repairer (128 E)	30 days	Deputy Controller Legal Metrology	Controller Legal Metrology	Administrative Secretary of the Department.	<ol style="list-style-type: none"> <li>1. Proof of continued Legal possession of the premises.</li> <li>2. Rent receipt/NOC from the owner.</li> <li>3. Tools and equipment list.</li> <li>4. List of testing equipments.</li> <li>5. List of loan articles with verification certificate.</li> <li>6. Copy regarding constitution of the firm.</li> <li>7. Month wise statement of repairing job conducted during the year.</li> <li>8. List of skilled/Un-skilled workers.</li> <li>9. License renewal fee receipt.</li> </ol> <p>Fee Rs. 2000</p>	
5	Issuance of Licence of Manufacturer (128 F)	30 days	Deputy Controller Legal Metrology	Controller Legal Metrology	Administrative Secretary of the Department.	<ol style="list-style-type: none"> <li>1. Proof of the Legal title of the premises-attested copy of the sale deed/lease/allotment letter/property tax receipt.</li> <li>2. Rent receipt/NOC from the owner.</li> <li>3. Tools and equipment list.</li> <li>4. Copy regarding constitution of the firm.</li> <li>5. List of testing equipment.</li> <li>6. Experience Certificate.</li> <li>7. Copy of the literature of the items to be repaired.</li> <li>8. List of skilled/Un-skilled workers.</li> <li>9. The applicant is required to furnish the experience certificate for at least two years for the items applied in the name of the skilled worker/proprietor/partner/Director of the firm or Diploma in Engineering Certificate of instrument mechanic from the I.T.I.</li> <li>10. Model approval certificate from the</li> </ol>	lm.haryanafood.gov.in/lm/default.aspx

						Govt. of India Department of Consumer Affairs.  Fee Rs. 5000	
6	Renewal of Licence Manufacturer (128 G)	30 days	Deputy Controller Legal Metrology	Controller Legal Metrology	Administrative Secretary of the Department.	<ol style="list-style-type: none"> <li>1. Proof of continued Legal possession of the premises.</li> <li>2. Change in the constitution of the firm, if any.</li> <li>3. Statement of manufacturing sale and stock.</li> <li>4. List of skilled/Un-skilled workers.</li> <li>5. Sale Tax registration number, if registered.</li> <li>6. License renewal fee receipt.</li> </ol> Fee Rs. 5000	lm.haryanafood.gov.in/lm/default.aspx

## PDS

Sr. No.	Name of Service	Time Limited (Working Days)	Designated Officer	First Grievances Redressal Authority	Second Redressal Authority	FEES				Service available through which portal/medium
						Sr. No.	Ration card category	Ration Card Colour	Departmental Fee	
1	Issue of new ration card on receipt of D-I form i.e. Application Form for all Categories	22 days	Inspector concerned / Assistant Food & Supplies Officer	District Food Civil Supplies & Consumer Affairs Controller	Worthy Deputy Commissioner	1.	APL	Green	₹ 20/-	<ul style="list-style-type: none"> <li>- ID Proof</li> <li>- Proof of Identity</li> <li>- Aadhaar card is compulsory.</li> <li>- Proof of residence (any one):</li> <li>- Electricity bill, Self undertaking application duly signed with Photograph, Telephone Bill, NOC from landlord with ID proof, Rent Agreement, Water bill. Voter ID/ Passport/ Drawing license.</li> <li>- New ration cards for all the categories are to be issued through <b>online Ration Cards Management System</b> i.e. ePDS (<a href="http://164.100.58.64/HRY/epds/#">http://164.100.58.64/HRY/epds/#</a>).</li> <li>or the beneficiaries can apply online from anywhere through <b>SARAL Portal</b> (<a href="http://saralharvana.gov.in/">http://saralharvana.gov.in/</a>) or at <b>CSC, e-Disha</b> and <b>Atal Seva Kendra</b>.</li> </ul>
2.	OPH	Khaki	₹ 15/-							
3.	BPL-PH	Yellow	₹ 10/-							
4.	AAY	Pink	₹ 05/-							

