

Sr. No.	Service No.	Name of the Department/Organization	Name of Service	Notified Time Limit	Designated Officer	First Grievances Redressal Authority	Second Grievances Redressal Authority
	1	2	3	4	5	6	7
1	1.	Revenue and Disaster Management	(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 and Disaster Management	(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 and Disaster Management	(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 and Disaster Management	(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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	Attestation of uncontested mutations	30 days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
9	6	Revenue and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management	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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & Disaster Management Department	Property Dealer License	5 days	District Collector	Divisional Commissioner	Secretary Revenue
36	20M	Revenue and Disaster Management & Disaster Management Department	Renewal of Property Dealer license	5 days	District Collector	Divisional Commissioner	Secretary Revenue
37	20N	Revenue and Disaster Management & Disaster Management Department	Hindu Dogra Community Certificate	7 days	Tehsildar/Naib Tehsildar	Sub Divisional Magistrate -cum- SDO (Civil)	Deputy Commissioner
38	20O	Revenue and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & 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 and Disaster Management & Disaster Management Department	Second copy	Same day	Sub Registrar/Joint Sub Registrar	SDO (Civil)-cum-Deputy Registrar	Deputy Commissioner-cum- Registrar
44	20U	Revenue and Disaster Management & 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, Health
55	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
56	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
57			(ii) Sanction of sewerage connection in Cities and MC Towns	12 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
58	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
59			(ii) Sewerage/ Blocked/ Over flow of Manholes.	7 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
60			(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
61			(iv) Restoration of Water Supply due to major problems i.e. shortage of raw water, burning	6 days after	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED

62			(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
63	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]
64	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]
65	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]
66	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]
67	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]
68	55	Power	Major Power failure involving power transformer/ equipment. Alternate arrangement to restore the supply in the affected area	7 days 24 hours	XEN/Construction	SE [OP]	CE [OP]
69	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.		
70	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]
71	58	Power	Meter Complaints (i) Inspect and check correctness after receipt of Meter testing fee	7	JE [In charge]	SDO [OP]	XEN [OP]
72			(ii) Replace slow/fast meters/Creeping/ stuck/ defective	Within 7 days of its being established on checking	JE [In charge]	SDO [OP]	XEN [OP]
73			iii) Replace burnt meters if cause not attributable to consumer.	7 days	JE [In charge]	SDO [OP]	XEN [OP]

74			(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]
75	59	Power	Release of new connection/additional load/demand	30 days	SDO [OP]	XEN [OP]	SE [OP]
76			[a] Release of connection where service is feasible from existing network	30 days	SDO [OP]	XEN [OP]	SE [OP]
77			[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]
78	60	Power	Transfer of title and conversion of services	7 days	SDO [OP]	XEN [OP]	SE [OP]
79			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]
80			c) Conversion of LT to HT or vice-versa after payment of charges	30 days	JE [In charge]	SDO [OP]	XEN [OP]
81			d) Conversion of HT to EHT or vice-versa after payment of charges	30 days	JE [In charge]	SDO [OP]	XEN [OP]
82	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]
83			(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)
84			(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)
85			(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.			
86	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)
87	63	Power	Reconnection of supply following disconnection due to non-payment of bills Cities and Towns after receipt of payment from consumer	6 hours	JE [In charge]	SDO (OP)	XEN (OP)
			Rural area After of receipt of payment from consumer	12 hours	JE [In charge]	SDO (OP)	XEN (OP)

88	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
89	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
90	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
91	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
92	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
93	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
94	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
95	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
96	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
97	75	Housing Board	Demarcation of Plot	21 days	Sub Divisional Engineer	Executive Engineer	Chief Engineer
98	78	Agriculture	License of Seeds	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
99	79	Agriculture	License of pesticides	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
100	80	Agriculture	Acknowledgement of Receipt/authorization letter of fertilizers	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
101	81	Agriculture	Renewal of license of seeds	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
102	82	Agriculture	Renewal of acknowledgement of Receipt/authorization letter of fertilizers	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
103	83	Agriculture	Duplicate license of seeds	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
104	84	Agriculture	Duplicate license of pesticides	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
105	85	Agriculture	Duplicate acknowledgement of Receipt/authorization letter of fertilizers	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
106	86	HSAMB	Issue of NOC/Duplicate Allotment/ Re-allotment	30 days	Concerned Secretary- cum-Executive Officer.	DMEO	ZMEO
107	87	HSAMB	Issue of Conveyance Deed	30 days	Concerned Secretary- cum-Executive Officer.	DMEO	ZMEO
108	88	HSAMB	Issue of No dues Certificate	15 days	Concerned Secretary- cum-Executive Officer.	DMEO	ZMEO
109	89	HSAMB	Re-transfer of property in case of sale	30 days	Concerned Secretary- cum-Executive Officer.	DMEO	ZMEO
110	90	HSAMB	Re-transfer of property in case of sale (Uncontested Death)	60 days	Concerned Secretary- cum-Executive Officer.	DMEO	ZMEO
111	91	HSAMB	Issue of J form to the farmers	1 day	Mandi Supervisor or Assistant Secretary	Concerned Secretary- cum-Executive Officer.	DMEO

112	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
113	93	HSAMB	Issue of NOC for Mortgage	15 days	Concerned Secretary- cum- Executive Officer.	DMEO	ZMEO
	94 & 95	Omitted on 27/ 07/ 2018					
114	112 K.	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
115	112 L.	Industries and Commerce	Testing Equipment 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
116	112 M.	Industries and Commerce	Credit Rating 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
117	112 N.	Industries and Commerce	Energy 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
118	112 O.	Industries and Commerce	Assistance for Environment Compliance		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
119	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
120	112 O.	Industries and Commerce	Credit Linked Interest Subsidy 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
121	112 P.	Industries and Commerce	Safety 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
122	112	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
123	112	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
124	112	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
125	112	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
126	112	Industries and Commerce	Freight Assistance Scheme		Additional Director, Industries and Commerce	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
			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
127	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
128	112 Y.	Industries and Commerce	Employment Generation Subsidy		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
129	112 Z.	Industries and Commerce Department	Assistance Technology Acquisition		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
130	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 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
131	112 AB.	Industries and Commerce	Patent Registration 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
132	112	Industries and Commerce	Primary Processing Centre 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
133	112 AD.	Industries and Commerce Department	Re-imbusement 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
134	112 AF	Industries and Commerce	Claiming Interest Subsidy for Artisan		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
135	113	HSIIDC	Sanction of Building plans/ revised building plans (Industrial/ Residential)	15 days	DTP/ STP concerned	CTP	MD
136	114	HSIIDC	Sanction of Building plans/revised building plans (Commercial)	30 days	DTP/ STP concerned	CTP	MD
137	115	HSIIDC	Issue of completion/ occupation certificate for buildings	15 days	DTP/ STP concerned	CTP	MD
138	116	HSIIDC	Issue of No Objection Certificate/ Duplicate Allotment/ Re- allotment letter	20 days	Estate Manager	HOD/ (Estate)	MD
139	117	HSIIDC	Issue of conveyance deed	15 days	Estate Manager	HOD/ (Estate)	MD
140	118	HSIIDC	Issue of No due certificate	15 days	Estate Manager	HOD/ (Estate)	MD
141	119	HSIIDC	Transfer of plots in cases of sale etc.	30 days	Estate Manager	HOD/ (Estate)	MD

