

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

HARYANA GOVERNMENT
ADMINISTRATIVE REFORMS DEPARTMENT
NOTIFICATION

Dated:

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

SCHEDULE

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

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

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