

	Sr.No.	Name of the	Name of Service	Given Time Limit	Designated Officer	First Grievances Redressal	Second Grievances
	1	2	3	4	5	6	7
1	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 1	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division.
2		Revenue	(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
3		Revenue	(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.
4		Revenue	(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
5	2	Revenue	Demarcation of Land if no standing crop	45 days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District.
6	3	Revenue	Registration of all kinds of documents i.e. sale deed. Lease deed, GPA, Partnership Deed etc.	1 day	Sub-Registrar or Joint Sub Registrar (in case of Sub Tehsils)	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
7	4.	Revenue	Certified Copies of all kinds of previously registered documents	7 days	Sub- Registrar or Joint sub Registrar (in case of Sub Tehsils)	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
8	5	Revenue	Attestation of uncontested mutations	30 days	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)	60 days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
10	7	Revenue	Issue of Income Certificate	15 days	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.	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District

12	9	Revenue	Mortgage 1 st Charge	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
13	10	Revenue	Registration of Lease/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 from lease to Free Hold	30 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
15	12	Revenue	Schedule Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
16	13	Revenue	Backward Class Certificate	7 days	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	7 days	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	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
19	16	Revenue	Tapriwas Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
20	17	Revenue	Vimukt Jati Certificate	7 days	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	7 days	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	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
24	20A	Revenue & Disaster Management Department	Provision for Jalsa/Public Meeting/Jaloos/Shobha Yatra/Chhath Puja/Marriage (Applicable only in case of obtaining NOCs from S.P, SDM, MC Fire)	5 days	Distt Magistrate/ Deputy Commissioner	Divisional Commissioner	

25	20B	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	
26	20C	Revenue & Disaster Management Department	Permission for Tournaments/ Games (Applicable only in case of obtaining of NOCs from S.P., SDM, Sports officer)	5 days	Distt Magistrate/ Deputy Commissioner	Divisional Commissioner	
27	20D	Revenue & Disaster Management Department	Loudspeakers/DJ Permission for Jalsa/Public Meeting / Jaloos/ Shobha Yatra/ Chhath Puja/Marriage (Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
28	20E	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	20F	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	20G	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	20H	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	20I	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	20J	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	20K	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	20L	Revenue & Disaster Management Department	Property Dealer License	5 days	District Collector	Divisional Commissioner	Secretary Revenue
36	20M	Revenue & Disaster Management Department	Renewal of Property Dealer license	5 days	District Collector	Divisional Commissioner	Secretary Revenue
37	20N	Revenue & Disaster Management Department	Hindu Dogra Community Certificate	7 days	Tehsildar/Naib Tehsildar	Sub Divisional Magistrate -cum- SDO (Civil)	Deputy Commissioner
38	20O	Revenue & Disaster Management Department	Appointment of Registration of Deeds from CSC (Maximum 10 appointment per day per Tehsil subject to maximum 2 appointment per CSC)	Same day	Sub Registrar/Joint Sub Registrar	SDO (Civil)-cum-Deputy Registrar	Deputy Commissioner-cum- Registrar
39	20P	Revenue & Disaster Management Department	Online Appointment for Registration of Deeds (Maximum 10 appointment per day per Tehsil)	Same day	Sub Registrar/Joint Sub Registrar	SDO (Civil)-cum-Deputy Registrar	Deputy Commissioner-cum- Registrar
40	20Q	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	20R	Revenue & Disaster Management Department	Deed writing for instruments like Power of attorney, will, authority to adopt, adoption deed, divorce deed, agreements etc.	Same day	Sub Registrar/Joint Sub Registrar	SDO (Civil)-cum-Deputy Registrar	Deputy Commissioner-cum- Registrar
42	20S	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	20T	Revenue & Disaster Management Department	Second copy	Same day	Sub Registrar/Joint Sub Registrar	SDO (Civil)-cum-Deputy Registrar	Deputy Commissioner-cum- Registrar
44	20U	Revenue & Disaster Management Department	Encumbrance Certificate	7 days	Tehsildar	Sub Divisional Magistrate	Deputy Commissioner

** more notified services of Revenue Dept. are mentioned from Serial no. 568 to 576

45	21	Food and Drugs Administration	Grant/renewal drugs Manufacturing License	45 days	State Drugs Controller.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
46	22	Food and Drugs Administration	Issue of License for Manufacturing Bulk Drugs/formulations	15 days	State Drugs Controller.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
47	22 A.	Food and Drugs Administration	Issue of Retail Drug Licence (Pharmacy)	30 days	Senior Drugs Control Officer of the zone.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
48	22 B.	Food and Drugs Administration	Issue of Licence for the operation of a blood bank under the Drugs and Cosmetics Act, 1940. (Central Act 23 of 1940)	30 days	State Drugs Controller.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
49	22 C.	Food and Drugs Administration	Issue of Registration for operating a drug store in the hospital (both outdoor and indoor pharmacy), under the Drugs and Cosmetics Act, 1940. (Central Act 23 of 1940) and Pharmacy Act, 1948 (Central Act 8 of 1948)	30 days	Senior Drugs Control Officer of the zone.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
50	22 D.	Food and Drugs Administration	Issue of Registration for opening and running a Blood Bank (Local Food and Drug Administration)	30 days	State Drugs Controller	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
51	22 E.	Food and Drugs Administration	Issue of Drug licence for setting up a pharmacy in state (by State Drugs Control Organisation)	30 days	Senior Drugs Control Officer of the zone.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department

52	22 F.	Food and Drugs Administration	Issue of Wholesale Drug licence	30 days	Senior Drugs Control Officer of the zone.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
53	22 G.	Food and Drugs Administration	Issue of Renewal of Retail Drug Licence (Pharmacy)	30 days	Senior Drugs Control Officer of the zone.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana, Health Department
54	22 H.	Food and Drugs Administration	Issue of Renewal of licence for the operation of a Blood Bank under Drugs and Cosmetics Act, 1940. (Central Act 23 of 1940)	30 days	State Drugs Controller.	Commissioner, Food and Drugs Administration	Additional Chief Secretary to Government Haryana,
55	23.	Health	Certified Copies of Birth/ Death Certificate-Rural Areas (already registered) For current year For previous years	14 days 30 days	Registrar (Birth & Death) of concerned PHC and CHC/ Deputy Civil Surgeon (Birth & Death of the Concerned District).	District Registrar Births & Deaths-cum-Civil Surgeon of the concerned District.	Deputy Commissioner of the Concerned District
56	23 A	Health	New Registration of Genetic Counseling Centre/Genetic Lab/Genetic Clinic/Ultrasound Clinic and imaging Centre and Renewal of Registration certificates of Genetic Counseling centre/Genetic Lab/Genetic Center/Ultra sound Clinic and imaging centre	90 days	Three Membered District Appropriate Authority with Civil Surgeon as Chairman	Three Membered State Appropriate Authority with Director General Health Services Haryana as Chairman	NIL
57	24	Health/Urban Local Bodies	Registration of Death & Birth certificate (After one year of event) after submission of complete application.	60 days (20 days each for Registrar, District Registrar, and Sub-Division Magistrate (SDM)	Concerned Registrar/District Registrar	Sub-Divisional Magistrate/Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
58	25	Health /Urban Local Bodies	Birth and Death Certificate (Name Entry & certified copies of New Birth Certificate)	30 days	Concerned Local/Addl. District Registrar-cum-Deputy Civil Surgeon as applicable	District Registrar (Birth & Deaths)-cum-Civil Surgeon of the concerned District.	Deputy Commissioner of the concerned District
59	26	Health	Correction of entry in Birth and Death Certificate after submission of complete application	30 Days	Concerned Local/District Registrar as applicable	District Registrar (Birth & Deaths of the concerned District.	Deputy Commissioner of the concerned District

60	27	Urban Local Bodies	(i) Certified Copies of already registered Birth/Death Certificate-Corporation Cities for current year for previous years	14 days 30 days	Local Registrar (Birth & Death) of the Concerned Municipal Corporation	Executive Officer of the Concerned Municipal Corporation	Deputy Commissioner of the concerned District
			(ii) Certified Copies of Birth/Death Certificate-MC Town for current year for previous years	7 days 15 days	Local Registrar (Birth & Death) of the Concerned Municipal Committees	SDM of the concerned Sub- Division	Deputy Commissioner of the concerned District
61	28	Urban Local Bodies	Water Supply & Sewerage Connection (Applicable in Municipal Corporation, Gurgaon & Faridabad only)	7 days	Assistant Engineer in Concerned Municipal Corporation	Executive Engineer in concerned Municipal Corporation	Superintending Engineer/ Chief Engineer in concerned Municipal Corporation
62	29	Urban Local Bodies	Issue of conveyance deed in Municipal Corporation, Municipal Councils and Municipal Committees	15 days	Zonal taxation Officer in Municipal Corporation, Executive Officer in concerned Municipal Council and Secretary in concerned Municipal Committees	Executive Officer/Deputy Municipal Commissioner in Municipal Corporation, Sub Divisional Magistrate of concerned Sub Division in case of Councils and Committees	Joint Commissioner in case of Corporation, Deputy Commissioner of Concerned District of case of Councils and Committees
63	30	Urban Local Bodies	Issue of new trade license by Municipal Corporation	15 days	Zonal taxation Officer in Municipal Corporation	Executive Officer/Deputy Municipal Commissioner in Municipal Corporation	Joint Commissioner in case of Corporation
64	31	Urban Local Bodies	Renewal of trade license by municipal corporations	12 days	Zonal taxation Officer in Municipal Corporation	Executive Officer/Deputy Municipal Commissioner in Municipal Corporation	Joint Commissioner in case of Corporation
65	32	Urban Local Bodies	Removal of solid waste from streets/Roads	2 days	Chief Sanitary Inspector in Municipal Corporation, Chief Sanitary Inspector in concerned Municipal Councils and Sanitary Inspector in concerned Municipal Committee	Executive Officer/Deputy Municipal Commissioner in case of Corporation Cities, Executive Officer in case Municipal Council and Secretary in case of Municipal committee	Joint Commissioner in case Corporation city, Sub Division Officer of Concerned Sub Division in case of Municipal Towns