142	120	HSIIDC	Transfer of plots (uncontested)	45 days	Estate Manager	HOD/ (Estate)	MD
143	121	HSIIDC	Issue of permission for mortgage	30 days	Estate Manager	HOD/ (Estate)	MD
144	122	HSIIDC	Attested copy of any document	3 days	Estate Manager	HOD/ (Estate)	MD
145	123	HSIIDC	Change of ownership (other than death cases)	30 days	Estate Manager	HOD/ (Estate)	MD
146	124	HSIIDC	Demarcation of plots	05 days	STP/ DTP	CTP	MD
147	125	HSIIDC	Issue of Plinth level certificate	07 days	DTP/ STP	CTP	MD
148	126	HSIIDC	Water and Sewerage Connection	15 Days	DGM/ AGM Industrial, Estate	HOD(Estate)	MD, HSIIDC
149	127	HSIIDC	Allotment of Land/ Shed in IE/ IDA	60 Days	DGM/ Addl. GM(Industrial Estate)	GM, HSIIDC	MD, HSIIDC
150	127 A	HSIIDC	Granting permission for Installing communication and connectivity infrastructure	45 Days	Deputy Commissioner	Division Commissioner	CCI-cum- HOD (Estate)
151	127 B	HSIIDC	Physical Possession of Plot	07 Days	Field Incharge (IA)	Ho D (I A)	Managing Director
152	127 C	HSIIDC	Extension in time for project implementation completion	14 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
153	127 D	HSIIDC	Issuance of project Completion Certificate	30 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
154	127 E	HSIIDC	Change of Name	14 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
155	127 F	HSIIDC	Change of Constitution	30 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
156	127 G	HSIIDC	Change of Plot	30 Days	DGM/ AGM (Estate)	CCI-cum- Ho D (Estate)	Managing Director
157	127 H	HSIIDC	Surrender of Plot	30 Days	DGM/ AGM (Estate)	CCI-cum- Ho D (Estate)	Managing Director
158	127 I	HSIIDC	Bifurcation of Plot	30 Days	DGM/ AGM (Estate)	CCI-cum- Ho D (Estate)	Managing Director
159	127 J	HSIIDC	Leasing/ Renting of Plot	14 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
160	127 K	HSIIDC	Change of Project	14 Days	Estate Manager	CCI-cum- Ho D (Estate)	Managing Director
161	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	-
162	145	Town & Country Planning	NOC for the units falling outside controlled area but within urban areas	30 days	Senior Town Planner	Chief Town Planner	Director General, Town & Country Planning
163	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

164	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
165			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
166	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
167	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.
168	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
169	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.
170	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.
171	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. b) Issue of occupation certificate of CLU granted Industrial sites having area more than 5.00 acres (20234.25 Sqm)	90 days 60 days	Director General, Town & Country Planning.	Additional Chief Secretary, Town & Country Planning	-
172	154	Home Department	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

173	155	Home Department	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
174	156	Home Department	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
175	157	Home Department	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
176	158	Home Department	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
177	159	Home Department	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
178	160	Home Department	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/ Commissi oner of Police
179	161	Home Department	NOC for use of loud speakers (applicable only in case of S. D. M. obtain N. O. C. from the concerned SHO before granting permission)	05 days	Sub Divisional Magistrate (except Ambala, Panchkula, Faridabad & Gurgaon Districts)	District Magistrate/ Deputy Commissioner	Divisional Commissioner

					Deputy/ Assistant Commissioner of Police HQ, Ambala & Panchkula Districts Assistant/ Deputy/ Commissioner of Police HQ/ Commissioner of Police Faridabad & Gurgaon Districts Foreigners Registration Officer (FRO)	Commissioner of Police	Divisional Commissioner
180	162	Home Department	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
181	163	Home Department	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.
182	164	Home Department	(i) Domestic Help Verification (if resident of local area).	21 days	Sub Inspector, Security	Deputy Superintendent of Police/ Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
			(ii) Domestic Help Verification (if resident of other Districts/State and also receiving the verification from other Districts/State)	21 Days	Sub Inspector, Security	Deputy Superintendent of Police/ Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
183	165	Home Department	(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
184	166	Home Department	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

185	167	Home Department	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
186	168	Home Department	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
187	169	Home Department	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
188	170	Home Department	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
189	171	Home Department	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
190	172	Home Department	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
191	173	Home Department	Verification for renewal of Arms License.	22 days	Commissioner of Police, Faridabad, Joint Commissioner of Police, Gurugram and DCP Pnchkula	Commissioner of Police	Divisional Commissioner
					Sub Divisional Magistrate/City Magistrate(except Faridabad, Panchkula and Gurugram Districts)	District Magistrate	Divisional Commissioner
192	174	Home Department	NOC for issuance/ renewal of License of Arms Dealers.	15 days	Joint Commissioner of Police, Faridabad & Gurgaon Districts.	Commissioner of Police	Divisional Commissioner
					Deputy Commissioner of Police, Ambala & Panchkula Districts)	Commissioner of Police	Divisional Commissioner
					District Magistrate (except Panchkula, Ambala, Faridabad & Gurgaon)	Divisional Commissioner	-----
193	175	Home Department	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	-----
194	176	Home Department	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
195	177	Home Department	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
196	177A	Home Department	Grant Cinema License	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department
197	177B	Home Department	Renewal of Cinema License	25 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretary to Government Haryana, Home Department", and
198	177C	Home Department	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
199	177D	Home Department	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
200	177E	Home Department	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
201	177F	Home Department	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
202	177G	Home Department	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

203	177H	Home Department	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
204	177I	Home Department	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
205	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
206	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
207	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
208	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
209	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
210	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
211	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
212	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

213	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
214	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
215	177 T	Home Department	Validation of Owners of Cyber Caf� Registered	30 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/Deputy Commissioner of Police
216	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
217	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
218	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
219	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
220	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
221	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
222	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
223	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
224	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
225	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
226	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
227	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
228	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
229	187	Science & Technology	Application Form for HSCST Fellowship for doing Ph.D	120 days	Chief Scientific Engineer HSCST	Secretary/EC HSCST	Chairman/EC HSCST
230	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

231	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
232		Labour Department	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.
233		Labour Department	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.
234		Labour Department	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	Labour Inspector	Assistant Labour Commissioner	Labour Commissioner
235		Labour Department	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
236		Labour Department	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
237		Labour Department	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
238	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
239	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.
240	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
241	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
242	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)	30 days	Divisional Forest Officer (DFO)	Chief Conservator of Forests (CCF)/ Conservator of Forests (CF)	Additional Principal Chief Conservator of Forests (APCCF) (Forestry)
243	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	30 days	Divisional Forest Officer (DFO)	Chief Conservator of Forests (CCF)/ Conservator of Forests (CF)	Additional Principal Chief Conservator of Forests (APCCF) (Forestry)

244	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
245	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
246	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
247	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
248	196	Horticulture Deptt.	Seed License: Grant of Nursery Seed License	90 days	Dy. Director Horticulture/Vegetable (DDH/V)	Joint Director	Director General Horticulture
249	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 to Government of Haryana
250	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
251	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 of Haryana
252	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 of Haryana
253	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
254	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 of Haryana
255	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 of Haryana
256	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 of Haryana
257	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 of Haryana
258	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
259	b) Permission for laying of Natural Gas/Pipelines ROU		60 days	Concerned SE	Chief Engineer (Concerned)	Engineer-in-Chief	

