

## BRICK KILN

Sr. No.	Name of Service	Time Limited (Working Days)	Designated Officer	First Grievances Redressal Authority	Second Redressal Authority	FEES	Required Documents and 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 kiln.	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	Issuance of Brick kiln License of Manufacturing and 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>	<a href="http://lm.haryanafood.gov.in/lm/default.aspx">lm.haryanafood.gov.in/lm/default.aspx</a>

						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.	1. Proof of continued Legal possession of the premises. 2. Change in the constitution of the firm, if any. 3. Statement of manufacturing sale and stock. 4. List of skilled/Un-skilled workers. 5. Sale Tax registration number, if registered. 6. License renewal fee receipt.  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/-	<p>- ID Proof</p> <p>- Proof of Identity</p> <p>- Aadhaar card is compulsory.</p> <p>- Proof of residence (any one):</p> <p>- 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.</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://saralharvana.gov.in/">http://saralharvana.gov.in/</a>) or at <b>CSC, e-Disha</b> and <b>Atal Seva Kendra</b>.</p>
						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>