66	33	Urban Local Bodies	Replacement of street lights	10 days	Assistant Engineer in Corporation Cities, Junior Engineer concerned Municipal Council and Committees	Executive Engineer in case of Corporation Cities, Municipal Engineer in concerned Municipal Councils and Committees	Superintending Engineer/Chief Engineer in case of Corporation city, Sub Division Officer of concerned sub division in concerned Municipal Councils and Committee
67	34	Urban Local Bodies	Water leakages/sewerage blocked/over flow (In case of Municipal Corporation, Gurgaon and Faridabad)	2 days	Assistant Engineer in Corporation Cities in Municipal Corporation Faridabad or Gurgaon concerned	Executive Engineer in case of Municipal Corporation Faridabad and Gurgaon	Superintending Engineer/Chief Engineer in case of Municipal Corporation Faridabad and Gurgaon
68	35	Urban Local Bodies	(i) Sanction of building plans in the original municipal limits for all uses and sizes except commercial/institutional uses for the sites 1000 sq. mtrs and above.	60 days	Chief Town Planner/Urban Local Bodies	Sub Divisional Magistrate of concerned Sub Division in case of Municipal Councils/Committee and Commissioner, Municipal Corporation concerned in case of Municipal Corporation	The Deputy Commissioner of concerned District in case of Municipal Council/Committee and Principal Secretary to Government Haryana, Urban Local Bodies in case of Municipal Corporation
69		Urban Local Bodies	(ii) Sanction of building plans in the original municipal limits for commercial/institutional uses for the sites 1000 sq. mtrs. to 5000 sq. mtrs.	60 days	Chief Town Planner/Urban Local Bodies	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana
70		Urban Local Bodies	(iii) Sanction of building plans in the original municipal limits for commercial/institutional uses for the sites 5000 sq. mtrs. and above.	60 days	Chief Town Planner/Urban Local Bodies	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana
71		Urban Local Bodies	(iv) Approval of building plans (up to 5 acres) of permission for change of land use cases in MC Gurgaon and Faridabad.	60 days	Chief Town Planner, Municipal Corporation Gurgaon/Faridabad	Commissioner Municipal Corporation Gurgaon/Faridabad	Principal Secretary to Govt. Haryana
72		Urban Local Bodies	(v) Approval of building plans of permission for change of land use cases in Gurgaon & Faridabad for the site more than 5 acres, and in other municipal corporations/councils/committee	60 days	Chief Town Planner, Urban Local Bodies Department	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana

73	36	Urban Local Bodies	Change of land use permission for the sites situated within various controlled areas falling with the municipal limits	60 days	Chief Town Planner, Urban Local Bodies Department	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana
74	37	Urban Local Bodies	Renewal of Fire NOC	30 days from the receipt of complete documents	Fire Station Officer	S.D.O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.
75	38	Urban Local Bodies	<p>Issuance of Fire NOC in case of Building as per nomenclature of National Building code in case of</p> <p>a) Hostel (A-5) less than 15 meters in height having plot area up to 4000sq. mtr.</p> <p>b) Education Building Less than 15 meters in height having plot area up to 8000 square meters.</p> <p>c) Institutional Building (C)</p> <p>i) Hospital, Sanatoria and Nursing homes (C-1) less than 15 meters in height with plot area up to 4000 square meters.</p> <p>ii) Custodial (C-2) and Penal and Pental (C-3) Less than 10 meters in height with plot area up to 4000 square meters.</p> <p>d) Assembly Buildings (D-1 to D-5) Less than 10 meters in height with plot area up to 4000 square meters.</p> <p>e) Mercantile & Business Buildings (E, F-1 & F-2) Less than 15 meters in height with plot area up to 4000 square meters.</p> <p>f) Industrial Buildings (G).</p> <p>(i) Low Hazard (G-1) Less than 15 meters in height but plot area up to 4000 square meters.</p> <p>ii) Moderate Hazard (G-2) Less than 15 meters in height but plot area up to 4000 square meters.</p> <p>iii) High Hazard (G- 3) Less than 15 meters in height but plot area up to 4000 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height and plot area up to 4000 square meters.</p>	60 days	Fire Station Officer	S.D.O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.

76	39	Urban Local Bodies	<p>Issuance of Fire NOC in case of Buildings as per nomenclature of National Building code in case of</p> <p>a) Residential Buildings (A)</p> <p>(i) Dormitories (A-3) and Apartment Houses (A- 4) 15 meters and above but not exceeding 35 meters in height.</p> <p>(ii) Hostel (A-5) height less than 15 meters having plot area more than 4000sq. meters but less 8000 square meters.</p> <p>b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters but less 16000 square meters.</p> <p>c) Institutional Buildings (C)</p> <p>i) Hospital, Sanatoria and Nursing homes (C-1) less than 15 meters in height but plot area above 4000 square meters but less 8000 square meters.</p> <p>ii) Custodial (C-2) and Penal and Plental (C-3) Less than 10 meters in height with plot area more than 4000 square meters but less 15000 square meters.</p> <p>d) Assembly Buildings (D-1 to D-5) Less than 10 meters in height with plot area more than 4000 square meters but less 8000 square meters.</p> <p>e) Mercantile & Business Buildings (E, F-1 & F-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>f) Industrial Buildings (G).</p> <p>i) Low Hazard (G- 1) less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>ii) Moderate Hazard (G-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>iii) High Hazard (G- 3) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height with plot area above 4000 square meters but less than 8000 square meters.</p>	60 days	Fire Station Officer	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation	Addl. Chief Secretary Urban Development Department in case of Municipal Corporation whereas Director, Urban Local Bodies in case of Municipal Councils and Committees.
77	40	Urban Local Bodies	Issuance of Fire NOC in case of Building as per nomenclature of National Building code in case of buildings not covered at Sr. No. 38 & 39	60 days	Fire Station Officer	Director Urban Local Bodies	Addl. Chief Secretary Urban Development Department.

78	41	Urban Local Bodies	<p>Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of</p> <p>(a) Hostel (A-5) less than 15 meters in height having plot area up to 4000 square meters.</p> <p>b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters.</p> <p>c) Industrial Buildings (C).</p> <p>i) Hospital, Sanatoria and Nursing homes (C-1) less than 15 meters in height with plot area above 4000 square meters.</p> <p>ii) Custodial (C-2) and Penal and Plental (C-3) Less than 10 meters in height with plot area up to 4000 square meters.</p> <p>d) Assembly Buildings (D-1 to D-5) Less than 10 meters in height with plot area up to 4000 square meters.</p> <p>e) Mercantile & Business Buildings (E, F-1 & F-2) Less than 15 meters in height with plot area up to 4000 square meters.</p> <p>f) Industrial Buildings (G).</p> <p>i) Low Hazard (G-1) less than 15 meters in height but plot area up to 4000 square meters.</p> <p>ii) Moderate Hazard (G-2) Less than 15 meters in height but plot area up to 4000 square meters.</p> <p>iii) High Hazard (G-3) Less than 15 meters in height but plot area up to 4000 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height and plot area up to 4000 square meters.</p>	60 days	Fire Station Officer	S. D. O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.
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79	42	Urban Local Bodies	<p>Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of</p> <p>a) Residential Buildings (A)</p> <p>(i) Dormitories (A-3) and Apartment Houses (A- 4) 15 meters and above but not exceeding 35 meters in height.</p> <p>(ii) Hostel (A-5) height less than 15 meters having plot area more than 4000sq. meters but less 8000 square meters.</p> <p>b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters but less 16000 square meters.</p> <p>c) Institutional Buildings (C)</p> <p>i) Hospital, Sanatoria and Nursing homes (C-1) less than 15 meters in height but plot area above 4000 square meters but less 8000 square meters.</p> <p>ii) Custodial (C-2) and Penal and Plental (C- 3) Less than 10 meters in height with plot area more than 4000 square meters but less 15000 square meters.</p> <p>d) Assembly Buildings (D-1 to D-5) Less than 10 meters in height with plot area more than 4000 square meters but less 8000 square meters.</p> <p>e) Mercantile & Business Buildings (E, F-1 & F-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>f) Industrial Buildings (G).</p> <p>i) Low Hazard (G- 1) less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>ii) Moderate Hazard (G-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>iii) High Hazard (G- 3) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height with plot area above 4000 square meters but less than 8000 square meters.</p>	60 days	Fire Station Officer	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation	Addl. Chief Secretary Urban Development Department in case of Municipal Corporation whereas Director, Urban Local Bodies in case of Municipal Councils and Committees.
80	43	Urban Local Bodies	Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of not covered at sr. no. 41 & 42.	60 days	Fire Station Officer	Director, Urban Local Bodies	Addl. Chief Secretary Urban Development
81	44	Urban Local Bodies	Change of owner/occupier in Property Tax Register (Except in death case)	15 days	Secretary/ E.O/ Zonal Taxation Officer in concerned Municipal Committee/ Council/ Corporation	S. D. O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.

82	45	Urban Local Bodies	Change of owner/ occupier in Property Tax Register in death case	45 days	Secretary/ E.O/ Zonal Taxation Officer in concerned Municipal Committee/ Council/ Corporation	S.D.O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.
83	45A	Urban Local Bodies	Relief for Commercial Conversion in Housing Board Schemes	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	---
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
84	45B	Urban Local Bodies	Regularization of illegal Commercial Conversion in Town Improvement Trust Scheme	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	---
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
85	45C	Urban Local Bodies	Regularization if illegal Commercial Conversion in Rehabilitation Scheme	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	---
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
86	45D	Urban Local Bodies	Regularization of illegal Commercial Conversion in Town Planning Scheme	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	---

					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
87	45E	Urban Local Bodies	Relief for Unauthorized Construction and Regularization of illegal Commercial Conversion in Core Area	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	---
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
88	45F	Urban Local Bodies	Issuance of permission for granting advertisement rights under Haryana Municipal Corporation advertisement Byelaws 2018 and Haryana Municipal advertisement Byelaws 2019	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	---
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
89	45G	Urban Local Bodies	Granting permission for road cutting	60 days	Concerned Commissioner, Municipal Corporation in the state	Concerned Divisional Commissioner	---
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
90	45H	Urban Local Bodies	Granting permission for installing communication and connectivity infrastructure.	45 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	---
					Concerned Deputy Commissioner		
	46 & 46(A)	Omitted on 27/ 07/ 2018					

91	47	Public Health Engineering Department	Issuance of duplicate water/ sewer bill	3 days	Concerned Sub Divisional Engineer of PHED	Concerned Executive Engineer of PHED	Concerned Superintending Engineer of PHED
92	48	Public Health Engg.	(i) Sanction of water supply connection in the Rural and Urban areas.	12 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
			(ii) Sanction of sewerage connection in Cities and MC Towns	12 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
93	49	Public Health Engg.	(i) Water Leakage/ Over Flow pipes	7 days	Concerned Sub Divisional Engineer of PHED	Concerned Executive Engineer of PHED	Concerned Superintending Engineer of PHED
94			(ii) Sewerage/ Blocked/ Over flow of Manholes.	7 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
95			(iii). Restoration of Water Supply due to minor problems i.e. fault in pumping machinery, electric wiring, distribution systems etc.	3 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
96			(iv) Restoration of Water Supply due to major problems i.e. shortage of raw water, burning of	6 days after	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
97			(v). Restoration of Water Supply due to major problems i.e. burning of transformer, other major electric fault etc. to rectified/ repaired by PHED.	10 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
98	50	Power	Normal fuse off Call In Cities and Town	4 hours	Concerned Lineman/ Complaint center in charge of the shift	JE [In charge]	SDO [OP]
			In Rural Area	16 hours	Concerned Lineman/ Complaint center in charge of the shift	JE [In charge]	SDO [OP]
99	51	Power	Overhead line breakdowns In Cities and Towns	8 hours	JE [In charge]	SDO [OP]	XEN[OP]
			In Rural Area	16 hours	JE [In charge]	SDO [OP]	XEN[OP]
100	52	Power	Overhead line breakdowns due to breakage of poles In cities and Towns	24 Hours	JE [In charge]	SDO [OP]	XEN [OP]
			In Rural Areas	24 Hours	JE [In charge]	SDO [OP]	XEN [OP]
101	53	Power	Underground cables breakdown In Cities and Towns	48 hours	JE [In charge]	SDO [OP]	XEN [OP]
			In Rural Area	48 hours	JE [In charge]	SDO [OP]	XEN [OP]
102	54	Power	Distribution Transformer failure In Cities and Towns	24 hours	JE [In charge]	SDO [OP]	XEN [OP]
			In Rural Area	48 hours	JE [In charge]	SDO [OP]	XEN [OP]
103	55	Power	Major Power failure involving power transformer/ equipment.	7 days	XEN/Construction	SE [OP]	CE [OP]
			Alternate arrangement to restore the supply in the affected area	24 hours			