260			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
261	202A	PWD (B&R)	Enlistment of contractors for works & services	45 days	Concerned SE	Chief Engineer (Concerned)	Engineer-in-Chief
262	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.
263	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
264	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
265	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
266	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
267	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
268	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
269	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
270	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

271	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
272	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
273	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
274	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
275	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
276	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
277	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
278	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
279	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
280	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	
281	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	

282	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	
283	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	
284	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	
285	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	
286	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	
287	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
288	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
289	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
290	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
291	256	Haryana Labour Welfare Board	Scholarship for children of workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
292	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
293	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
294	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
295	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
296	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

297	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
298	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
299	264	Haryana Labour Welfare Board	Financial assistance for bicycle to workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
300	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
301	266	Haryana Labour Welfare Board	Financial assistance for Sewing Machine to female workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
302	267	Haryana Labour Welfare Board	Financial assistance for LTC (Leave travel concession)	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
303	268	Haryana Labour Welfare Board	Financial assistance for disability	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
304	269	Haryana Labour Welfare Board	Financial assistance of artificial limbs to workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
305	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
306	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
307	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
308	273	Haryana Labour Welfare Board	Financial assistance to dependent of deceased worker	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
309	274	Haryana Labour Welfare Board	Mukhya Mantri Samajik Suraksha Yojna for deceased employee	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
310	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
311	276	Haryana Labour Welfare Board	Mukhya Mantri Sharam Puruskar	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
312	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
313	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

314	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
315	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
316	304	Welfare of scheduled Castes and Backward Classes Department, Hry.	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
317	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	Divisional Commissioner of the District Concerned
318	306	Welfare of scheduled Castes and Backward Classes Department, Hry.	Mukhya Mantri Samajik Samrasta Antarjatiya Vivah Shagun Yojana	20 Days	District Welfare Officer of the concerned District.	Deputy Commissioner of the concerned District	Divisional Commissioner of the District Concerned
319	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	Divisional Commissioner of the District Concerned
320	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
321	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.
322	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.
323	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.
324	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.
325	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.

326	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.
327	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.
328	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.
329	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.
330	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.
331	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.
332	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.
333	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.
334	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.
335	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.
336	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.
337	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.
338	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.

339	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
340	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
341	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
342	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
343	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
344	335C	Women and Child Development Dept.	Relief & Rehabilitation for Acid Victim (Immediate assistance of Rs.1,00,000 and reimbursement of medical bills of acid victims)	30 Days	District Programme Officer	Deputy Director	Joint Director/Additional Director
345	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)
346	335J	Women and Child Development Dept.	Working Women Hostel	45 Days	District Programme Officer	Additional Director (Administration)	Director
347	335K	Haryana Women Development Corporation	Individual Loan Scheme	30 Days	District Manager	Administrative Officer	Managing Director

348	337	Development & Panchayats Department	Permission related to communication and connectivity infrastructure	15 Days	District Development & Panchayat Officer	Chief Executive Officer, Zila Parishad	Deputy Commissioner.
349	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.
350	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
351	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
352	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
353	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
354	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
355	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
356	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
357	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
358	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".
359	1	Haryana Shehari Vikas Pradhikaran	Transfer Permission Letter includes:- (i) Transfer Permission Letter -with GPA (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)	4 days	Estate Officer	Zonal Administrator	Administrator (HQ)

			(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				
360	2	Haryana Shehari	Transfer Permission Letter with Court Decree (in all cases of Sr. No.1)	12 days	Estate Officer	Zonal Administrator	Administrator (HQ)
361	3	Haryana Shehari	Cancellation of Transfer permission	04 days	Estate Officer	Zonal Administrator	Administrator (HQ)
362	4	Haryana Shehari	Issuance of Allotment letter	15 days	Estate Officer	Zonal Administrator	Administrator (HQ)
363	5	Haryana Shehari	Re Allotment Letter	04 days	Estate Officer	Zonal Administrator	Administrator (HQ)
364	6	Haryana Shehari	Conveyance Deed	05 days	Estate Officer	Zonal Administrator	Administrator (HQ)
365	7	Haryana Shehari	Mortgage	04 days	Estate Officer	Zonal Administrator	Administrator (HQ)
366	8	Haryana Shehari	De-Mortgage	02 day	Estate Officer	Zonal Administrator	Administrator (HQ)
367	9	Haryana Shehari Vikas Pradhikaran	Issuance of User ID and Password	03 days	Estate Officer	Zonal Administrator	Administrator (HQ)
			(i) In death case				
			(ii) In will case				
368	10	Haryana Shehari	Non-encumbrance Certificate	03 days	Estate Officer	Zonal Administrator	Administrator (HQ)
369	11	Haryana Shehari	OC Certification (Residential)	05 days	Estate Officer	Zonal Administrator	Administrator (HQ)
370	12	Haryana Shehari	OC Certification (other than Residential)	08 days	Estate	Zonal	Administrator
371	13	Haryana Shehari	Floor-wise Registration (Division of property- Residential)	07 days	Estate Officer	Zonal Administrator	Administrator (HQ)
372	14	Haryana Shehari	Floor wise Registration (Division of property- other than residential)	07 days	Estate Officer	Zonal Administrator	Administrator (HQ)
373	15	Haryana Shehari	Surrender and refund of Plot	05 days	Estate Officer	Zonal Administrator	Administrator (HQ)
374	16	Haryana Shehari	Change of number of membership of GHS sites (Cooperative Society)	12 days	Administrator (HQ)	Chief Administrator	Administrative Secretary
375	17	Haryana Shehari	Change of membership	08 days	Estate Officer	Zonal Administrator	Administrator (HQ)
376	18	Haryana Shehari Vikas Pradhikaran	Change the size of dwelling units in GHS	12 days	Administrator (HQ)	Chief Administrator	Administrative Secretary (TCP)
377	19	Haryana Shehari	Lease Deed	13 days	Estate Officer	Zonal Administrator	Administrator (HQ)
378	20	Haryana Shehari	Issuance of Possession Certificate	03 days	Junior Engineer	Sub Divisional Engineer	Executive Engineer
379	21	Haryana Shehari	Fresh Building Plan (Residential)	03 days	Estate Officer	Zonal Administrator	Administrator (HQ)
380	22	Haryana Shehari	Fresh Building Plan (other than Residential)	06 days	Estate Officer	Zonal Administrator	Administrator (HQ)
381	23	Haryana Shehari	Revised Building Plan (Residential)	05 days	Estate Officer	Zonal Administrator	Administrator (HQ)
382	24	Haryana Shehari	Revised Building Plan (other than Residential)	08 days	Estate Officer	Zonal Administrator	Administrator (HQ)
383	25	Haryana Shehari	Site Demarcation	04 days	Junior Engineer	Sub Divisional Engineer	Executive Engineer
384	26	Haryana Shehari	DPC Certification	05 days	Junior Engineer	Sub Divisional Engineer	Executive Engineer
385	27	Haryana Shehari	Revalidate Building Plan	05 days	Estate Officer	Zonal Administrator	Administrator (HQ)
386	28	Haryana Shehari	Removal of Encroachment	15 days	Sub Divisional Engineer (Survey)	Executive Engineer	Superintending Engineer
387	29	Haryana Shehari	No Dues Certificate	03 days	Concerned AEO/A.O./ Sr. A.O.	Estate Officer	Zonal Administrator
388	30	Haryana Shehari	Repair of Water Line	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
389	31	Haryana Shehari	Low Pressure (Water Supply)	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
390	32	Haryana Shehari	Removal of blockage of Sewer Line	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
391	33	Haryana Shehari	Repair of Manhole (Sewerage)	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
392	34	Haryana Shehari	Removal of blockage of SWD Line.	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
393	35	Haryana Shehari	Repair of Manhole (SWD)	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
394	36	Haryana Shehari	Cleaning of road/ berm	05 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
395	37	Haryana Shehari	Repair of Pot hole (Roads)	10 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
396	38	Haryana Shehari	Repair of street light (Electrical)	03 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
397	39	Haryana Shehari	Maintenance of Park (Horticulture)	07 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
398	40	Haryana Shehari	Maintenance of Green Belt and Road side plantation. (Horticulture)	07 days	Sub Divisional Engineer	Executive Engineer	Superintending Engineer
399		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
400		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.
401		Haryana Women Development Corporation	Education Loan Scheme	30 days	District Manager	Administrative Officer	Managing Director

