

**Home**

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
154	Home	Registration of Marriage under Hindu Marriage Act from the expiry of 15 days notice period	3 days	Tehsildar ( in Rural Area)	Sub Divisional Magistrate	Deputy Commissioner
				Secretary, Municipal Committee ( in Urban Area)	Sub Divisional Magistrate	Deputy Commissioner
				Deputy/ Joint Municipal Commissioner ( in Municipal Corporation)	Municipal Commissioner	Deputy Commissioner
155	Home	Renewal of Arms License ( if the license is presented before the expiry date and the license issuing district is the same where service has been sought).	15 days	Sub Divisional Magistrate ( except Panchkula, Faridabad, Gurgaon & Ambala Districts)	District Magistrate	-----
		Renewal of Arms License ( if presented after every alternative cycle of 6 years, where police verification is	22 days	Joint Commissioner of Police( Gurgaon & Faridabad Districts)	Commissioner of Police	-----
				Deputy Commissioner Of Police ( Panchkula) Sub Divisional Magistrate ( Ambala rural area)	Commissioner of Police District Magistrate	-----
				Deputy Commissioner Police( Ambala Urban Area)	Commissioner of Police	-----
				District Magistrate ( except Panchkula, Faridabad Gurgoan &	Divisional Commissioner	-----

necessary )				Ambala Districts)		
				Joint Commissioner of Police ( Gurgaon & Faridabad Districts)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police ( Panchkula)	Commissioner of Police	Divisional Commissioner
				Sub Divisional Magistrate ( Ambala Rural area)	District Magistrate	Divisional Commissioner
				Deputy Commissioner of Police( Ambala Urban Area)	Commissioner of Police	Divisional Commissioner
156	Home	Addition/ Deletion of weapon ( if the license issuing district is the same where service has been sought) From the expiry of the mandatory notice period of 45 days as provided under the Arms Act	07 days.	District Magistrate ( except Faridabad, Panchkula, Ambala & Gurgaon Districts)	Divisional Commissioner	-----
				Joint Commissioner of Police ( Gurgaon Faridabad Districts)	Commissioner of police	Divisional Commissioner
				Deputy Commissioner of Police ( Panchkula)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police( Ambala Rural Area)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police( Ambala Urban Area)	Commissioner of Police	Divisional Commissioner
157	Home	Extension of purchase period	07 days	District Magistrate (	Divisional Commissioner	-----

		of weapon,( within permissible time period and if the license issuing district is the same where services has been sought).		except Panchkula, Ambala, Faridabad & Gurgaon Districts)		
				Joint Commissioner of Police( Gurgaon & Faridabad Districts)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police( Panchkula)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police( Ambala Rural Area)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police( Ambala Urban Area)	Commissioner of Police	Divisional Commissioner
158	Home	Registration of Foreigners ( Arrival and Departure)	Immediate	Assistant Commissioner of Police ( Hq.) Ambala & Panchkula Districts	Deputy Commissioner of Police Ambala/ Panchkula	Commissioner of Police
				Assistant Commissioner of Police/ HQ. Gurgaon & Faridabad Districts Foreigners Registration Officer ( FRO)	Deputy Commissioner of Police Gurgaon and Faridabad	Commissioner of Police
				Deputy Superintendent of Police ( HQ) ( except Ambala, Panchkula, Faridabad & Gurgaon Districts)	Superintendent of police	Range IG
159	Home	Extension of Residential Permit of Foreigners.	05 days	Assistant Commissioner of Police HQ Ambala Urban Area, Panchkula/ Ambala Rural	Deputy Commissioner of Police	Commissioner of Police

				Area		
				Assistant Joint Commissioner of Police Gurgaon & Faridabad HQ. Foreigners Registration Officer ( FRO)	Deputy Commissioner of Police	Commissioner of Police
				Deputy Superintendent of Police HQ ( except Ambala, Panchkula, Faridabad & Gurgaon Districts)	Superintendent of police	Range IG
160	Home	Copy of FIR or DDR.	Immediate/ Online	Station House Officer of the concerned Police Station  -	Deputy Superintendent of Police/ Deputy Commissioner of Police/ Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
161	Home	NOC for use of loud speakers ( applicable only in case of S. D. M. obtain N. O. C. from the concerned SHO before granting permission).	05 days	Sub Divisional Magistrate ( except Ambala, Panchkula, Faridabad & Gurgaon Districts)	District Magistrate/ Deputy Commissioner	Divisional Commissioner
				Deputy/ Assistant Commissioner of Police HQ, Ambala & Panchkula Districts Assistant/ Deputy/ Commissioner of Police HQ/ Commissioner of Police Faridabad & Gurgaon Districts Foreigners Registration Officer ( FRO)	Commissioner of Police	Divisional Commissioner

162	Home	NOC for Fairs/ Melas/ Exhibition/ Sport Events etc.	05 days	Sub Divisional Magistrate ( except, Panchkula , Faridabad & Gurgaon & Ambala Districts)	Deputy Commissioner	Divisional Commissioner
				Assistant/ Deputy Commissioner of Police HQ Ambala & Panchkula	Commissioner of Police	Divisional Commissioner
				Joint/ Assistant Commissioner of Police, Gurgaon & Faridabad HQ.	Commissioner of Police .	Divisional Commissioner
163	Home	Stranger Verification ( after receiving the verification from the other District/ State of which the stranger is resident)	05 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police	Superintendent of Police/ Commissioner of Police
164	Home	(i) Domestic Help Verification (if resident of Local area)	21 days	Sub Inspector, Security	Deputy Superintendent of Police/ Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/ Deputy Commissioner of Police, Headquarters
		(ii) Domestic Help Verification (if resident of other Districts/State and also receiving the verification from other Districts/State)	21 days	Sub Inspector, Security	Deputy Superintendent of Police/ Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/ Deputy Commissioner of Police, Headquarters
165	Home	(i) Tenant Verification (if resident of Local area)	21 days	Sub Inspector, Security	Deputy Superintendent of Police/ Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/ Deputy Commissioner of Police, Headquarters