104	56	Power	Period of Schedule outage a) Maximum duration in a single stretch	Not to exceed 8 hours in any day	JE [In charge]	SDO [OP]	XEN [OP]	
			b) Restoration supply	By 6 PM on any day	JE [In charge]	SDO [OP]	XEN [OP]	
					Note:- 1. In case of Power shortage/ grid issues the local field officials are not responsible Note:- 2. The local field officers are responsible for scheduled cuts/ shut downs taken by them for maintenance, extension of system etc.			
105	57	Power	Voltage Fluctuation with no expansion/enhancement of network involved Cities and Towns Rural Area	4 hours 8hours	JE [In charge] JE [In charge]	SDO [OP] SDO [OP]	XEN [OP] XEN [OP]	
106	58	Power	Meter Complaints (i) Inspect and check correctness after receipt of Meter testing fee	7	JE [In charge]	SDO [OP]	XEN [OP]	
107			(ii) Replace slow/fast meters/Creeping/ stuck/ defective	Within 7 days of its being established on checking	JE [In charge]	SDO [OP]	XEN [OP]	
108			(iii) Replace burnt meters if cause not attributable to consumer.	7 days	JE [In charge]	SDO [OP]	XEN [OP]	
109			(iv) Replace burnt meters in all other cases.	Within 72 hours in case of consumer meter and 24 hours in case of Nigam meter of payment of charges by consumers	JE [In charge]	SDO [OP]	XEN [OP]	
110	59	Power	Release of new connection/additional load/demand	30 days	SDO [OP]	XEN [OP]	SE [OP]	
111			[a] Release of connection where service is feasible from existing network	30 days	SDO [OP]	XEN [OP]	SE [OP]	
112			[b] Release of connection where network expansion/ enhancement required for providing connection [Except Agricultural]					
			(i) For LT Connections	30 days	SDO [OP]	XEN [OP]	SE [OP]	
			(ii) For 11 KV Connections	71 days	SDO [OP]	XEN [OP]	SE [OP]	
			(iii) For 33 KV Connections	97 days	XEN [OP]	SE [OP]	CE [OP]	
	(iv) Above 33 KV level connections	167 days	XEN [OP]	SE [OP]	CE [OP]			

113	60	Power	Transfer of title and conversion of services	7 days	SDO [OP]	XEN [OP]	SE [OP]
114			b) Conversion of LT single phase to LT three phase or vice-versa from the date of payment charges	30 days	JE [In charge]	SDO [OP]	XEN [OP]
115			c) Conversion of LT to HT or vice-versa after payment of charges	30 days	JE [In charge]	SDO [OP]	XEN [OP]
116			d) Conversion of HT to EHT or vice-versa after payment of charges	30 days	JE [In charge]	SDO [OP]	XEN [OP]
117	61	Power	Shifting of meter/service connection and other services (i) Shifting of meter/ service connection	Within 15 days after receipt of request along with prescribed charges	JE [In charge]	SDO [OP]	XEN [OP]
118			(ii) Shifting of LT/ HT lines up to 11 KV	Within 45 days after receipt of request along with prescribed charges	SDO (Operations)	XEN (OP)	SE (OP)
119			(iii) Shifting of HT Line exceeding 11 KV	Within 45 days after receipt of request along with prescribed charges	SDO (Operations)	XEN (OP)	SE (OP)
120			(iv) Shifting of Transformer	Within 60 days after receipt of request along with prescribed charges	SDO (Operations)	XEN (OP)	SE (OP)
					Note :- The shifting of lines and transformers are subject to the availability of Right of way (ROW) and deposit of cost of shifting by consumer wherever applicable.		
121	62	Power	Complaint about consumer bills and restoration of supply Resolution of complaints on disputed electricity bills; if no additional information is required	24 hours	Commercial Assistant (CA)	SDO (OP)	XEN (OP)
			if additional information is required	7 days	Commercial Assistant (CA)	SDO (OP)	XEN (OP)
122	63	Power	Reconnection of supply following disconnection due to non-payment of bills			SDO (OP)	XEN (OP)
			Cities and Towns after receipt of payment from consumer	6 hours	JE [In charge]		
			Rural area After of receipt of payment from consumer	12 hours	JE [In charge]	SDO (OP)	XEN (OP)

123	63 A	Power Department	Certification of Electrical Installation by Chief Electrical Inspector above 33KV	30 days	Concerned Executive Engineer	Chief Electrical Inspector	Addl. Chief Secretary/ Principal Secretary, Power
124	64	Transport	(i) Issuance of Learner Driving License (Sarathi Related Services)	7 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District
125	(ii) Issuance of Permanent Driving License (Sarathi Related Services)		10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District	
126	(iii) Renewal of Driving License		37 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District	
127	(iv) Issuance of Duplicate driving license		10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District	
128	(v) Endorsement of new class in Driving License		10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District	
129	65	Transport	Issuance of Conductor License	7 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District
130	66	Transport	(i) Registration of New Vehicles (VAHAN)	15 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District
131	(ii) Transfer of ownership		37 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District	
132	(iii) Issuance of NOC		7 Days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District	
133	(iv) Issuance of duplicate RC		10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District	
134	(v) Tax Clearance Certificate		7 Days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District	
135	(vi) HPA Addition/ Deletion		10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC of concerned District	DC of Concerned District	
136	67	Housing Board	Issue of No Objection Certificate/ Duplicate Allotment/ Re-allotment Letter	21 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
137	68	Housing Board	(i) Issue of Conveyance Deed	15 days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
			(ii) Issue of Conveyance Deed through GPA	45 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
138	69	Housing Board	Issue of No Due Certificate	30 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
139	70	Housing Board	Transfer of property in case of sale	15 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana

140	71	Housing Board	Transfer of property in case of death (uncontested)	45 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
141	72	Housing Board	Issue of permission for mortgage	7 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
142	73	Housing Board	Attested copy of any document	7 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
143	74	Housing Board	Change of Ownership (other than Death Cases)	45 days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
144	75	Housing Board	Demarcation of Plot	21 days	Sub Divisional Engineer	Executive Engineer	Chief Engineer
145	78	Agriculture	License of Seeds	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
146	79	Agriculture	License of pesticides	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
147	80	Agriculture	Acknowledgement of Receipt/authorization letter of fertilizers	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
148	81	Agriculture	Renewal of license of seeds	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
149	82	Agriculture	Renewal of acknowledgement of Receipt/authorization letter of fertilizers	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
150	83	Agriculture	Duplicate license of seeds	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
151	84	Agriculture	Duplicate license of pesticides	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
152	85	Agriculture	Duplicate acknowledgement of Receipt/authorization letter of fertilizers	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
153	86	HSAMB	Issue of NOC/Duplicate Allotment/ Re-allotment	30 days	Concerned Secretary- cum-Executive Officer.	DMEO	ZMEO
154	87	HSAMB	Issue of Conveyance Deed	30 days	Concerned Secretary- cum-Executive Officer.	DMEO	ZMEO
155	88	HSAMB	Issue of No dues Certificate	15 days	Concerned Secretary- cum-Executive Officer.	DMEO	ZMEO
156	89	HSAMB	Re-transfer of property in case of sale	30 days	Concerned Secretary- cum-Executive Officer.	DMEO	ZMEO
157	90	HSAMB	Re-transfer of property in case of sale (Uncontested Death)	60 days	Concerned Secretary- cum-Executive Officer.	DMEO	ZMEO
158	91	HSAMB	Issue of J form to the farmers	1 day	Mandi Supervisor or Assistant Secretary	Concerned Secretary- cum-Executive Officer.	DMEO

159	92	HSAMB	Providing financial aid (ex- gratia) to cultivators for any injury or death during farming operations; In case of death, after obtaining Viscera report. In case of injury.	30 days 60 days	Concerned Secretary- cum- Executive Officer.	DMEO	ZMEO
160	93	HSAMB	Issue of NOC for Mortgage	15 days	Concerned Secretary- cum- Executive Officer.	DMEO	ZMEO
	94 & 95	Omitted on 27/ 07/ 2018					
161	96	Industries & Commerce	Boiler Registration under the Indian Boiler Act, 1923	22 days	Chief Inspector of Boilers	Additional Director Industries	Director Industries & Commerce
162	97	Industries Commerce	Renewal of Boiler Registration under the Indian Boiler Act 1923	7 days	Chief Inspector of Boilers	Additional Director Industries	Director Industries & Commerce
163	98	Industries & Commerce	Approval for modification, alteration, repair of boiler under Indian Boiler Act, 1923	10 days	Chief Inspector of Boilers	Additional Director Industries	Director Industries & Commerce
164	99	Industries & Commerce	Provisional License for processing under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) Order, 1987.	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
165	100	Industries & Commerce	Provisional License for Trading under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) order, 1987 .	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
166	101	Industries & Commerce	License for processing under Lubricating Oils and Greases (Processing Supply and Distribution Regulation Order, 1987	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
167	102	Industries & Commerce	License for Trading under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) order, 1987 .	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
168	103	Industries & Commerce	Renewal of License for processing under Lubrication Oils and Greases (Processing Supply and Distribution Order 1987	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
169	104	Industries & Commerce	Renewal of License for Trading under Lubrication Oils and Greases (Processing Supply and Distribution Order 1987	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
170	105	Industries & Commerce	Registration of Firms under Indian Partnership Act. 1932.	03 days	District Registrar, Firms and Societies	State Registrar, Firms &	Registrar General, Firms & Societies
171	106	Industries & Commerce	Approval for change in partners under Indian Partnership Act. 1932.	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies

172	107	Industries & Commerce	Approval for change of Registered Office under Indian Partnership Act. 1932.	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
173	108	Industries & Commerce	Registration of Societies under the Haryana Registration and Regulations of Societies Act. 2012	15 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
174	109	Industries & Commerce	Name Approval of Societies under the Haryana Registration and Regulations of Societies Act. 2012	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
175	110	Industries & Commerce	Approval of Governing body under the Haryana Registration and Regulations of Societies Act. 2012	15 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
176	111	Industries & Commerce	Approval for change in name/ Registered office of society under the Haryana Registration and Regulations of Societies Act. 2012	07 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
177	112	Industries & Commerce	Approval for amendments in bye-laws of society under the Haryana Registration and Regulations of Societies Act. 2012	60 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
178	112a	Industries & Commerce	Registration for an existing society	15 days	District Registrar	State Registrar	Registrar General
179	112b	Industries & Commerce	Approval of scheme of Collegium	15 days	District Registrar	State Registrar	Registrar General
180	112c	Industries & Commerce	Change in name of the Firm	7 days	District Registrar	State Registrar	Registrar General
181	112d	Industries & Commerce	Dissolution of Firm	7 days	District Registrar	State Registrar	Registrar General
182	112e	Industries & Commerce	Filing of mandatory annual returns u/s 50(1) of the Haryana Registration and Regulation of Societies Act, 2012 (Act 1 of 2012)	30 days	District Registrar	State Registrar	Registrar General
183	112f	Industries & Commerce	Resolution of Governing Body/ General Body meetings	30 days	District Registrar	State Registrar	Registrar General

