

Food & Supplies Department

	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
244	128	Food and Supplies	(i) Issue of New Ration Card on receipt of D-form i.e.Application Form for all Categories	22 Days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
245			(ii) Issuance of new ration card on receipt of surrender Certificate	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
246			(iii) Issuance of duplicate rationcard.	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
247			(iv) Inclusion/ Deletion offamily member	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
248			(v) Change of address within samejurisdiction	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
249			(vi) Change of addressincludingchange of FPS	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
250			(vii) Issuance of surrender certificate/ Ration Card/ Member Migration/Ratio Card Transfer Application/ Surrender of Ration Card Application Form	7 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
251			(viii) Ration Card Data Correction and Household Head modification	7 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
252	128 A	Food & Supplies Department	(i) Constitute team form measurement of distance parameters To constitute joint team of concerned Halqa Patwari/ Kanoongo and NayabTehsildar/ Tehsildar of the Revenue Deptt. And Food&Supplies deptt. (Nor below than AFSO rank) for measurementof the	4 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department

			purposed brick kiln site in view of the clause 4 (iii) of the Haryana Control of Bricks Supplies Order, 1972.				
253			(ii) Measurement Report of distance parameters Team will measurement the distance parameters in the presence of the applicant or the authorized representative of the applicant and submit his report.	15 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department
254			(iii) Approval for construction of Brick Kiln approval/ Clearance for construction of Brick Kiln (Chimney & Vessel) 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 parameter will be found as per provisions of the Control Order (clause 4(ii)). The applicant will be in form whether the distance parameters will not found as per the Haryana Control of Bricks Supplies Order, 1972.	7 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department
255			(iv) Issuance of Brick Kiln Licence for manufacturing and selling Bricks to issue Brick Kiln license for manufacturing and	7 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department".

			sellingBricks. Applicant/ Brick Kiln owner will operate his Brick Kiln only after getting Permit of Mines &Geology Dep't. Consent of Haryana Pollution Control Board and License 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				
256	“128 B.	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organization)	Issuance of License of Dealer	30 days	Deputy Director/Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
257	128 C.	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organization)	Renewal of License of Dealer	30 days	Deputy Director/Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
258	128 D.	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organization)	Issuance of Licenseof Repairer	30 days	Deputy Director/Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
259	128 E.	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organization)	Renewal of License of Repairer	30 days	Deputy Director/Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
260	128 F.	Food Civil Supplies and Consumer Affairs	Issuance of License of Manufacturer	30 days	Deputy Director/Joint Director/ Additional	Controller Legal Metrology	Administrative Secretary of the Department

		Department (Legal Metrology Organization)			Director (as the case may be)		
261	128 G	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organization)	Renewal of License of Manufacturer	30 days	Deputy Director/Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department”
26 2	128 H	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organization)	Online Insurance/Renewal 1 of Certificate for verification of Weights and Measures etc.	30 days	Legal Metrology Officer (Inspector)	Assistant Controller Legal Metrology	Deputy Controller LegalMetrology