

Revenue

	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	1.	Revenue	(I) Certified copies of all documents at Farad Centre level i.e. Record of Rights (Jamabandi), Girdawri , Mutation, etc.	1 day	Deputy Patwari 1	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division.
2			(ii) Certified copies of all documents at Village level i.e. Record of Rights (Jamabandi), Girdawri, mutation, etc. (if the copiessought are manualand number of pages sought is lessthan 5)	2days	Patwari	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division
3			(iii) Certified copies of all documents at Village level i.e. Record of Rights (Jamabandi), Girdawri, mutation, etc. (if the copies sought are manualand number of pages sought is more than 5 but less than 15)	3days	Patwari	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division.
4			(iv) Certified copies of all documents at Village level i.e. Record of Rights (Jamabandi), Girdawri, mutation, etc. (if the copiessought are manualand number of pages sought is more than (15)	7days	Patwari	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division
5	2	Revenue	Demarcation of Land if no standing crop (iv) Certified copies of all documents at Village level i.e. Record of Rights (Jamabandi), Gir dawri, mutation, etc. (if the copiessought are manualand number of pages sought is more than15)	45days	CircleRevenue Officer	SDM of the concernedSub-Division	Deputy Commissioner of the concerned District.
6	3	Revenue	Registration of all kinds of documents i.e. sale deed. Lease deed,	1 day	Sub-Registrar or JointSub-Registrar	SDM of the concerned Sub-Division	Deputy Commissioner of the

			GPA,Partnership Deed etc.		(in case of SubTehsils)		Concerned District
7	4.	Revenue	Certified Copies of all kinds of previously registered documents	7days	Sub-Registrar or JointSub-Registrar (in case ofSub Tehsils)	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
8	5	Revenue	Attestation of uncontested mutations	30days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
9	6	Revenue	Private Partition of Land (Mutual Consent of landowners)	60days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
10	7	Revenue	Issue of Income Certificate	15days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
11	8	Revenue	Area/ Succession/ Dependent Certificate/ Counter Signature etc.	15days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
12	9	Revenue	Mortgage Charge	15days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
13	10	Revenue	Registration ofLease/ Conveyance Deed	1 day	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
14	11.	Revenue	Conversion fromlease to Free Hold	30days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
15	12	Revenue	Schedule Caste Certificate	7days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
16	13	Revenue	Backward Class Certificate	7days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
17	14	Revenue	Other Backward Caste Certificate	7days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned

							District
18	15	Revenue	Special Backward Caste Certificate	7days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
19	16	Revenue	Tapriwas Certificate	7days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
20	17	Revenue	Vimukt Jati Certificate	7days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
21	18	Revenue	Economically Backward General Caste Certificate	7days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
22	19	Revenue	Resident Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
23	20	Revenue	Rural Area Certificate	7days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of The Concerned District
24	20 A	Revenue & Disaster Management Department	Provision for jalsa/Public Meeting/Jaloos/Shobha Yatra/Chhath Puja/Marriage (Applicable only in case of obtaining of NOCs from S.P.,SDM, MC Fire)	5 days	Distt .Magistrate/ Deputy Commissioner	Divisional Commissioner	Divisional Commissioner
25	20 B	Revenue & Disaster Management Department	Permission for Funfair/Circus/Magic Show (Applicable only in case of obtaining of NOCs from S.P., SDM, MC Fire, Excise Deptt.)	5 days	Distt Magistrate/ Deputy Commissioner	Divisional Commissioner	Divisional Commissioner
26	20 C	Revenue & Disaster Management Department	Permission for Tournaments/ Games (Applicable only in case of obtaining of NOCs from S.P., SDM, Sportsofficer)	5 days	Distt Magistrate/ Deputy Commissioner	Divisional Commissioner	Divisional Commissioner
27	20 D	Revenue & Disaster Management Department	Loudspeakers/DJ Permission for Jalsa/Public Meeting /Jaloos/ Shobha Yatra/Chhath Puja/ Marriage (Applicable only in case of obtaining of	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner

			NOCs from local S.H.O.)				
28	20 E	Revenue & Disaster Management Department	Loudspeakers/DJ Permission for Funfair/Circus/Magic Show (Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
29	20 F	Revenue & Disaster Management Department	Loudspeakers/DJ Permission for Tournaments/Games (Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
30	20 G	Revenue & Disaster Management Department	Permission for Loudspeaker/DJ (Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
31	20 H	Revenue & Disaster Management Department	Permit/Permission for Vehicle during Parliamentary Election Campaign. (Applicable only in case of obtaining of NOCs from S.P., S.D.M.)	As per direction of Election Commission	Distt. Magistrate/ Deputy Commissioner	Divisional Commissioner	Chief Electoral Officer, Haryana
32	20 I	Revenue & Disaster Management Department	Permit/Permission for Vehicle during Assembly/State Election Campaign. (Applicable only in case of obtaining of NOCs from local S.H.O.)	As per direction of Election Commission	Sub Divisional Magistrate	Deputy Commissioner	Chief Electoral Officer, Haryana
33	20 J	Revenue & Disaster Management Department	Permission of Loudspeaker on Vehicle during Assembly/ State Election Campaign. (Applicable only in case of obtaining of NOCs from local S.H.O.)	As per direction of Election Commission	Sub Divisional Magistrate	Deputy Commissioner	Chief Electoral Officer, Haryana
34	20 K	Revenue & Disaster Management Department	Permission of Loudspeaker on Vehicle during Parliamentary Election Campaign. (Applicable only in case of obtaining of NOCs from S.P., S.D.M.).	As per direction of Election Commission	Distt. Magistrate/ Deputy Commissioner	Divisional Commissioner	Chief Electoral Officer, Haryana”
35	20 L	Revenue and Disaster Management	Property Dealer License	5 days	District Collector	Divisional Commissioner	Secretary Revenue
36	20 M	Revenue & Disaster Management Department	Renewal of Property Dealer license	5 days	District Collector	Divisional Commissioner	Secretary Revenue
37	20 N	Revenue & Disaster Management Department	Hindu Dogra Community Certificate	7 days	Tehsildar/ Naib Tehsildar	Sub Divisional Magistrate – cum SDO ©	Deputy Commissioner
38	20 O	Revenue & Disaster	Appointment of Registration of Deeds from	Same day	Sub Registrar/ Joint Sub	SDO (Civil) – cum-Deputy	Deputy Commissioner-

		Management Department	CSC (Maximum 10 appointment per day per Tehsil subject to maximum 2 appointmentper CSC)		Registrar	Registrar	cum- Registrar
39	20 P	Revenue& Disaster Management Department	Online Appointment for Registration of Deeds (Maximum 10appointment per day per Tehsil)	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)- cum- Deputy Registrar	Deputy Commissioner- cum- Registrar
40	20 Q	Revenue& Disaster Management Department	Deed writing for instruments like sale, conveyance, mortgages, lease/ rent etc.	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)- cum- Deputy Registrar	Deputy Commissioner- cum- Registrar
41	20 R	Revenue& Disaster Management Department	Deed writing for instruments like Power of attorney, will, authority to adopt, adoption deed, divorce deed,agreementsetc.	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)- cum- Deputy Registrar	Deputy Commissioner- cum- Registrar
42	20 S	Revenue& Disaster Management Department	Deed writing for instruments like Release, transfer deed, gift deed, partition and other documents.	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)- cum- Deputy Registrar	Deputy Commissioner- cum- Registrar
43	20 T	Revenue& Disaster Management Department	Second copy	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)- cum- Deputy Registrar	Deputy Commissioner- cum- Registrar”.
44	20 U	Revenue& Disaster Management Department	Encumbrance Certificate	7Days	Tehsildar	Sub Divisional Magistrate	Deputy Commissioner