184	112g	Industries & Commerce	Submission of list of elected Collegiums members for information u/s 30(3) of the Haryana Registration and Regulation of Societies Act,2012 (Act 1 of 2012)	15 days	District Registrar	State Registrar	Registrar General
185	112h	Industries & Commerce	Enrollment of members of Society registered under the Haryana Registration and Regulation of Societies Act,2012 (Act 1 of 2012)	30 days	District Registrar	State Registrar	Registrar General
186	112i	Industries & Commerce	Grant in Aid management	30 days	District Registrar	State Registrar	Registrar General
187	112 A.	Industries and Commerce Department	Registration of Economizer	22 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
188	112 B.	Industries and Commerce Department	Permission for Transfer Memorandum of Inspection Book and Registration Book of boiler within State	10 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
189	112 C.	Industries and Commerce Department	Permission for transfer of Memorandum of Inspection Book and Registration Book of boiler outside State	10 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
190	112 D.	Industries and Commerce Department	Certificate of Boiler Manufacturer unit	15 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
191	112 E.	Industries and Commerce Department	Certificate of Boiler Repairer	15 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
192	112 F.	Industries and Commerce Department	Renewal of Certificate of Boiler Repairer	7 days	Chief Inspector of Boiler	Additional Director Industries	Director Industries
193	112 G.	Industries and Commerce Department	Certificate of Boiler Welder	10 days	Chief Inspector of Boiler	Additional Director Industries	Director, Industries
194	112 H.	Industries and Commerce Department	Renewal of Welder Certificate	10 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
195	112 I.	Industries and Commerce Department	Boiler Operation Engineer (BOE) Certificate	30 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
196	112 J.	Industries and Commerce Department	Boiler Attendant Certificate	30 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
197	112	Industries and	Marketing Development Assistance		Additional Director, Industries	Director, Industries and	Principal Secretary,
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			

			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
198	112 L.	Industries and Commerce	Testing Equipment Assistance Scheme		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
199	112 M.	Industries and Commerce	Credit Rating Scheme		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
200	112 N.	Industries and Commerce	Energy Audit Scheme		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
201	112 O.	Industries and Commerce	Assistance for Environment Compliance		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
202	112	Industries and	Design Clinic Scheme		Additional Director, Industries	Director, Industries and	Principal Secretary,
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
203	112 O.	Industries and Commerce	Credit Linked Interest Subsidy Scheme		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
204	112 P	Industries and Commerce	Safety Audit Scheme		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and

			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
205	112 C	Industries and Commerce	Water Audit Scheme		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
206	112 T	Industries and Commerce	Quality Certification Assistance Scheme		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
207	112 U	Industries and Commerce	Stamp Duty Refund Scheme		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
208	112 V	Industries and Commerce	Electricity Duty/ Open Access Charges Exemption		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
209	112	Industries and Commerce	Freight Assistance Scheme		Additional Director, Industries	Director, Industries and	Principal Secretary,
			i) Letter of Approval	45 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
210	112 X	Industries and Commerce Department	Interest subsidy for Micro, Small and Medium Enterprises (MSME)		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
			i) Letter of Approval	30 days			

			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
211	112 Y.	Industries and Commerce	Employment Generation Subsidy		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
212	112 Z.	Industries and Commerce	Assistance Technology Acquisition		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
213	112 AA.	Industries and Commerce	Investment Subsidy on Value Added Tax (VAT)/ State Goods & Services Tax (SGST)		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
214	112 AB.	Industries and Commerce	Patent Registration Scheme		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
215	112 AC.	Industries and Commerce	Primary Processing Centre Scheme		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
216	112 AD.	Industries and Commerce Department	Re-imbursment of Expenses Incurred for E-Commerce Linkages		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and Commerce

			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
217	112 AF	Industries and Commerce	Claiming Interest Subsidy for Artisan		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
218	113	HSI IDC	Sanction of Building plans/ revised building plans (Industrial/ Residential)	15 days	DTP/ STP concerned	CTP	MD
219	114	HSI IDC	Sanction of Building plans/revised building plans (Commercial)	30 days	DTP/ STP concerned	CTP	MD
220	115	HSI IDC	Issue of completion/ occupation certificate for buildings	15 days	DTP/ STP concerned	CTP	MD
221	116	HSI IDC	Issue of No Objection Certificate/ Duplicate Allotment/ Re- allotment letter	20 days	Estate Manager	HOD/ (Estate)	MD
222	117	HSI IDC	Issue of conveyance deed	15 days	Estate Manager	HOD/ (Estate)	MD
223	118	HSI IDC	Issue of No due certificate	15 days	Estate Manager	HOD/ (Estate)	MD
224	119	HSI IDC	Transfer of plots in cases of sale etc.	30 days	Estate Manager	HOD/ (Estate)	MD
225	120	HSI IDC	Transfer of plots (uncontested)	45 days	Estate Manager	HOD/ (Estate)	MD
226	121	HSI IDC	Issue of permission for mortgage	30 days	Estate Manager	HOD/ (Estate)	MD
227	122	HSI IDC	Attested copy of any document	3 days	Estate Manager	HOD/ (Estate)	MD

228	123	HSI IDC	Change of ownership (other than death cases)	30 days	Estate Manager	HOD/ (Estate)	MD
229	124	HSI IDC	Demarcation of plots	05 days	STP/ DTP	CTP	MD
230	125	HSI IDC	Issue of Plinth level certificate	07 days	DTP/ STP	CTP	MD
231	126	HSI IDC	Water and Sewerage Connection	15 Days	DGM/ AGM Industrial. Estate	HOD(Estate)	MD, HSI IDC
232	127	HSI IDC	Allotment of Land/ Shed in IE/ IDA	60 Days	DGM/ Addl. GM(Industrial Estate)	GM, HSI IDC	MD, HSI IDC
233	127 A	HSI IDC	Granting permission for Installing communication and connectivity infrastructure	45 Days	Deputy Commissioner	Division Commissioner	CCI-cum- HOD (Estate)
234	127 B	HSI IDC	Physical Possession of Plot	07 Days	Field Incharge (IA)	Ho D (I A)	Managing Director
235	127 C	HSI IDC	Extension in time for project implementation completion	14 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
236	127 D	HSI IDC	Issuance of project Completion Certificate	30 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
237	127 E	HSI IDC	Change of Name	14 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
238	127 F	HSI IDC	Change of Constitution	30 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
239	127 G	HSI IDC	Change of Plot	30 Days	DGM/ AGM (Estate)	CCI-cum- Ho D (Estate)	Managing Director
240	127 H	HSI IDC	Surrender of Plot	30 Days	DGM/ AGM (Estate)	CCI-cum- Ho D (Estate)	Managing Director
241	127 I	HSI IDC	Bifurcation of Plot	30 Days	DGM/ AGM (Estate)	CCI-cum- Ho D (Estate)	Managing Director
242	127 J	HSI IDC	Leasing/ Renting of Plot	14 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
243	127 K	HSI IDC	Change of Project	14 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
244	128	Food and Supplies	(i) Issue of New Ration Card on receipt of D- I form i.e. Application Form for all Categories	22 Days	Inspector Incharge/ AFSSO	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 ration card.	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
247			(iv) Inclusion/ Deletion of family member	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
248			(v) Change of address within same jurisdiction	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
249			(vi) Change of address including change of FPS	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
250			(vii) Issuance of surrender certificate/ Ration Card/ Member Migration/ Ration 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 a team for measurement of distance parameters To constitute a joint team of concerned Halqa Patwari/ Kanoongo and Nayab Tehsildar/Tehsildar of the Revenue Deptt. and Food & Supplies Deptt. (Nor below than AFSO rank) for measurement of the purposed brick kiln site in view of the clause 4 (iii) of the Haryana Control of Bricks Supplies Order, 1972.	4 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department
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			<p>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 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.</p>	7 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department
255			<p>iv) Issuance of Brick Kiln Licence for manufacturing and selling Bricks To issue Brick Kiln licence for manufacturing and selling Bricks.</p> <p>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 Planner if the Site of the Brick Kiln falls in controlled area. Otherwise NOC of District Town Planner/ Municipal Corporation</p>	7 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department".
256	128 B.	Food Civil Supplies and consumer Affairs Department (Legal Metrology Organisation)	Issuance of Licence 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 Organisation)	Renewal of Licence 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 onsumer Affairs Department (Legal Metrology Organisation)	Issuance of Licence of 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 onsumer Affairs Department (Legal Metrology Organisation)	Renewal of Licence 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 onsumer 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
261	128 G	Food Civil Supplies and onsumer 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
262	128 H	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organisation)	Online Insurance/Renewal of Certificate for verification of Weights an Measures etc.	30 days	Legal Metrology Officer (Inspector)	Assistant Controller Legal Metrology	Deputy Controller Legal Metrology
263	144	Town & Country Planning	Change of land use permission for the units situated within various controlled areas of State within final published development plan of the controlled area and conforming zone (except competency of the Govt.)	60 days	Director General, Town & Country Planning	Additional Chief Secretary, Town & Country Planning	-
264	145	Town & Country Planning	NOC for the units falling outside controlled area but within urban areas	30 days	Senior Town Planner	Chief Town Planner	DirectorGeneral, Town & Country Planning
265	146	Town & Country Planning	NOC for the units falling outside controlled area and urban area	10 days	District Town Planner	Senior Town Planner	Chief Town Planner

266	147	Town & Country Planning	i) License for the brick kilns & charcoal kilns under the provisions of the Punjab Scheduled Roads and Controlled Areas Restriction of unregulated Development Act, 1963.	30 days	District Town Planner	Senior Town Planner	Chief Town Planner
267			ii) License for stone crusher under the provisions of the Punjab Scheduled Roads and Controlled Areas Restriction of Unregulated Development Act, 1963.	30 days	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning
268	148	Town & Country Planning	Sanction of building plans of following site/ plots which does not involve composition of offence in: i. Licensed residential plotted colonies. i i . Industrial Plotted colonies i i i . CLU granted sites having areas upto 2. 00 acres (8093. 70 Sq m.).	45 days	District Town Planner	Senior Town Planner	Chief Town Planner
269	149	Town & Country Planning	Sanction of building plans of following sites/ plots which does not involve composition of offence in:- i). Community Sites upto an area measuring 5. 00 acres (20234. 25 Sqm.) in licenced colonies i i) CLU granted sites having area more than 2. 00 acres (8093. 70 Sqm.) and upto 5.00 acres(20234. 25 Sqm.). i i i). Commercial component having site area upto 2.00 acres in residential plotted colony and industrial plotted colony. iv) All the CLU granted Industrial projects.	60 days	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning.
270	150	Town & Country Planning	a) Sanction of building plans of site other than mentioned at Sr. No. 148 & 149. b) Sanction of building plans of the CLU granted Industrial sites having area more than 5. 00 acres (20234. 25 Sqm)	90 days 60 days	Chief Town Planner	Director General, Town & Country Planning	Additional Chief Secretary, Town & Country Planning
271	151	Town & Country Planning	Issue of occupation certificate for the building mentioned at Sr. No. 148 provided composition of offence is not involved	45 days	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning.
272	152	Town & Country Planning	Issue of occupation certificate for plot area for buildings mentioned at Sr. 149 provided composition of offence is not involved.	60 days	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning.