402		Haryana Women Development Corporation	Subsidized scheme for widows	30 days	District Manager	Administrative Officer	Managing Director
403		Board of School Education, Haryana (School education Department)	Duplicate Certificate	30 days	Assistant Secretary (Certificate)	Deputy Secretary (Certificate)	Secretary
404		Board of School Education, Haryana (School education Department)	Migration Certificate	15 days	Superintendent (Certificate)	Assistant Secretary (Certificate)	Deputy Secretary (Certificate)
405		Board of School Education, Haryana (School education Department)	Photocopy of Answer Sheets	20 days	Assistant Secretary (Secrecy)	Deputy Secretary (Secrecy)	Secretary
406		Revenue and Disaster Management	Marriage Registration 1995 (Rural)	7 days	Sub-Registrar/Joint Sub Registrar	Deputy Registrar cum SDO ©	Registrar cum Deputy Commissioner
407		Revenue and Disaster Management	Marriage Registration 1954 (Rural)	7 days	Sub-Registrar/Joint Sub Registrar	Deputy Registrar cum SDO ©	Registrar cum Deputy Commissioner
408		Revenue and Disaster Management	Marriage Registration 2008 (Rural)	7 days	Sub-Registrar/Joint Sub Registrar	Deputy Registrar cum SDO ©	Registrar cum Deputy Commissioner
409		Revenue and Disaster Management	Income and Asset Certificate for Economically Weaker Section (EWS)	7 days	Tehsildar/Naib Tehsildar	Sub Divisional Magistrate cum SDO ©	Deputy Commissioner
410		Revenue and Disaster Management	Income Certificate (other than education purpose)	15 days	Sub divisional Magistrate cum SDO ©	Deputy Commissioner	Commissioner
411		Revenue and Disaster Management	Deprived Scheduled Caste Certificate	7 days	Tehsildar/Naib Tehsildar	Sub-Divisional Magistrate	Deputy Commissioner
412		Revenue and Disaster Management	Minority Community Certificate	7 days	Sub divisional Magistrate cum SDO ©	Deputy Commissioner	Commissioner
413		Revenue and Disaster Management	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
414		Revenue and Disaster Management	Nomadic Tribe Caste Certificate	7 days	Tehsildar/Naib Tehsildar	Sub-Divisional Magistrate	Deputy Commissioner

415		Food and Drugs Administration	Food Safety & Standards Authority of India New License/Modification of License Applications:		Designated Officer (Group- B)	Joint Commissioner (Food) office of Commissioner, Food & Drugs Administration, Haryana, Panchkula	Commissioner, Food & Drugs Administration, Haryana
			i. After filling of application, if no action has been taken by the authority (Auto generated)	75 days			
			ii. After the last response by FBO, if query raised by authority at any stage and no action has been taken by the authority (Auto generated)	60 days			
			iii. After the date of making complete application by the FBO i.e application pending at the stage of inspection and no inspection has been conducted (Auto generated)	60 days			
416		Food and Drugs Administration	Food License Renewal Application:		Designated Officer (Group- B)	Joint Commissioner (Food) office of Commissioner, Food & Drugs Administration, Haryana, Panchkula	Commissioner, Food & Drugs Administration, Haryana
			i. After submission of renewal application, if no action taken by the authority (Auto generated)	15 days			
			ii. After the allocation of inspection if no inspection has been conducted or last response by FBO (Auto generated)	15 days			
417		Food and Drugs Administration	Issuance/Modification/Renewal of Registration Certificate of Food Business Operators:		Food Safety Officer (Group- B)	Designated Officer, Food and Drugs Administration of Concerned District	Joint Commissioner (Food) office of Commissioner, Food & Drugs Administration, Haryana, Panchkula
			i. After filling of application for New Registration/Modification/Renewal Application, if no action has been taken by the authority by way of raising any query (Auto generated)	07 days			
			ii. After the last response of FBO, if query raised by the authority from document scrutiny or inspection stage, if no action has been taken by the authority (Auto generated)	07 days			
418		School Education	Issuance of School Leaving Certificate	03 days	Head Teacher Elementary School	Block Education Officer	District Elementary
419		Mines and Geology Department	Registration of the 'Recognized Qualified Person' for preparation of Mining plan as required under Rule 68 (1) of the Haryana Minor Mineral Concession, Stocking, Transportation of Minerals and Prevention of Illegal Mining Rules, 2012.	10 days	State Mining Engineer Mines and Geology Department	Director General, Mines and Geology Department	Additional Chief Secretary/Principal Secretary, Mines and Geology Department
420		Mines and Geology Department	Approval/Decision of Mining plan/scheme of mining/Mine closure as required under the provisions contained under Chapter 10 of the Haryana Minor Mineral Concession, Stocking, Transportation of Minerals and Prevention of Illegal Mining Rules, 2012.	45 days	State Mining Engineer Mines and Geology Department	Director General, Mines and Geology Department	Additional Chief Secretary/ Principal Secretary, Mines and Geology Department
421		Urban Local Bodies Department	Application For Issuance of Certified Copies of Birth and Death For Municipal Corporations		Local Registrar (Birth and Death) of the Municipal Corporation Concerned.	Sub Divisional Magistrate of the Sub-Division concerned.	Deputy Commissioner of the District Concerned
			For Current Year For Previous Year	14 days 30 days			
			For Municipal Councils and Committees				
			For Current Year For Previous Year	7 days			
422		Urban Local Bodies	Water Supply and Sewerage Connection (Applicable in Municipal Corporation, Gurugram,	7 Days	Assistant Engineer in case of	Executive Engineer in case of	Superintending
423		Urban Local Bodies Department	Issue of conveyance deed in Municipal Corporations, Municipal Councils and Municipal Committees	15 days	Zonal Taxation Officer in case of Executive Officer in case of	Joint Commissioner in case of Sub Divisional Magistrate of Sub	Commissioner in case of District Municipal
424		Urban Local Bodies Department	Issue of trade license	15 days	Zonal Taxation Officer in case of Municipal Corporation and Faridabad	Joint Commissioner in case of Municipal Corporation	Commissioner in case of Municipal Corporation
425		Urban Local Bodies	Renewal of trade license	12 days			
426		Urban Local Bodies Department	Removal of solid waste from streets/Roads/ Green Belts/ Open Spaces	2 days	Senior Sanitary Inspector in case of Municipal Corporation Chief Sanitary Inspector in case of Municipal Council and Sanitary Inspector in case of Municipal Committee	Joint Commissioner in case of Municipal Corporation. Executive Officer in case of Councils and Secretary in case of Municipal Committees	Commissioner in case of Municipal Corporation District Municipal Commissioner in case of