		(ii) Tenant (if resident of other Districts/State and also receiving the verification from other Districts/State )	21 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
166	Home	Other Verification related services.	30 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/ Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
167	Home	Copy of untraced report in road accident cases.	90 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/ Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
168	Home	Copy of untraced report in cases pertaining to stolen vehicles.	90 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/ Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
169	Home	Copy of untraced report in theft cases.	60 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/ Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
170	Home	NOC for pre-Owned vehicles.	05 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/ Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police

171	Home	Service Verification ( in case of Resident of Haryana).	10 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/ Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
172	Home	Character Verification	10 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/ Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
173	Home	Verification for renewal of Arms License.	22 days	Commissioner of Police, Faridabad, Joint Commissioner of Police, Gurugram and DCP Panchkula	Commissioner of Police	Divisional Commissioner
				Sub Divisional Magistrate/ City Magistrate ( Except Faridabad, Panchkula & Gurugram Districts)	District Magistrate	Divisional Commissioner
174	Home	NOC for issuance/ renewal of License of Arms Dealers.	15 days	Joint Commissioner of Police, Faridabad & Gurgaon Districts.	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police, Ambala & Panchkula Districts)	Commissioner of Police	Divisional Commissioner
				District Magistrate ( except Panchkula, Ambala, Faridabad & Gurgaon)	Divisional Commissioner	-----

175	Home	Issuance of NOC for setting up of Petrol Pump, Cinema Hall etc.	15 days	District Magistrate, ( except Panchkula,Ambala, Faridabad & Gurgaon	Divisional Commissioner	-----
				Commissioner of Police for Faridabad, Gurgaon, Ambala &Panchkula Districts	Divisional Commissioner	-----
176	Home	Passport Verification	21 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/ Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
177	Home	Verification for fresh Arms License	30 days	Deputy Commissioner ( except Panchkula, Gurugram and Faridabad Districts)	District Magistrate	Divisional Commissioner
				Commissioner of Police,Faridabad, Joint Commissioner of Police, Gurugram and DCP Panchkula	Commissioner of Police	Divisional Commissioner
177 A	Home	Grant Cinema License	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department
177 B	Home	Renewal of Cinema License	25 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department
177 C	Home	Issuance of No Objection Certificate for setting up of Petrol Pump	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department
177 D	Home	No Objection Certificate for the License to Import and Strong of Petrol	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department



		under The Petroleum Rules, 2002				
177 E	Home	To possess and Sale Explosive ( Fireworks)not exceeding 50 Kgs. Of Class-7, Division-2 Sub- Division-1 (from Shop under The Explosive Rules, 2008 )	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department
177 F	Home	Renewal of License to Possess and Sale Fireworks from Shop under The Explosive Rules, 2008	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department
177 G	Home	No Objection Certificate for Possession and sale of Fireworks from Shop under the Explosive Rules, 2008	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department
177 H	Home	No Objection Certificate for Storage of Fireworks in storehouse under The Explosive Rules, 2008	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department
177 I	Home	Grant of Fresh Arm License	60 Days (after receipt of Police Report)	Deputy Commissioner ( except Panchkula, Gurugram and Faridabad Districts)	District Magistrate	Divisional Commissioner

				Commissioner of Police Faridabad, Joint Commissioner of Police Faridabad and Deputy Commissioner of Police Panchkula.	Commissioner of Police	Divisional Commissioner
177 J	Home Department	Character Certificate	21 days	Sub Inspector, Security	Deputy Superintendent	Superintendent of Police/ Deputy

					of Police/Assistant Commissioner of Police, Headquarters	Commissioner of Police/Deputy Commissioner of Police, Headquarters
177 K	Home Department	Police Clearance Certificate	21 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
177 L	Home Department	Employee Verification	21 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
177 M	Home Department	Private Security Agency Verification	60 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
177 N	Home Department	Protest/Strike Request	7 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
177 O	Home Department	Procession Request	7 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
177 P	Home Department	Event/Performance Request	7 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
177 Q	Home Department	Threat Assessment Verification	7 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
177 R	Home Department	Disposal of Online Complaint	60 days	Station House Officer	Deputy Superintendent of Police/Assistant	Superintendent of Police/Deputy Commissioner of Police

					Commissioner of Police, Headquarters	
177 S	Home Department	Disposal of Registered Lost Property	21 days	Station House Officer	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/Deputy Commissioner of Police
177 T	Home Department	Validation of Owners of Cyber Café Registered	30 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/Deputy Commissioner of Police
177 U	Home Department	Validation of Owners of Hotel and customers Registered	30 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/Deputy Commissioner of Police
177 V	Home Department	Validation of applicant for Community Liaison Groups	30 days	Station House Officer	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/Deputy Commissioner of Police
177 W	Home Department	No Objection to Return to India (NORI) in case in Pakistani nationals living in India on Long Term Visa.	30 days	Superintendent Passport Branch, Home Department	Deputy/Under Secretary to Government Haryana, Home Department.	Secretary to Government Haryana, Home-I Department
177 X	Home Department	No Objection to Return to India (NORI) in case of Indian nationals living aboard and returned to India	90 days	Superintendent Passport Branch, Home Department	Deputy/Under Secretary to Government Haryana, Home Department.	Secretary to Government Haryana, Home-I Department”.