273	153	Town & Country Planning	a) Issue of occupation certificate in cases other than mentioned at Sr. No. 150 & 151 above provided composition of offence is not involved.	90 days	Director General, Town & Country Planning.	Additional Chief Secretary, Town & Country Planning	-
			b) Issue of occupation certificate of CLU granted Industrial sites having area more than 5.00 acres (20234.25 Sqm)	60 days			
274	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
275	155	Home	a) 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	-----
					Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	-----
					Deputy Commissioner Of Police (Panchkula)	Commissioner of Police	-----
					Sub Divisional Magistrate (Ambala rural area)	District Magistrate	

					Deputy Commissioner Police (Ambala Urban Area)	Commissioner of Police	-----
					District Magistrate (except Panchkula, Faridabad Gurgaon & Ambala Districts)	Divisional Commissioner	-----
			b) Renewal of Arms License (if presented after every alternative cycle of 6 years, where police verification is necessary)	22 days.	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
276	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
277	157	Home	Extension of purchase period of weapon, (within permissible time period and if the license issuing district is the same where services has been sought).	07 days	District Magistrate (except Panchkula, Ambala, Faridabad & 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
278	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
279	159	Home	Extension of Residential Permit of Foreigners.	05 days	Assistant Commissioner of Police HQ Ambala Urban Area, Panchkula/ Ambala Rural Area	Deputy Commissioner of Police	Commissioner of Police
					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
280	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
281	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 Commissioner of Police	Divisional Commissioner Divisional Commissioner
282	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
283	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/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters.

284	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	FGRA
			(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	FGRA
285	165	Home	(i) Tenant/ (if resident of local area)	21 Days	Sub Inspector, Security	Deputy Superintendent of Police/ Deputy Commissioner of Police/ Joint Commissioner of Police	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters	
			(ii) Tenant (if resident of other Districts/State and after receiving the verification from other Districts/State)	21 Days	Sub Inspector, Security	Deputy Superintendent of Police/ Deputy Commissioner of Police/ Joint Commissioner of Police	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters	
286	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	
287	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	

288	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
289	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
290	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
291	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
292	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
293	173	Home	Verification for renewal of Arms License.	22 days	Commissioner of Police, Faridabad, Joint Commissioner of Police, Gurugram and DCP Pnachkula	Commissioner of Police	Divisional Commissioner
					Sub Divisional Magistrate/City Magistrate(except Faridabad, Panchkula and Gurugram Districts)	District Magistrate	Divisional Commissioner
294	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

FGRA

					Deputy Commissioner of Police, Ambala & Panchkula Districts)	Commissioner of Police	Divisional Commissioner
					District Magistrate (except Panchkula, Ambala, Faridabad & Gurgaon)	Divisional Commissioner	-----
295	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	-----
296	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
297	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
298	177A	Home	Grant Cinema License	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department
299	177B	Home	Renewal of Cinema License	25 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department", and

300	177C	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
301	177D	Home	No Objection Certificate for the License to Import and Storage of Petrol under The Petroleum Rules, 2002	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department
302	177E	Home	To possess and Sale Explosive (Fireworks) not exceeding 50 Kgs. of Class-7, Division-2 Sub-Division-2, 400 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
303	177F	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
304	177G	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
305	177H	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
306	177I	Home	Grant of Fresh Arms 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
307	177J	Home Department	Character 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
308	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
309	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
310	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
311	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
312	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
313	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

314	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
315	177 R	Home Department	Disposal of Online Complaint	60 days	Station House Officer	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/Deputy Commissioner of Police
316	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
317	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
318	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
319	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
320	177 W	Home Department	No Objection to Return to India (NORI) in case of 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-1 Department
321	177 X	Home Department	No Objection to Return to India (NORI) in case of Indian nationals living abroad and returned to India	90 days	Superintendent Passport Branch, Home Department	Deputy/Under Secretary to Government Haryana, Home Department	Secretary to Government Haryana, Home-1 Department
322	178	Social Justice and Empowerment	Ladli Social Security Allowance Scheme	60 days	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
323	179	Social Justice and Empowerment	Old age Samman allowance (Pension Scheme)	60 days	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District

324	180	Social Justice and Empowerment	Handicapped Pension	60 days	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
325	181	Social Justice and Empowerment	Haryana Pension to Widows and destitute Women scheme (Widow Pension)	60 days	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
326	182	Social Justice and Empowerment	Financial Assistance to destitute children scheme	60 days	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
327	183	Social Justice and Empowerment	Financial Assistance to Kashmiri Migrant families Scheme	60 days	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
328	184	Social Justice and Empowerment	Financial Assistance to Non school going disabled children	60 days	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
329	185	Social Justice and Empowerment	Dwarf allowance Scheme	60 days	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
330	186	Social Justice and Empowerment	Eunuch allowance Scheme	60 days	District Social Welfare officer of the concerned District	Addl. Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
331	187	Science & Technology	Application Form for HSCST Fellowship for doing Ph.D	120 days	Chief Scientific Engineer HSCST	Secretary/EC HSCST	Chairman/EC HSCST
332	188	Science & Technology	Application Form for promotion of Science Education (POSE) Scholarship for B.Sc. & M.Sc. students	120 days	Scientific Engineer (A) SG	Principal Scientist (SG)	Director
333	189	Labour Department	i) Registration of principal employer's establishment and license for contractors under provision of contract labour Act, 1970	26 days	Addl. Labour Commissioner	Labour Commissioner	Principal Secy, Labour
334			ii) Approvals of plans from Factories Department under Factories Act, 1948	45 days	Addl. Director-cum-Addl. Chief Inspector of Factories, Haryana.	Labour Commissioner-cum-Chief Inspector of Factories, Haryana	Principal Secy, Labour & Employment, Govt. of Haryana.
335			iii) Factories License under Factories Act, 1948	45 days	Addl. Director-cum-Addl. Chief Inspector of Factories, Haryana.	Labour Commissioner-cum-Chief Inspector of Factories, Haryana	Principal Secy, Labour & Employment, Govt. of Haryana.
336			iv) Shop Registration under Punjab Shops and Commercial Establishment Act. 1958 (Punjab Act 15 of 1958) a. Invalid for Know Your Customer(KYC) b. Valid for Know Your Customer(KYC)	1 day 15 days	Labour Inspector	Assistant Labour Commissioner	Labour Commissioner

337			v) Renewal of License for contractors under the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 (Central Act No. 37 of 1970)	26 days	Concerned Deputy Labour Commissioner	Labour Commissioner	Additional Chief Secretary Labour and Employment
338			vi) Renewal of factory License under the provisions of the Factory Act, 1948 (Central Act No. 63 of 1948)	45 days	Additional Director-cum-Additional Chief Inspector of Factories, Haryana	Labour Commissioner-cum-Chief Inspector of Factories Haryana	Additional Chief Secretary Labour and Employment
339			vii) Renewal of registration certification under the provisions of the Punjab Shops and Commercial Establishments Act, 1958 (Punjab Act 15 of 1958)	1 day	Labour Inspector	Assistant Labour Commissioner	Labour Commissioner
340	189A	Labour Department	Registration of Establishment engaged in Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 (28 of 1996)	30 days	Assistant Director (IS&H)/Deputy Director (IS&H)/Assistant Director, IH/Deputy Director IH & Joint Director IS&H	Labour Commissioner	Principal Secretary
341	189B	Labour Department	Registration of principal employer's establishment under the provisions of Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979 (30 of 1979)	26 days	Additional Labour Commissioner	Labour Commissioner	Additional Chief Secretary Labour.
342	189C	Labour Department	Registration/Renewal of construction workers as beneficiary of Haryana Building and Other Construction Workers' Welfare Board (HBOCWW Board)	30 days	All registering officers in the State	Deputy Director IS&H	Joint Secretary, HBOCWW Board
343	189D	Labour Department	Delivery of benefits under various Welfare Scheme of Haryana Building and Other Construction Worker's Welfare Board	90 days	Concerned Deputy Director	Joint Secretary, HBOCWW Board	Labour Commissioner-cum-Secretary, HBOCWW Board
344	190	Forest and Wildlife Department	Permission for felling of trees in areas notified under general section-4 of Haryana Land and Preservation Act, 1900 (Punjab Act II of 1900)	15 days	Divisional Forest Officer (DFO)	Chief Conservator of Forests (CCF)/ Conservator of Forests (CF)	Additional Principal Chief Conservator of Forests (APCCF) (Forestry)
345	191	Forest and Wildlife Department	NOC in respect of Haryana Land and Preservation Act, 1900 (Punjab Act, II of 1900) or Forest or Restricted lands	15 days	Divisional Forest Officer (DFO)	Chief Conservator of Forests (CCF)/ Conservator of Forests (CF)	Additional Principal Chief Conservator of Forests (APCCF) (Forestry)
346	192	Horticulture Deptt.	Hortnet: Sanction of application upon submission of complete documents	21 days	Dy. Director Horticulture/National Horticulture Mission (DDH/NHM)	Joint Director	Mission Director

347	193	Horticulture Deptt.	Minet: Sanction of application upon submission of complete documents	16 days	Dy. Director Horticulture/Micro Irrigation (DDH/MI)	Joint Director	Director General Horticulture
348	194	Horticulture Deptt.	Fruit License: Grant of Nursery Fruit License.	90 days	Dy. Director Horticulture/Project & Nursery (DDH/P&N)	Joint Director	Director General Horticulture
349	195	Horticulture Deptt.	Polynet: Sanction of application upon submission of complete documents	21 days	Dy. Director Horticulture/Fruits (DDH/F)	Joint Director	Director General Horticulture
350	196	Horticulture Deptt.	Seed License: Grant of Nursery Seed License	90 days	Dy. Director Horticulture/Vegetable (DDH/V)	Joint Director	Director General Horticulture
351	197	Fisheries Deptt.	Services for Loan and subsidy for various schemes under FFDA: i) Selection of Pond. ii) Plan & Estimate of Pond. iii) Forwarding bank loan application to Banks. iv) Imparting training for fish culture after receiving application.	10 days 15 days 15 days 30 days	All District Officers, District Fisheries Officer-cum-Chief Executive Officer, Fish Farmer Development Agency and All Fisheries Farm Managers.	All Deputy Director Fisheries (Division Level)	Director Fisheries.
352	198	Fisheries Deptt.	Services for Loan and subsidy for Development of Water logged Areas. i) Selection of Pond. ii) Plan & Estimate of Pond. iii) Forwarding bank loan application to Banks. iv) Imparting training for fish culture after receiving application.	10 days 15 days 15 days 30 days	All District Officers, District Fisheries Officer-cum-Chief Executive Officer, Fish Farmer Development Agency and All Fisheries Farm Managers.	All Deputy Director Fisheries (Division Level)	Director Fisheries.
353	199	Fisheries Deptt.	Services for Seed supply from Government Fish Seed farm to Fish Farmers. i) Stocking of fish seed.	In the month of Feb./March/ July/Aug./Sept.	All District Officers, District Fisheries Officer-cum-Chief Executive Officer, Fish Farmer Development Agency and All Fisheries Farm Managers.	All Deputy Director Fisheries (Division Level)	Director Fisheries.
354	200	Mines and Geology Department	Licence for Stone Crushers under the Haryana Regulation and Control of Crushers, Act, 1991 to stone crushers owners	21 days	Director, Mines and Geology	Administrative Secretary	Chief Secretary
355	201	Mines and Geology Department	Permit for the extraction of brick earth to brick kiln owner for manufacturing of bricks.	15 days	Officer Incharge at District level	State Mining Engineer	Director, Mines and Geology
356	201A	Mines and Geology Department	Grant of Mineral Dealer License	45 days	Director General, Mines and Geology	Principal Secretary, Mines and Geology	Chief Secretary to Government Haryana
357	201B	Mines and Geology Department	Renewal of Mineral Dealer License	45 days	Director General, Mines and Geology	Principal Secretary, Mines and Geology	Chief Secretary to Government Haryana