427		Urban Local Bodies Department	Replacement of street lights	10 days	Assistant Engineer in case of Municipal Corporation. Junior Engineer in case of Municipal Council and Committee.	Executive Engineer in case of Municipal Corporation Municipal Engineer in case of Municipal Council and Committee.	Superintending Engineer/Chief Engineer in case of Municipal Corporation. District Municipal
428		Urban Local Bodies	Water leakages/ sewerage blocked/over flow (In case of Municipal Corporation, Gurugram,	2 days	Assistant Engineer in case of	Executive Engineer in case of	Superintending Engineer/
429		Urban Local Bodies	Change of owner/ occupier in Property Tax Register (Except in death case)	15 days	Secretary/ Executive Officer/ Zonal	Joint Commissioner in case of	Commissioner in the case
430		Urban Local Bodies Department	Change of owner/occupier in property tax register in death cases	45 days	Secretary/EO/ Zonal Taxation Officer in case of Municipal Corporation/Committee/Council	Joint Commissioner in case of Municipal Corporation.	Commissioner in the case of Municipal Corporation.
431		Urban Local Bodies	Granting permission for road cutting	60 days	Joint Commissioner in case of	Commissioner in the Municipal	Divisional Commissioner
432		Urban Local Bodies	Granting permission for installing communication and connectivity infrastructure.	45 days	Joint Commissioner in case of	Commissioner in the Municipal	Director, Urban Local
433		Urban Local Bodies Department	Booking of Community Center	15 days	1. Zonal Taxation Officer in case of 2. Superintendent/ Secretary in case 3. Tax Clerk in case of Municipal	1. Joint Municipal Commissioner 2. Executive Officer in case of 3. Secretary in case of Municipal	1. Commissioner in the Municipal Corporation. 2. District Municipal
434		Urban Local Bodies	Issue Certificate of Dog Registration/brought for show purpose	15 days	-do-	-do-	-do-
435		Urban Local Bodies	Renewal Certificate of Dog Registration/brought for show purpose	07 Days	do-	do-	do-
436		Urban Local Bodies	Request for issue Copy of Documents	15 days	do-	do-	do-
437		Urban Local Bodies Department	Issue of License for Sale of Meat	15 days	do-	do-	do-
438		Urban Local Bodies	Renewal of License for Sale of Meat	07 Days	do-	do-	do-
439		Urban Local Bodies	Issue of License for lodging houses	15 days	do-	do-	do-
440		Urban Local Bodies Department	Renewal of License for lodging house	07 Days	do-	do-	do-
441		Urban Local Bodies Department	permission for installation of Temporary structure	15 days	do-	do-	do-
442		Urban Local Bodies	Issue of License for Import of Meat/sale of imported Meat	15 days	do-	do-	do-
443		Urban Local Bodies Department	Issue of License for running flour mill	15 days	do-	do-	do-
444		Urban Local Bodies Department	Renewal of License for running flour mill	07 Days	do-	do-	do-
445		Urban Local Bodies Department	Issue of License for bakery	15 days	do-	do-	do-
446		Urban Local Bodies	Renewal of License for bakery	07 Days	do-	do-	do-
447		Urban Local Bodies	Issue of License for running tent house	15 days	do-	do-	do-
448		Urban Local Bodies	Renewal/Restoration of License for running tent house	07 Days	do-	do-	do-
449		Urban Local Bodies	License for Dhobis for using Municipal Dhobi Ghats	15 days	do-	do-	do-
450		Urban Local Bodies Department	Renewal of license for using Municipal Dhobi Ghat	07 Days	do-	do-	do-
451		Urban Local Bodies Department	License for Plying Carts and Rehris	15 days	do-	do-	do-
452		Urban Local Bodies	Renewal of license for plying carts and Rehris	07 Days	do-	do-	do-
453		Urban Local Bodies Department	Renewal Manufacture of aerated water, ice and ice cream at factories	07 Days	do-	do-	do-
454		Urban Local Bodies Department	Renewal Manufacture of aerated water, ice and ice cream at factories	07 Days	do-	do-	do-
455		Urban Local Bodies Department	Issuance of Occupation Certificate for all (original municipal limits, Town Planning schemes, Improvement Trustschemes, Rehabilitation schemes, regularized colonies and civic amenities, deficient municipal areas) for all plot size/ uses having no composition of offence.	18 Days from receipt of complete documents	Commissioner in case of Municipal Corporation Executive Officer in case of Municipal Council. Secretary in case of Municipal Committee	Divisional Commissioner concerned District Municipal Commissioner Concerned	Director Urban Local Bodies Divisional Commissioner Concerned
456		Urban Local Bodies Department	Issuance of occupation certificate (CLU granted sites up to 5 acres in Gurugram and Faridabad) having no composition of offence.	18 Days from receipt of complete documents	Commissioner Municipal Corporation, Gurugram/ Faridabad.	Divisional Commissioner concerned	Director Urban Local Bodies
457		Urban Local Bodies Department	Issuance of occupation certificate (All CLU granted sites, except sites upto 5 acres in Gurugram and Faridabad) having no composition of offence.	18 Days from receipt of complete documents	Director, Urban Local Bodies, Haryana	Additional Chief Secretary to Government Haryana, Urban Local Bodies Department	