2	Issuance of new ration card on receipt of surrender certificate	15 days	Inspector concerned / Assistant Food & Supplies Officer	District Food Civil Supplies & Consumer Affairs Controller	Worthy Deputy Commissioner		<p><b>-ID Proof:</b></p> <p><b>-Proof of Identity</b> - Aadhaar card is compulsory.</p> <p><b>-Proof of residence (any one):</b> Electricity bill, Self undertaking duly signed with Photograph, Telephone Bill, NOC from landlord with ID proof, Rent Agreement, Water bill. Voter ID/ Passport/ Drawing license</p> <p><b>In addition to this:-</b></p> <p>-Surrender Certificate. or -Self attested undertaking of the applicant.</p> <p>-New ration cards for all the categories are to be issued through <b>online Ration Cards Management System</b> i.e. ePDS (<a href="http://164.100.58.64/HRY/epds/#">http://164.100.58.64/HRY/epds/#</a>).</p> <p>or the beneficiaries can apply online from anywhere through <b>SARAL Portal</b> (<a href="http://saralharyana.gov.in/">http://saralharyana.gov.in/</a>) or at <b>CSC, e-Disha and Atal Seva Kendra</b></p>																				
3	Issuance of duplicate ration card	15 days	Inspector concerned / Assistant Food & Supplies Officer	District Food Civil Supplies & Consumer Affairs Controller	Worthy Deputy Commissioner	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Ration card category</th> <th>Ration Card Colour</th> <th>Departmental Fee</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>APL</td> <td>Green</td> <td>₹ 20/-</td> </tr> <tr> <td>2.</td> <td>OPH</td> <td>Khaki</td> <td>₹ 15/-</td> </tr> <tr> <td>3.</td> <td>BPL-PH</td> <td>Yellow</td> <td>₹ 10/-</td> </tr> <tr> <td>4.</td> <td>AAY</td> <td>Pink</td> <td>₹ 05/-</td> </tr> </tbody> </table>	Sr. No.	Ration card category	Ration Card Colour	Departmental Fee	1.	APL	Green	₹ 20/-	2.	OPH	Khaki	₹ 15/-	3.	BPL-PH	Yellow	₹ 10/-	4.	AAY	Pink	₹ 05/-	<p><b>Supporting Documents:</b> A copy of lost ration card Copy of DDR/FIR (In case of BPL &amp; AAY) And; <b>Ration card number,</b> (Computer generated numbers) Self under taking application duly signed. And; <b>Proof of residence(any one)</b> Electricity bill, Telephone bill, NOC from landlord with ID proof, Rent Agreement, Water bill, Aadhaar card, Voter ID/ Passport/ Drawing license .</p> <p>Duplicate ration cards of all the categories are to be issued through <b>online Ration Cards Management System</b> i.e. ePDS (<a href="http://164.100.58.64/HRY/epds/#">http://164.100.58.64/HRY/epds/#</a>).</p> <p>or the beneficiaries can apply online from anywhere through <b>SARAL Portal</b> (<a href="http://saralharyana.gov.in/">http://saralharyana.gov.in/</a>) or at <b>CSC, e-Disha and Atal Seva Kendra.</b></p>
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4	Inclusion/ Deletion of family member	15 days	Inspector concerned / Assistant Food & Supplies Officer	District Food Civil Supplies & Consumer Affairs Controller	Worthy Deputy Commissioner	No departmental fee.	<p><b>1. Member Addition.</b></p> <p><b>- Proof of Identity</b> - Aadhaar card is compulsory.</p> <p><b>- Proof of residence (any one):</b> Birth certificate, School Certificate duly signed with Photograph, (in case of ages less than 5 to 7 years); Surrender certificate, Self undertaking duly signed with Photograph.</p>																				