358	201C	Mines and Geology Department	Permit for Excavation of Ordinary Earth and Clay	45 days	Assistant Mining Engineer/Minning Officer of District Concerned	Director General, Mines and Geology	Principal Secretary, Mines and Geology
359	201D	Mines and Geology Department	Permit for the grant of permission for disposal of Mineral excavated incidental to development activities	45 days	Director General, Mines and Geology	Principal Secretary, Mines and Geology	Chief Secretary to Government Haryana
360	201E	Mines and Geology Department	Grant of permit for disposal of mineral excavated in the process of maintenance of canal and drainage system by the irrigation Department	45 days	Director General, Mines and Geology	Principal Secretary, Mines and Geology	Chief Secretary to Government Haryana
361	201F	Mines and Geology Department	Issue of letter of Intent for grant of mining lease/contract by way of competitive bidding	45 days	Director General, Mines and Geology	Principal Secretary, Mines and Geology	Chief Secretary to Government Haryana
362	201G	Mines and Geology Department	Issuance of letter of Intent in case of fresh lease by way of competitive bidding (for seeking environmental clearance and other required approvals for mining)	45 days	Director General, Mines and Geology	Principal Secretary, Mines and Geology	Chief Secretary to Government Haryana
363	202	PWD (B&R)	a) Clearance for entry/exit from State Highway/Scheduled Road under MORT&H Guidelines	60 days	Concerned SE	Chief Engineer (Concerned)	Engineer-in-Chief
364			b) Permission for laying of Natural Gas/Pipelines ROU	60 days	Concerned SE	Chief Engineer (Concerned)	Engineer-in-Chief
365			c) Permission for Right of use (RoU) for laying the Communication Infrastructure & associated installation like Optical Fiber Cable	60 days	Concerned SE	Chief Engineer (Concerned)	Engineer-in-Chief
366	202A	PWD (B&R)	Enlistment of contractors for works & services	45 days	Concerned SE	Chief Engineer (Concerned)	Engineer-in-Chief
367	203	Haryana State Pollution Control Board	Consent to Establish under the water (Prevention and Control of Pollution) Act, 1974	30 Days	Regional Officer/Environmental Engineer	Member Secretary	Administrative Secretary
368	204	Haryana State Pollution Control Board	Consent to Establish under the Air (Prevention and Control of Pollution) Act, 1981	30 Days	Regional Officer/Environmental Engineer	Member Secretary	Administrative Secretary

369	205	Haryana State Pollution Control Board	Consent to operate under the Water (Prevention and Control of Pollution) Act, 1974	30 Days	Regional Officer/Environmental Engineer	Member Secretary	Administrative Secretary
370	206	Haryana State Pollution Control Board	Consent to operate under the Air (Prevention and Control of Pollution) Act, 1981	30 Days	Regional Officer/Environmental Engineer	Member Secretary	Administrative Secretary
371	207	Haryana State Pollution Control Board	Authorization under the Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016	30 Days	Regional Officer/Environmental Engineer	Member Secretary	Administrative Secretary
372	208	Haryana State Pollution Control Board	Authorization under Bio-Medical Waste Management Rules, 2016	30 Days	Regional Officer/Environmental Engineer	Member Secretary	Administrative Secretary
373	208A	Haryana State Pollution Control Board(HSPCB)	Registration under Plastic Waste Management Rules, 2016	30 Days	Regional Officer/ Environment Engineer	Member Secretary	Administrative Secretary to Government of Haryana
374	208B	Haryana State Pollution Control Board(HSPCB)	Authorization under E-waste Management Rules, 2016	30 Days	Regional Officer/ Environment Engineer	Member Secretary	Administrative Secretary to Government of Haryana
375	209	Printing and Stationery Department, Haryana Chandigarh	Change of name	15 days from the receipt of Fees	Manager, Publication Branch, Panchkula.	Manager Government Text Books Press, Panchkula	Assistant Controller, Haryana Government Press, Sector-18, Chandigarh.
376	210	Excise and Taxation Department	L-1 (Wholesale license for Indian Made Foreign Liquor)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
377	211	Excise and Taxation Department	L-13 (Wholesale license for Country Liquor)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation

378	212	Excise and Taxation Department	L-1B License (Wholesale license for Distillers of Haryana)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
379	213	Excise and Taxation Department	L-1B-1 License (Wholesale license for Brewery/Winery of Haryana)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
380	214	Excise and Taxation Department	L1-B1-A (Wholesale for Ready to Drink Beverages)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
381	215	Excise and Taxation Department	L-1AB (Wholesale license for Non Distillers of Haryana)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
382	216	Excise and Taxation Department	L-10B License (Retail license of Imported Foreign Liquor in shopping complex)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
383	217	Excise and Taxation Department	L-9 License (Canteen Store Department for retail sale)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
384	218	Excise and Taxation Department	L-12A License (Temporary license for marriage/events)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation

385	219	Excise and Taxation Department	L-17 License (License for denatured spirit vend)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
386	220	Excise and Taxation Department	L-11 License (bottling license for Indian Made Foreign Liquor)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
387	221	Excise and Taxation Department	L-15 license (Bottling license for country liquor)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
388	222	Excise and Taxation Department	S-1 License (License for winery)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
389	223	Excise and Taxation Department	L-4/5 License (Bar License for restaurant)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
390	224	Excise and Taxation Department	L-12G License (Bar license for Golf Club)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
391	225	Excise and Taxation Department	L-12C License (Bar License for club)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation

392	226	Excise and Taxation Department	S-1B License (License for wine taste)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
393	227	Excise and Taxation Department	L-10C License (License for Microbrewery)	30 days	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation	
394	228	Excise and Taxation Department	L-10E License (Pub License)	30 days	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation	
395	229	Excise and Taxation Department	D-2 License (Distillery License)	30 days	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation	
396	230	Excise and Taxation Department	B-1 License (Brewery License)	30 days	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation	
397	231	Excise and Taxation Department	Form 24-25 (The Narcotic Drugs and Psychotropic Substances Act)	30 days	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation	
398	232	Excise and Taxation Department	L-1AB1 License (Non brewer for sale of Beer/Wine)	30 days	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation	
399	233	Excise and Taxation Department	BWH-2 License (Bonded Warehouse)	30 days	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation	

400	233A	Excise and Taxation Department	Registration of brand and approval of brand labels of liquor	30 days	Collector (Excise)	Excise and Taxation Commissioner	Principal Secretary to Government, Haryana, Excise and Taxation
401	233B	Excise and Taxation Department	Grant of permits of liquor	3 days	Assistant Excise and Taxation Officer	Excise and Taxation Commissioner	Principal Secretary to Government, Haryana, Excise and Taxation
402	233C	Excise and Taxation Department	Grant of passes of liquor	3 days	Excise Inspector	Excise and Taxation Commissioner	Principal Secretary to Government, Haryana, Excise and Taxation
403	234	Transport	Registration of vehicle through Dealer (Non-transport)	18 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
404	235	Transport	Dealer Point Temporary Registration	02 day	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
405	236	Transport	Change of Address in Learner License	07 days	Sub Divisional Officer (Civil)-cum-Registering & Licensing Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
406	237	Transport	Renewal of Conductor License	07 days	Sub Divisional Officer (Civil)-cum-Registering & Licensing Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District

407	238	Transport	Conversion of vehicle (from non-transport to transport)	15 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
408	239	Transport	Change of address in Registration Certificate	10 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
409	240	Transport	Application for Fitness Certificate	30 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
410	241	Transport	Duplicate Fitness Certificate	30 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
411	242	Transport	Conversion of vehicle (Transport to non-transport)	15 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
412	243	Transport	Alteration of vehicle	30 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner
413	244	Transport	Change of address on Driving License	10 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner

414	244A	Transport	Change of Address in Permit	10 days	Sub Divisional Officer (Civil)	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
415	244B	Transport	Hypothecation Continuation	10 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
416	244C	Transport	Issuance of Goods Carriage permit	10 days from the issuance of Registration Certificate	Sub Divisional Officer (Civil)-cum-Registering Authority /Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
417	245	Employment Department	Registration for SAKSHAM Scheme	15 days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
418	246	Employment Department	Registration For Job Seeker	One Month	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
419	247	Employment Department	Registration under one Family one job	15 days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
420	248	Employment Department	Addition Qualification and other related certificates	15 days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
421	249	Employment Department	Registration Renewal and Grace period of two months of Renewal	15 days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
422	250	Employment Department	Transfer of Registration from One Exchange to another Exchange	15 Days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment

423	251	Employment Department	Relaxation in Renewal after delay of two months	3 Months	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
424	252	Employment Department	Providing of free travel vouchers for interviews to all eligible application	One Day	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
425	253	Employment Department	Unemployment allowance	3 Months	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
426	254	Employment Department	Employer registration in Employer Exchange	15 Days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
427	255	Haryana Labour Welfare Board	Financial assistance from class 1st to 12th for school uniform, books and copies to children of workers	90 days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
428	256	Haryana Labour Welfare Board	Scholarship for children of workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
429	257	Haryana Labour Welfare Board	Financial assistance for coaching of entrance exams for professional courses and for Main exam after passing preliminary exam of UPSC & HPSC	90 days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
430	258	Haryana Labour Welfare Board	Financial assistance to children of workers for participation in Sports Competition	90 days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
431	259	Haryana Labour Welfare Board	Financial assistance to children of workers for participation in Cultural Competition.	90 days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
432	260	Haryana Labour Welfare Board	Financial assistance for marriage of Female workers and daughter of workers (Kanyadaan)	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
433	261	Haryana Labour Welfare Board	Financial assistance for marriage of Male workers and Son of workers (Shagun)	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
434	262	Haryana Labour Welfare Board	Financial assistance for maternity of female workers and Wives of male workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
435	263	Haryana Labour Welfare Board	Financial assistance for Dental Care to workers and their dependents	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
436	264	Haryana Labour Welfare Board	Financial assistance for bicycle to workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
437	265	Haryana Labour Welfare Board	Financial assistance for Spectacle to workers and their dependents	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner

438	266	Haryana Labour Welfare Board	Financial assistance for Sewing Machine to female workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
439	267	Haryana Labour Welfare Board	Financial assistance for LTC (Leave travel concession)	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
440	268	Haryana Labour Welfare Board	Financial assistance for disability	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
441	269	Haryana Labour Welfare Board	Financial assistance of artificial limbs to workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
442	270	Haryana Labour Welfare Board	Financial assistance of Hearing Machine/Hearing Aid to workers and their dependents	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
443	271	Haryana Labour Welfare Board	Financial assistance of tri cycle to workers and their dependents	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
444	272	Haryana Labour Welfare Board	Financial assistance to workers for visually, physically or mentally disabled children	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
445	273	Haryana Labour Welfare Board	Financial assistance to dependent of deceased worker	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
446	274	Haryana Labour Welfare Board	Mukhya Mantri Samajik Suraksha Yojna for deceased employee	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
447	275	Haryana Labour Welfare Board	Financial assistance for funeral to dependents of deceased worker	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
448	276	Haryana Labour Welfare Board	Mukhya Mantri Sharam Puruskar	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner

449	277	Fisheries	Subsidy for the Construction of new ponds/tanks (including construction of sluice gates, civil works for water supply and aeration appliances, feed storing shed etc.)- Development Fresh Water Aquaculture)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
450	278	Fisheries	Subsidy for the freshwater fish culture (unit cost include cost of fish seed, feed, manure, disease prevention measures, transportation charges etc.)- (Development Fresh Water Aquaculture)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
451	279	Fisheries	Subsidy for the Development of waterlogged areas.	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
452	280	Fisheries	Subsidy for the Inputs cost (seed, feed, Manure, fertilizers, preventing measures for disease, transportation charges etc.) (Development of Water Logged Area).	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
453	281	Fisheries	Subsidy for the Construction of new ponds/tanks-(Productive utilization of Inland Saline/Alkaline Waters for Aquaculture)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
454	282	Fisheries	Subsidy for the Input cost (seed, feed, Manure, fertilizers, preventing measures for disease, transportation charges, etc.)- (Productive utilization of Inland Saline/Alkaline Water for Aquaculture)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
455	283	Fisheries	Subsidy for the Craft and gear (Unit: boats of appropriate sizes including fishing nets, fish & ice holding boxes etc.) (Inland Capture Fisheries village ponds, tanks etc.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
456	284	Fisheries	Subsidy for the Capital cost and Working Capital (Input) for the Establishment of Recirculatory Aquaculture System (Establishment of Recirculatory Aquaculture System(RAS)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
457	285	Fisheries	Subsidy for the Excavation of Pond for rearing of Fingerling (Rearing Ponds for Fingerling Production and Construction of Two Circular Hatcheries Under "MISSION FINGERLING")	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
458	286	Fisheries	Subsidy for the Input cost-(Rearing Ponds for Fingerling Production and Construction of Two Circular Hatcheries Under "MISSION FINGERLING")	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries

459	287	Fisheries	Subsidy for the Construction of circular Hatchery for Rearing of Fingerling- (Rearing Ponds for Fingerling Production and Construction of Two Circular Hatcheries Under "MISSION FINGERLING")	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
460	288	Fisheries	Subsidy for the installation of Aerator- (Scheme for the Intensive fisheries development Programme)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
461	289	Fisheries	Subsidy for the installation of Shallow tube well (Scheme for the Intensive fisheries development Programme)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
462	290	Fisheries	Subsidy for the installation of Deep Tube well- (Scheme for the Intensive fisheries Development Programme.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
463	291	Fisheries	Subsidy for the Financial assistance on the auction amount of Notified waters- (Scheme for the welfare of Scheduled Caste Families in fisheries Sector.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
464	292	Fisheries	Subsidy for the Assistance on lease amount of pond- (Scheme for the welfare of Scheduled Caste families in Fisheries Sector)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
465	293	Fisheries	Subsidy for the inputs(pelleted feed)- (Scheme for the welfare of Scheduled Caste families in Fisheries Sector)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
466	294	Fisheries	Subsidy for the Training stipend to fish farmers- (Scheme for the welfare of Scheduled Caste families in Fisheries Sector).	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
467	295	Fisheries	Subsidy for the purchase of fishing nets- (Scheme for the welfare of Scheduled Caste families in Fisheries Sector).	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
468	296	Fisheries	Subsidy for the Rent of wholesale and Retail- (Scheme for the welfare of Scheduled Caste families in Fisheries Sector).	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
469	297	Fisheries	Subsidy for the establishment of small scale and medium scale backyard ornamental fish hatchery- (Scheme for the welfare of Scheduled Caste families in Fisheries Sector).	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
470	298	Fisheries	Financial assistance for the creation of infrastructure of saline areas (Excavation of Pond)- (Promotion of Prawn Culture in saline Affected Areas under Rashtriya Krishi Vikas Yojana.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries

471	299	Fisheries	Financial assistance for the inputs required for saline areas (Inputs)-(Promotion of Prawn Culture in saline Affected Areas under Rashtriya Krishi Vikas Yojana.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
472	300	Social Justice & Empowerment Department	Dr. Syama Prasad Mookerjee Dughatna Sahayata Yojana	60 Days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
473	301	Social Justice & Empowerment Department	National Family Benefit Scheme for BPL Families	90 Days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
474	302	Social Justice & Empowerment Department	Issuance of identity card to senior citizen	90 Days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
475	303	Welfare of scheduled Castes and Backward Classes Department, Hry.	Mukhya Mantri Vivah Shagun Yojna	30 Days	District Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
476	304	Welfare of scheduled Castes and Backward Classes	Dr. B.R. Ambedkar Awas Navinkaran Yojana	60 Days	District Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
477	305	Welfare of scheduled Castes and Backward Classes Department, Hry.	Monetary Relief to Victims of Atrocities	07 Days	District Welfare Officer of the concerned District.	Deputy Commissioner of the concerned District	Director, Welfare of Scheduled Castes and Backward Classes Department, Haryana.
478	306	Welfare of scheduled Castes and Backward Classes Department, Hry.	Mukhya Mantri Samajik Samrasta Antarjatiya Vivah Shagun Yojana	20 Days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Director, Welfare of Scheduled Castes and Backward Classes Department, Haryana.
479	307	Welfare of scheduled Castes and Backward Classes Department, Hry.	Legal Aid	10 Days	District Welfare Officer of the concerned District.	Deputy Commissioner of the concerned District	Director, Welfare of Scheduled Castes and Backward Classes Department, Haryana.
480	308	Welfare of scheduled Castes and Backward Classes	Incentives to gram Panchayats for Outstanding Work	20 Days	District Welfare Officer of the concerned District.	Deputy Commissioner of the concerned District	Director, Welfare of Scheduled Castes and Backward Classes Department, Haryana.

481	309	Welfare of scheduled Castes and Backward Classes Department, Hry.	Dr. Ambedkar Medhavi Chattarwati Yojana	45 Days	District Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
482	310	Sainik & Ardh Sainik Welfare Dept.	Financial Assistance to the Ex-Serviceman of 60 years their widow	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
483	311	Sainik & Ardh Sainik Welfare Dept.	Financial Assistance to WWII veteran	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
484	312	Sainik & Ardh Sainik Welfare Dept.	Financial Assistance to widow WWII veteran	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
485	313	Sainik & Ardh Sainik Welfare Dept.	Financial Assistance to Declare War Widow	90 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
486	314	Sainik & Ardh Sainik Welfare Dept.	Financial Assistance to Blind ex-serviceman	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
487	315	Sainik & Ardh Sainik Welfare Dept.	Financial Assistance to Orphan Children of Ex-Serviceman	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
488	316	Sainik & Ardh Sainik Welfare Dept.	Financial Assistance to disabled Ex-Serviceman	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
489	317	Sainik & Ardh Sainik Welfare Dept.	Financial Assistance to Pera/tetra/Hemi Plegic Ex-Serviceman	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.

490	318	Sainik & Ardh Sainik Welfare Dept.	Ex-gratia grant for disability for Defence forces	90 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
491	319	Sainik & Ardh Sainik Welfare Dept.	Ex-gratia grant for disability for Central Paramilitary Forces	90 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
492	320	Sainik & Ardh Sainik Welfare Dept.	Additional Pension to disabled Ex-Servicemen having children	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
493	321	Sainik & Ardh Sainik Welfare Dept.	Additional Pension to disabled Ex-Servicemen having no children	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
494	322	Sainik & Ardh Sainik Welfare Dept.	Additional Pension to Widows having children	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
495	323	Sainik & Ardh Sainik Welfare Dept.	Additional Pension to Widows having no children	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
496	324	Sainik & Ardh Sainik Welfare Dept.	Marriage Grant to Orphan daughter of Ex-Servicemen	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
497	325	Sainik & Ardh Sainik Welfare Dept.	Marriage Grant to war Disabled Ex- Servicemen	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
498	326	Sainik & Ardh Sainik Welfare Dept.	Marriage Grant to War Widows of Ex-Servicemen	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.

499	327	Sainik & Ardh Sainik Welfare Dept.	Marriage Grant to Widow of Ex-Servicemen	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.
500	328	Animal Husbandry & Dairying	Scheme for conservation and development of Indigenous Cattle and Murrah Development	30 days	Sub Divisional Officer, AH & D	Deputy Director, AH & D/ICDP	Credit Planning Officer at Directorate
501	330	Animal Husbandry & Dairying	Forwarding of application to bank for sanction of loan amount under "Scheme for establishment of Hi Tech Dairy Units"	30 days	Sub Divisional Officer, AH & D	Deputy Director, AH & D/ICDP	Credit Planning Officer at Directorate
502	331	Animal Husbandry & Dairying	Forwarding of applications to bank for sanction of loan amount under "Scheme for providing employment opportunities for Scheduled Castes"	30 days	Sub Divisional Officer, AH & D	Deputy Director, AH & D/ICDP	Credit Planning Officer at Directorate
503	333	Cooperation Department	Online Registration of the Cooperative Societies	03 days	Assistant Registrar Cooperative Societies concerned	Deputy Registrar Cooperative Societies concerned	Registrar, Cooperative Societies Haryana
504	335A	Women and Child Development Dept.	Payment of Incentive under Aapki Beti Hamari Beti Scheme	30 Days	District Programme Officer	Deputy Director	Joint Director/Additional Director

505	335C	Women and Child Development Dept.	Relief & Rehabilitation for Acid Victim (Immediate assistance of Rs.1,00,000 and re-imburement of medical bills of acid victims)	30 Days	District Programme Officer	Deputy Director	Joint Director/Additional Director	
506	335D	Women and Child Development Dept.	Redressal of Domestic Violence Complaints received from Women of Haryana	30 Days	Prohibition cum Protection Officer	District Programme Officer	Additional Director (Administration)	
507	335J	Women and Child Development Dept.	Working Women Hostel	45 Days	District Programme Officer	Additional Director (Administration)	Director	
508	335K	Haryana Women Development Corporation	Individual Loan Scheme	30 Days	District Manager	Administrative Officer	Director	
509	336	* Service of Archeology Dept. is denotified						
510	337	Development & Panchayats Department	Permission related to communication and connectivity infrastructure	15 Days	District Development & Panchayat Officer	Chief Executive Officer, Zila Parishad	Deputy Commissioner.	
511	338	Information Public Relations and languages Department	Shooting of Films	30 Days	Information Public Relation Officer (Film)/Deputy Director(Film)	Deputy Commissioner (Respective District)	Director General Information Public Relation and Languages.	