458		Urban Local Bodies Department	Clearance of objections related to property dues, size, floor details, property authorized/ unauthorized status and Property category on No Dues Certificate Portal	10 days	1. Zonal Taxation Officer in case of Municipal Corporation. 2. Superintendent / Secretary in case of Municipal Council 3. Tax Clerk in case of Municipal Committee.	1. Deputy Municipal Commissioner in case of Municipal Corporation 2. Executive Officer in case of Municipal Council 3. Secretary in case of Municipal Committee	1. Commissioner in the case of Municipal Corporation. 2. District Municipal Commissioner in case of Municipal Council and Municipal Committee
459		Urban Local Bodies Department	Issuance of new Property ID	10 days	1. Zonal Taxation Officer in case of Municipal Corporation. 2. Superintendent/ Secretary in case of Municipal Council 3. Tax Clerk in case of Municipal Committee.	1. Deputy Municipal Commissioner in case of Municipal Corporation 2. EO in case of Municipal Council 3. Secretary in case of Municipal Committee	1. Commissioner in the Municipal Corporation. 2. District Municipal Commissioner in Municipal Council and Municipal Committee
460		Urban Local Bodies Department	Removal of Stray Cattle	2 days	Senior Sanitary Inspector in case of Municipal Corporation Chief Sanitary Inspector in case of Municipal Council and Sanitary Inspector in case of Municipal Committee	Deputy Municipal Commissioner in case of Municipal Corporation. Executive Officer in case of Councils and Secretary in case of Municipal Committees	Commissioner in case of Municipal Corporation. District Municipal Commissioner in case of Municipal Council and Municipal Committee.
461		Urban Local Bodies Department	Installation of Drain Covers	2 days	Senior Sanitary Inspector in case of Municipal Corporation. Chief Sanitary Inspector in case of Municipal Council and Sanitary Inspector in case of Municipal Committee	Joint Commissioner in case of Municipal Corporation. Executive Officer in case of Municipal Councils and Secretary in case of Municipal Committees	Commissioner in case of Municipal Corporation. District Municipal Commissioner in case of Municipal Council and Municipal Committee
462		Urban Local Bodies Department	Coverage of manholes of sewerage and storm water drains	2 days	Senior Sanitary Inspector in case of Municipal Corporation. Chief Sanitary Inspector in case of Municipal Council and Sanitary Inspector in case of Municipal Committee.	Joint Commissioner in case of Municipal Corporation. Executive Officer in case of Municipal Councils and Secretary in case of Municipal Committees	Commissioner in case of Municipal Corporation District Municipal Commissioner in case of Municipal Council and Municipal Committee.
463		Food, Civil Supplies and consumer Affairs Department	(i) Issue of New Ration Card on receipt of D-I form i.e. Application Form for all Categories	22 Days	Inspector Incharge/ Assistant Food and Supply Officer	District Food and Supplies Controller	Deputy Commissioner
464		Food, Civil Supplies and consumer Affairs Department	(ii) Issuance of new ration card on receipt of surrender Certificate	15 Days	Inspector Incharge/ Assistant Food and Supply Officer	District Food and Supplies Controller	Deputy Commissioner
465		Food, Civil Supplies and consumer Affairs Department	(iii) Issuance of duplicate ration card.	15 Days	Inspector Incharge/ Assistant Food and Supply Officer	District Food and Supplies Controller	Deputy Commissioner
466		Food, Civil Supplies and consumer Affairs Department	(iv) Inclusion/ Deletion of family member	15 Days	Inspector Incharge/ Assistant Food and Supply Officer	District Food and Supplies Controller	Deputy Commissioner

467		Food, Civil Supplies and consumer Affairs Department	(v) Change of address within same jurisdiction	15 Days	Inspector Incharge/ Assistant Food and Supply Officer	District Food and Supplies Controller	Deputy Commissioner
468		Food, Civil Supplies and consumer Affairs Department	(vi) Change of address including change of FPS	15 Days	Inspector Incharge/ Assistant Food and Supply Officer	District Food and Supplies Controller	Deputy Commissioner
469		Food, Civil Supplies and consumer Affairs Department	(vii) Issuance of surrender certificate / Ration Card/ Member Migration/ Ration Card Transfer Application/ Surrender of Ration Card Application Form	7 Days	Inspector Incharge/ Assistant Food and Supply Officer	District Food and Supplies Controller	Deputy Commissioner
470		Food, Civil Supplies and consumer Affairs Department	(viii) Ration Card Data Correction and Household Head modification	7 Days	Inspector Incharge/ Assistant Food and Supply Officer	District Food and Supplies Controller	Deputy Commissioner
471		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
472		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
473		Food, Civil Supplies and consumer 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
474		Food, Civil Supplies and consumer 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
475		Food, Civil Supplies and consumer Affairs Department (Legal Metrology Organisation)	Issuance of Licence of Manufacturer	30 Days	Deputy Director/ Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
476		Food, Civil Supplies and consumer Affairs Department (Legal Metrology Organisation)	Renewal of Licence of Manufacturer	30 Days	Deputy Director/ Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
477		Food, Civil Supplies and consumer Affairs Department (Legal Metrology Organisation)	Online Insurance/ Renewal of Certificate for verification of Weights and Measures etc.	30 Days	Legal Metrology Officer (Inspector)	Assistant Controller Legal Metrology	Deputy Controller, Legal Metrology

478		Food, Civil Supplies and consumer Affairs Department (Legal Metrology Organisation)	Permission to construct Brick Kiln (Gaid and Chimney) (After receipt of Application)	26 Days	District Food and Supplies Controller of the District concerned	District Magistrate of the District concerned	Director General/ Director, Food, Civil Supplies and Consumer Affairs Department
479		Food, Civil Supplies and consumer Affairs Department (Legal Metrology Organisation)	Issuance of License for Manufacture and sale of Bricks (After depositing of License Fee and Security Money as prescribed in the Control Order)	07 Days	District Food and Supplies Controller of the District concerned	District Magistrate of the District concerned	Director General/ Director, Food, Civil Supplies and Consumer Affairs Department
480		Food, Civil Supplies and consumer Affairs Department (Legal Metrology Organisation)	Issuance of Fair Price Shop License	30 Days	District Food and Supplies Controller	Deputy Commissioner	Director, Food Civil Supplies and Consumer Affairs, Haryana
481		Food, Civil Supplies and consumer Affairs Department (Legal Metrology Organisation)	Renewal of Fair Price Shop License	15 Days	District Food and Supplies Controller	Deputy Commissioner	Director, Food Civil Supplies and Consumer Affairs, Haryana
482		Food, Civil Supplies and consumer Affairs Department (Legal Metrology Organisation)	Issuance of duplicate copy of license of Fair Price Shop	15 Days	District Food and Supplies Controller	Deputy Commissioner	Director, Food Civil Supplies and Consumer Affairs, Haryana
483		Food, Civil Supplies and consumer Affairs Department (Legal Metrology Organisation)	Surrender of Fair Price Shop License	30 Days	District Food and Supplies Controller	Deputy Commissioner	Director, Food Civil Supplies and Consumer Affairs, Haryana
484		Fisheries Department	Subsidy for Establishment of New Freshwater Hatcheries	50 days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
485		Fisheries Department	Subsidy for Construction of new rearing ponds (nursery/seed rearing ponds)	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
486		Fisheries Department	Subsidy for Construction of New Grow out Ponds	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
487		Fisheries Department	Subsidy for Inputs for fresh water aquaculture including composite fish culture, scampi, pangasius, tilapia etc.	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
488		Fisheries Department	Subsidy for Construction of New ponds for Saline /Alkaline areas	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
489		Fisheries Department	Subsidy for Inputs for Saline /Alkaline Water Aquaculture	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
490		Fisheries Department	Provision of Polythene lining for the Construction of New ponds for Saline/Alkaline area.	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
491		Fisheries Department	Subsidy for Medium Scale Ornamental Fish Rearing Unit (Fresh Water).	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
492		Fisheries Department	Subsidy for Establishment of large RAS (with 8 tanks of minimum 90 m3/tank capacity 40 ton/crop)/ Biofloc (50 tanks of 4m dia and 1.5 high) culture system.	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
493		Fisheries Department	Subsidy for Establishment of Medium RAS (with 6 tank of minimum 30m3/tank capacity 10ton/crop)/ Biofloc culture system(25 tanks of 4m dia and 1.m high)	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
494		Fisheries Department	Subsidy for Establishment of small RAS (with 1 tank of 100m3 capacity/Biofloc (7 tanks of 4m dia and 1.5 high) culture system	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries

495		Fisheries Department	Subsidy for Establishment of Backyard mini RAS units	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
496		Fisheries Department	Subsidy for Installation of Cages in Reservoirs	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
497		Fisheries Department	Subsidy for Ice Plant/Cold store of minimum 10-ton capacity.	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
498		Fisheries Department	Subsidy for Ice Plant/Cold store of minimum 20-ton capacity.	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
499		Fisheries Department	Subsidy for Ice Plant/Cold store of minimum 30-ton capacity	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
500		Fisheries Department	Subsidy for Ice Plant of minimum 50- ton capacity.	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries Concerned	Director Fisheries
501		Fisheries Department	Subsidy for Refrigerated vehicles	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
502		Fisheries Department	Subsidy for Insulated vehicles	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
503		Fisheries Department	Subsidy for Motor cycle with Ice Box	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
504		Fisheries Department	Subsidy for Cycle with Ice Boxes	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
505		Fisheries Department	Subsidy for Three wheeler with Ice Box including E-rickshaws for fish vending	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
506		Fisheries Department	Subsidy for Live fish vending Centres	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
507		Fisheries Department	Subsidy for Mini Fish Feed Mill of production Capacity of 2 ton /Day	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
508		Fisheries Department	Subsidy for Medium Fish Feed Mill of production Capacity of 8 ton /Day	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
509		Fisheries Department	Subsidy for Large Fish Feed mill of production Capacity of 20 ton /Day	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
510		Fisheries Department	Subsidy for Fish Feed Plants of production Capacity of at least 100 ton /Day.	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
511		Fisheries Department	Subsidy for Construction of fish retail markets including ornamental fish/aquarium markets.	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
512		Fisheries Department	Subsidy for Construction of fish kiosks including kiosks of aquarium/ornamental fish	50 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
513		Fisheries Department	Subsidy on installation of Aerator	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
514		Fisheries Department	Subsidy on Solar Tubewell.	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
515		Fisheries Department	Subsidy on Insurance Premium for shrimp crop Insurance	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
516		Fisheries Department	Training and Training Stipend to Fish Farmers.	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
517		Fisheries Department	Subsidy on 1st Year lease money	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
518		Fisheries Department	Subsidy on 2nd year and onwards leases money.	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
519		Fisheries Department	Subsidy on purchase of fishing nets	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
520		Fisheries Department	Subsidy on Annual Auction of Notified Waters.	40 Days	District Fisheries Officer Concerned	Deputy Director Fisheries	Director Fisheries
521		Haryana Shehari Vikas Pradhikaran	Water Connection	5 Days	Shehari Vikas Pradhikaran/Sub Divisional Engineer, Haryana Shehari Vikas Pradhikaran concerned	Superintending Engineer concerned	Zonal Administrator Concerned
522		Haryana Shehari Vikas Pradhikaran	Sewerage Connection	10 Days	Shehari Vikas Pradhikaran/Sub Divisional Engineer, Haryana Shehari Vikas Pradhikaran concerned	Superintending Engineer concerned	Zonal Administrator Concerned
523		Rural Development Department	Issuance of Job Card under Mahatma Gandhi Rural Employment Guarantee Scheme (MGNREGS)	15 Days	Block Development and Panchayat Officer-cum Programme Officer (MGNREGS)	Chief Executive Officer-cum-District Programme Coordinator (DPCs-MGNREGS), Concerned District Rural Development	Deputy Commissioner of the District concerned
524		Technical Education Department (Services of Haryana State Board of Technical Education, Panchkula- For Diploma passed out Students)	Issue of Detailed Marks Certificate (DMC)	15 Days	Assistant Secretary (Certification)	Deputy Secretary (Certification)	Secretary, Haryana State Board of Technical Education
525		Technical Education Department (Services of Haryana State Board of Technical Education, Panchkula- For Diploma passed out Students)	Issue of Diploma Certificate	15 Days	Assistant Secretary (Certification)	Deputy Secretary (Certification)	Secretary, Haryana State Board of Technical Education

526		Technical Education Department (Services of Haryana State Board of Technical Education, Panchkula- For Diploma passed out Students)	Issue of Migration Certificate	05 Days	Assistant Secretary (Certification)	Deputy Secretary (Certification)	Secretary, Haryana State Board of Technical Education
527		Technical Education Department (Services of Haryana State Board of Technical Education, Panchkula- For Diploma passed out Students)	Issue of Transcripts	35 Days	Assistant Secretary (Certification)	Deputy Secretary (Certification)	Secretary, Haryana State Board of Technical Education
528		Technical Education Department (Services of State Technical Universities- For Degree Passed students)	Issue of Detailed Marks Certificate (DMC)	15 Days	Controller of Examination of University concerned / Deputy Registrar concerned	Registrar of the University concerned	Vice-chancellor of the University concerned
529		Technical Education Department (Services of State Technical Universities- For Degree Passed students)	Issue of Degree Certificate	15 Days	Controller of Examination of University concerned / Deputy Registrar concerned	Registrar of the University concerned	Vice-chancellor of the University concerned
530		Technical Education Department (Services of State Technical Universities- For Degree Passed students)	Issue of Migration Certificate	15 Days	Controller of Examination of University concerned / Deputy Registrar concerned	Registrar of the University concerned	Vice-chancellor of the University concerned
531		Technical Education Department (Services of State Technical Universities- For Degree Passed students)	Issue of Transcripts	35 Days	Controller of Examination of University concerned / Deputy Registrar concerned	Registrar of the University concerned	Vice-chancellor of the University concerned
532	35	Urban Local Bodies	(i) Sanction of Building plans in original municipal limits, Town Planning schemes, Improvement Trust schemes, Rehabilitation schemes, regularized colonies and notified colonies for all plot size/other uses (except institutional and Commercial use/sites of 1000 sq. mtrs. or more) having no composition of offence.	20 days from the receipt of complete documents	Commissioner, Municipal Corporation Concerned	Divisional Commissioner concerned	Director, Urban Local Bodies
					Executive Officer concerned in case of Municipal Council and Secretary in case of Municipal Committee	Deputy Commissioner concerned	Divisional Commissioner concerned

533		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 from the receipt of complete documents	Executive Officer concerned in case of Municipal Council and Secretary in case of Municipal Committee	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana, Urban Local Bodies Department
534		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 from the receipt of complete documents	Chief Town Planner, Urban Local Bodies	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana, Urban Local Bodies Department
535		Urban Local Bodies	(iv) Sanction of building plans (CLU granted sites upto 5 acres in Municipal Corporation Gurugram and Faridabad) having no composition of offence..	20 days	Commissioner, Municipal Corporation Concerned, Gurugram/Faridabad	Divisional Commissioner concerned	Director, Urban Local Bodies
536		Urban Local Bodies	(v) Sanction of building plans (CLU granted sites, except sites upto 5 acres in Municipal Corporation Gurugram and Faridabad) having no composition of offence.	60 days from the receipt of complete documents	Director, Urban Local Bodies Department	Additional Chief Secretary to Government of Haryana, Urban Local Bodies Department	-
537	36	Urban Local Bodies	Change of land use permission for the units situated within various controlled areas of the State within Final Published Development Plan of the Controlled Area and confirming zone.	60 days from the receipt of complete documents	Director, Urban Local Bodies Department	Additional Chief Secretary to Government of Haryana, Urban Local Bodies Department	-
538	45H	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	Commissioner in the case of Municipal Corporation Executive Officer concerned in case of Municipal Council and Secretary	Divisional Commissioner concerned in the case of Municipal Corporation District Municipal Commissioner	Director, Urban Local Bodies
539		Urban Local Bodies Department	Repair of Pot holes (Roads)	05 days	Assistant Engineer in case of Municipal Corporation	Executive Engineer in case of Municipal corporation	Commissioner in case of Municipal Corporation
					Municipal Engineer in case of Municipal Council	Executive Engineer in case of Municipal Council	District Municipal commissioner in case of Municipal council and Municipal Committee
					Junior Engineer in case of Municipal Committee	Municipal Engineer in case of Municipal Committee	
540	96	Industries and Commerce Department	Boiler Registration under the Indian Boiler Act, 1923 (Central Act 5 of 1923)	22 days	Chief Inspector of Boilers	Additional Director Industries	Director Industries & Commerce
541	97	Industries and Commerce Department	Renewal of Boiler Registration under the Indian Boiler Act 1923 (Central Act 5 of 1923)	15 days	Chief Inspector of Boilers	Additional Director (Tech.), Industries and Commerce, Haryana	Director/Director General Industries and Commerce, Haryana
542	98	Industries and Commerce Department	Approval for modification alteration, repair of boiler under Indian Boiler Act, 1923 (Central Act 5 of 1923)	10 days	Chief Inspector of Boilers	Additional Director Industries	Director Industries & Commerce
543	99	Industries and Commerce Department	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
544	100	Industries and Commerce Department	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
545	101	Industries and Commerce Department	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
546	102	Industries and Commerce Department	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