							<p><b>2. Member Deletion.</b>          -Self undertaking application form from Head of the family.          -Death certificate /Marriage certificate.          -For Inclusion/ Deletion in ration cards of all the categories are to be issued through <b>online Ration Cards Management System</b> i.e. ePDS (<a href="http://164.100.58.64/HRY/epds/#">http://164.100.58.64/HRY/epds/#</a>).          -or the beneficiaries can apply online from anywhere through <b>SARAL Portal</b> (<a href="http://saralharyana.gov.in/">http://saralharyana.gov.in/</a>) or at <b>CSC, e-Disha</b> and <b>Atal Seva Kendra</b>.</p>			
5	Change of address within same jurisdiction	15 days	Inspector concerned / Assistant Food & Supplies Officer	District Food Civil Supplies & Consumer Affairs Controller	Worthy Deputy Commissioner	No departmental fee.				<p><b>Proof of Identity</b>          - Aadhaar card is compulsory.  <b>-Proof of residence (any one):</b>          Electricity bill, Self undertaking, Telephone Bill, NOC from landlord with ID proof, Rent Agreement, water bill. Self undertaking duly signed with Photograph Aadhaar card, Voter ID/ Passport/ Drawing license.          -Change of address in ration cards of all the categories are to be issued through <b>online Ration Cards Management System</b> i.e. ePDS(<a href="http://164.100.58.64/HRY/epds/#">http://164.100.58.64/HRY/epds/#</a>).          -or the beneficiaries can apply online from anywhere through <b>SARALPortal</b> (<a href="http://saralharyana.gov.in/">http://saralharyana.gov.in/</a>) or at <b>CSC, e-Disha</b> and <b>Atal Seva Kendra</b>.</p>
6	Change of address including change of FPS	15 days	Inspector concerned / Assistant Food & Supplies Officer	District Food Civil Supplies & Consumer Affairs Controller	Worthy Deputy Commissioner	No departmental fee.				<p><b>-Proof of Identity</b>          - Aadhaar card is compulsory.  <b>-Proof of residence (any one):</b>          Electricity bill, Govt. telephone bill, NOC from landlord with ID proof, Rent Agreement, Water bill, Self undertaking duly signed with Photograph Aadhaar card, Voter ID/ Passport/ Drawing license          -Change of address in ration card for all the categories are to be issued through <b>online Ration Cards Management System</b> i.e. ePDS (<a href="http://164.100.58.64/HRY/epds/#">http://164.100.58.64/HRY/epds/#</a>).          or the beneficiaries can apply online from anywhere through <b>SARAL Portal</b> (<a href="http://saralharyana.gov.in/">http://saralharyana.gov.in/</a>) or at <b>CSC, e-Disha</b> and <b>Atal Seva Kendra</b>.</p>
7	Issuance of surrender certificate/Ration Card Member migration/Ration Card Transfer Application/	07 days	Inspector concerned / Assistant Food & Supplies Officer	District Food Civil Supplies & Consumer Affairs Controller	Worthy Deputy Commissioner	Sr. No.	Ration card category	Ration Card Colour	Departmental Fee	<p><b>-Supporting Documents</b>          Self under taking, Application duly signed.Ration card number, (Computer generated numbers).          --Issuance of surrender certificate for ration cards of all the categories are to be issued through <b>online Ration Cards Management System</b> i.e. ePDS (<a href="http://164.100.58.64/HRY/epds/#">http://164.100.58.64/HRY/epds/#</a>).          or the beneficiaries can apply online from anywhere through <b>SARAL Portal</b> (<a href="http://saralharyana.gov.in/">http://saralharyana.gov.in/</a>) or at <b>CSC, e-Disha</b></p>
						1.	APL	Green	₹ 5/-	
						2.	OPH	Khaki	₹ 5/-	

	surrender of Ration Card Application Form					3.	BPL-PH	Yellow	₹ 5/-	and Atal Seva Kendra.
						4.	AAY	Pink	₹ 5/-	
8	Ration Card Data Correction and Household Head modification	07 days	Inspector concerned / Assistant Food & Supplies Officer	District Food Civil Supplies & Consumer Affairs Controller	Worthy Deputy Commissioner	No departmental fee.				<p><b>-Proof of Identity</b></p> <p>-Aadhaar card of applicant is compulsory.</p> <p>-Supporting documents regarding the data of the ration cards to be corrected</p> <p>-Death certificate (in case of death).</p> <p>-Ration Card Data Correction for all ration cards of all the categories are to be issued through <b>online Ration Cards Management System</b> i.e. ePDS (<a href="http://164.100.58.64/HRY/epds/#">http://164.100.58.64/HRY/epds/#</a>).</p> <p>or the beneficiaries can apply online from anywhere through <b>SARAL Portal</b> (<a href="http://saralharyana.gov.in/">http://saralharyana.gov.in/</a>) or at <b>CSC, e-Disha</b> and <b>Atal Seva Kendra</b>.</p>