512	339	Haryana Scheduled Castes Finance and Development Corporation	Education Loan Scheme (under NSFDE/ NSKFDC)	135 days	District Manager of concerned District	Sr. Accounts Officer, HSFDC	Managing Director, HSFDC
513	340	Haryana Scheduled Castes Finance and Development Corporation	Green Business Scheme (e-rickshaw, compressed air vehicle, Solar energy gadgets and poly houses) (under NSFDC)	135 days	District Manager of concerned District	Sr. Accounts Officer	Managing Director, HSFDC
514	341	Haryana Scheduled Castes Finance and Development Corporation	Laghu Vyavasay Yojana (under NSFDC)	180 days	District Manager of concerned District	Sr. Accounts Officer	Managing Director, HSFDC
515	342	Haryana Scheduled Castes Finance and Development Corporation	Mahila Adhikarita Yojana (under NSFDC)	135 days	District Manager of concerned District	Sr. Accounts Officer	Managing Director, HSFDC
516	343	Haryana Scheduled Castes Finance and Development Corporation	Mahila Kisan Yojana (for Self Employment Income Generating Schemes relating to Agriculture and Allied Sector) only for women beneficiaries (under NSKFDC)	135 days	District Manager of concerned District	Sr. Accounts Officer	Managing Director, HSFDC
517	344	Haryana Scheduled Castes Finance and Development Corporation	Mahila Samridhi Yojana (for Self Employment Income Generating Schemes only for women beneficiaries) (under NSFDC/ NSKFDC)	135 days	District Manager of concerned District	Sr. Accounts Officer	Managing Director, HSFDC
518	345	Haryana Scheduled Castes Finance and Development Corporation	Micro Credit Finance (for Self Employment Income Generating Schemes) (under NSFDC/ NSKFDC)	135 days	District Manager of concerned District	Sr. Accounts Officer	Managing Director, HSFDC
519	346	Haryana Scheduled Castes Finance and Development Corporation	Shilpi Samridhi Yojana (Loans are provided to Scheduled Castes Artisans possessing Artisan Identity Card issued by the Development commissioner (Handicrafts), Ministry of Textile, Govt. of India or State Govt.) (under NSKFDC)	135 days	District Manager of concerned District	Sr. Accounts Officer	Managing Director, HSFDC
520	347	Haryana Scheduled Castes Finance and Development Corporation	Team Loan (for Self Employment Income Generating Schemes) (under NSFDC/ NSKFDC)	180 day	District Manager of concerned District	Sr. Accounts Officer	Managing Director, HSFDC".
521	1	Haryana Shehari Vikas Pradhikaran	Transfer Permission Letter includes:-				Administrator
			(i) Transfer Permission Letter -with GPA	4 days	Estate Officer	(HQ)	
			(ii) Transfer Permission Letter in Death case				
			(iii) Transfer Permission Letter –Death (Under Mortgage)				
			(iv) Transfer Permission Letter –family				
			(v) Transfer Permission letter-Family (Under Mortgage)				

		(vi) Transfer Permission Letter –Bank (Auction)				
		(vii) Transfer Permission Letter-Will				
		(viii) Transfer Permission Letter-Will (Under Mortgage)				
		(ix) Transfer Permission-Letter Family(with Conveyance deed)				
		(x) Independent floor- Transfer Permission Letter				
		(xi) Independent Floor- Transfer permission- Family				
		(xii) Independent Floor- Transfer Permission –Family (with conveyance deed)				
		(xiii) Independent Floor- Transfer Permission – Will				
		(xiv) Independent Floor				
		Re-Allotment Letter				
		(xv) Independent Floor- Transfer Letter in Death case				
		(xvi) Independent Floor Transfer Permission Letter with GPA				
522	2	Transfer Permission Letter with Court Decree (in all cases of Sr. No.1)	12 days	Estate Officer	Zonal Administrator	Administrator (HQ)
523	3	Cancellation of Transfer permission	04 days	Estate Officer	Zonal Administrator	Administrator (HQ)
524	4	Issuance of Allotment letter	15 days	Estate Officer	Zonal Administrator	Administrator (HQ)
525	5	Re Allotment Letter	04 days	Estate Officer	Zonal Administrator	Administrator (HQ)
526	6	Conveyance Deed	05 days	Estate Officer	Zonal Administrator	Administrator (HQ)
527	7	Mortgage	04 days	Estate Officer	Zonal Administrator	Administrator (HQ)
528	8	De-Mortgage	02 day	Estate Officer	Zonal Administrator	Administrator (HQ)
529	9	Issuance of User ID and Password	03 days	Estate Officer	Zonal Administrator	Administrator (HQ)
		(i) In death case				
		(ii) In will case				
530	10	Non-encumbrance Certificate	03 days	Estate Officer	Zonal Administrator	Administrator (HQ)
531	11	OC Certification (Residential)	05 days	Estate Officer	Zonal Administrator	Administrator (HQ)
532	12	OC Certification (other than Residential)	08 days	Estate	Zonal	Administrator
533	13	Floor-wise Registration (Division of property- Residential)	07 days	Estate Officer	Zonal Administrator	Administrator (HQ)
534	14	Floor wise Registration (Division of property- other than residential)	07 days	Estate Officer	Zonal Administrator	Administrator (HQ)
535	15	Surrender and refund of Plot	05 days	Estate Officer	Zonal Administrator	Administrator (HQ)
536	16	Change of number of membership of GHS sites (Cooperative Society)	12 days	Administrator (HQ)	Chief Administrator	Administrative Secretary
537	17	Change of membership	08 days	Estate Officer	Zonal Administrator	Administrator (HQ)
538	18	Change the size of dwelling units in GHS	12 days	Administrator (HQ)	Chief Administrator	Administrative Secretary (TCP)
539	19	Lease Deed	13 days	Estate Officer	Zonal Administrator	Administrator (HQ)
540	20	Issuance of Possession Certificate	03 days	Junior Engineer	Sub Divisional Engineer	Executive Engineer
541	21	Fresh Building Plan (Residential)	03 days	Estate Officer	Zonal Administrator	Administrator (HQ)
542	22	Fresh Building Plan (other than Residential)	06 days	Estate Officer	Zonal Administrator	Administrator (HQ)
543	23	Revised Building Plan (Residential)	05 days	Estate Officer	Zonal Administrator	Administrator (HQ)
544	24	Revised Building Plan (other than Residential)	08 days	Estate Officer	Zonal Administrator	Administrator (HQ)
545	25	Site Demarcation	04 days	Junior Engineer	Sub Divisional Engineer	Executive Engineer
546	26	DPC Certification	05 days	Junior Engineer	Sub Divisional Engineer	Executive Engineer
547	27	Revalidate Building Plan	05 days	Estate Officer	Zonal Administrator	Administrator (HQ)
548	28	Removal of Encroachment	15 days	Sub Divisional Engineer (Survey)	Executive Engineer	Superintending Engineer
549	29	No Dues Certificate	03 days	Concerned AEO/A.O./ Sr. A.O.	Estate Officer	Zonal Administrator
550	30	Repair of Water Line	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
551	31	Low Pressure (Water Supply)	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
552	32	Removal of blockage of Sewer Line	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
553	33	Repair of Manhole (Sewerage)	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
554	34	Removal of blockage of SWD Line.	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
555	35	Repair of Manhole (SWD)	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
556	36	Cleaning of road/ berm	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
557	37	Repair of Pot hole (Roads)	10 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer

558	38		Repair of street light (Electrical)	03 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
559	39		Maintenance of Park (Horticulture)	07 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
560	40		Maintenance of Green Belt and Road side plantation. (Horticulture)	07 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
561		Social Justice and Empowerment	Inter District Migration of Beneficiaries	30 days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
562		Information Public Relations and languages Department	Pension Scheme for Matribhasha Satyagrahis of Hindi Andolan 1957	60 days	Deputy Commissioner of the concerned District	Director General Information Public Relation and Languages.	Additional Chief Secretary to Government of Haryana, Information Public Relation and Languages.
563		Haryana Women Development Corporation	Education Loan Scheme	30 days	District Manager	Administrative Officer	Managing Director
564		Haryana Women Development Corporation	Subsidized scheme for widows	30 days	District Manager	Administrative Officer	Managing Director
565		Board of School Education, Haryana (School education Department)	Duplicate Certificate	30 days	Assistant Secretary (Certificate)	Deputy Secretary (Certificate)	Secretary
566		Board of School Education, Haryana (School education Department)	Migration Certificate	15 days	Superintendent (Certificate)	Assistant Secretary (Certificate)	Deputy Secretary (Certificate)

567		Board of School Education, Haryana (School education Department)	Photocopy of Answer Sheets	20 days	Assitant Secretary (Secrecy)	Deputy Secretary (Secrecy)	Secretary
568		Revenue and Disaster Management Department	Marriage Registration 1995 (Rural)	7 days	Sub-Registrar/Joint Sub Registrar	Deputy Registrar cum SDO ©	Registrar cum Deputy Commissioner
569		Revenue and Disaster Management Department	Marriage Registration 1954 (Rural)	7 days	Sub-Registrar/Joint Sub Registrar	Deputy Registrar cum SDO ©	Registrar cum Deputy Commissioner
570		Revenue and Disaster Management Department	Marriage Registration 2008 (Rural)	7 days	Sub-Registrar/Joint Sub Registrar	Deputy Registrar cum SDO ©	Registrar cum Deputy Commissioner
571		Revenue and Disaster Management Department	Income and Asset Certificate for Economically Weaker Section (EWS)	7 days	Tehsildar/Naib Tehsildar	Sub Divisional Magistrate cum SDO ©	Deputy Commissioner
572		Revenue and Disaster Management Department	Income Certificate (other than education purpose)	15 days	Sub divisional Magistrate cum SDO ©	Deputy Commissioner	Commissioner
573		Revenue and Disaster Management Department	Deprived Scheduled Caste Certificate	7 days	Tehsildar/Naib Tehsildar	Sub-Divisional Magistrate	Deputy Commissioner
574		Revenue and Disaster Management Department	Minority Community Certificate	7 days	Sub divisional Magistrate cum SDO ©	Deputy Commissioner	Commissioner
575		Revenue and Disaster Management Department	Economically Weaker Section (EWS) Certificate for allotment of residential flat or residential plot by Housing Board	7 days	Tehsildar/Naib Tehsildar	Sub-Divisional Magistrate	Deputy Commissioner
576#		Revenue and Disaster Management Department	Nomadic Tribe Caste Certificate	7 days	Tehsildar/Naib Tehsildar	Sub-Divisional Magistrate	Deputy Commissioner

#Total number of notified service is 575 as service on serial no. 509 pertaining to Archaeology Department has been de-notified