547	103	Industries and Commerce Department	Renewal of License for processing under Lubrication Oils and Greases (Processing Supply and Distribution Regulation) Order 1987	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
548	104	Industries and Commerce Department	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
549	105	Industries and Commerce Department	Registration of firms under Indian Partnership Act, 1932 (Central Act 9 of 1932)	07 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
550	106	Industries and Commerce Department	Approval for change in partners under Indian Partnership Act.,1932 (Central Act 9 of 1932.)	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
551	107	Industries and Commerce Department	Approval for change of Registered Office under Indian Partnership Act. 1932 (Central Act 9 of 1932.)	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
552	108	Industries and Commerce Department	Registration of Societies under the Haryana Registration and Regulations of Societies Act. 2012 (1 of 2012)	15 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
553	109	Industries and Commerce Department	Name Approval of Societies under the Haryana Registration and Regulations of Societies Act. 2012 (1 of 2012)	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
554	110	Industries and Commerce Department	Approval of Governing body under the Haryana Registration and Regulations of Societies Act. 2012 (1 of 2012)	15 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
555	111	Industries and Commerce Department	Approval for change in name/ Registered office of society under the Haryana Registration and Regulations of Societies Act. 2012 (1 of 2012)	07 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
556	112	Industries and Commerce Department	Approval for amendments in bye-laws of society under the Haryana Registration and	60 days	District Registrar, Firms and	State Registrar, Firms &	Registrar General, Firms
557	112a	Industries and Commerce Department	Registration for an existing society	15 days	District Registrar	State Registrar	Registrar General
558	112b	Industries and Commerce Department	Approval of scheme of Collegium	15 days	District Registrar	State Registrar	Registrar General
559	112c	Industries and Commerce Department	Change in name of the Firm	7 days	District Registrar	State Registrar	Registrar General
560	112d	Industries and Commerce Department	Dissolution of Firm	7 days	District Registrar	State Registrar	Registrar General
561	112e	Industries and Commerce Department	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
562	112f	Industries and Commerce Department	Resolution of Governing Body/ General Body meetings	30 days	District Registrar	State Registrar	Registrar General
563	112g	Industries and Commerce Department	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
564	112h	Industries and Commerce Department	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
565	112 A.	Industries and Commerce Department	Registration of Economizer	22 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries

566	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
567	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
568	112 D.	Industries and Commerce Department	Certificate of Boiler Manufacturer unit	15 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
569	112 E.	Industries and Commerce Department	Certificate of Boiler Repairer	15 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
570	112 F.	Industries and Commerce Department	Renewal of Certificate of Boiler Repairer	7 days	Chief Inspector of Boiler	Additional Director Industries	Director Industries
571	112 G.	Industries and Commerce Department	Certificate of Boiler Welder	10 days	Chief Inspector of Boiler	Additional Director Industries	Director, Industries
572	112 H.	Industries and Commerce Department	Renewal of Welder Certificate	10 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
573	112 I.	Industries and Commerce Department	Boiler Operation Engineer (BOE) Certificate	30 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
574	112 J.	Industries and Commerce Department	Boiler Attendant Certificate	30 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
575		Industries and Commerce Department	Issuance of License for manufacturing of IBR welding electrodes	15 days	Chief Inspector of Boilers, Haryana	Additional Director (Tech.), Industries and Commerce, Haryana	Director/Director General, Industries and Commerce, Haryana
576		Industries and Commerce Department	Renewal of License for manufacturing of IBR welding electrodes	15 days	Chief Inspector of Boilers, Haryana	Additional Director (Tech.), Industries and Commerce, Haryana	Director/Director General, Industries and Commerce, Haryana
577		Industries and Commerce Department (Haryana Enterprise Promotion Centre)	Delivery of queries and grievances handling for Industries/Businesses (i) All queries to be sought once within 7 days from the date of receiving details from the investor. (ii) All resolution of query and grievance within 15 days from the date of receiving complete details from teh investor Note: This shall include all queries and grievances (related to Service, Land and Plot Incentives and Law and Order) submitted on Invest Haryana Portal	07 Days 15 Days	Head of Office at District level of Department concerned	Head of Office of Department concerned	Administrative Secretary, Department concerned".
578		Power Department (Chief Electrical Inspector to Government of Haryana)	New and periodical inspection of electrical installations and generating sets of 40KW/50KVA/MPI/excluding HTI connections. And new transformers of supplier upto 40 KVA along with 11 KV line excluding HT connections.	30 days	Junior Engineer	Assistant Engineer	Executive Engineer

579		Power Department (Chief Electrical Inspector to Government of Haryana)	KVA/MPI/Gen. Set. And Inspection of new transformers and 11 KV line of HTI Consumers up to 25 KVA and suppliers transformers above 50 KVA.	30 days	Assistant Engineer	Executive Engineer	Chief Electrical Inspector
580		Power Department (Chief Electrical Inspector to Government of Haryana)	Inspection of new HTI/Transformers/Gen. Sets above 250 KVA up to and including 500 KVA. And Periodical inspection of HTI/Generating Sets/Transformers having total installed capacity of above 250 KVA up to and including 2500 KVA.	30 days	Executive Engineer	Chief Electrical Inspector	Secretary Power
581		Power Department (Chief Electrical Inspector to Government of Haryana)	Inspection of new HTI/Transformers/Gen. Sets above 500 KVA. And Periodical inspection of HTI/Generating Sets/Transformers having total installed capacity of above 2500 KVA	30 days	Chief Electrical Inspector	Secretary Power	ACS Power
582		Environment and Climate Change Department (Haryana State Pollution Control Board)	Consent to Establish under the water (Prevention and Control of Pollution) Act, 1974 (Central Act 6 of 1974)	30 Days	Regional Officer/ Environmental Engineer	Member Secretary, Haryana State Pollution Control Board	Chariman, Haryana State Pollution Control Board
583		Environment and Climate Change Department (Haryana State Pollution Control Board)	Consent to Establish under the air (Prevention and Control of Pollution) Act, 1981 (Central Act 14 of 1981)	30 Days	Regional Officer/ Environmental Engineer	Member Secretary, Haryana State Pollution Control Board	Chariman, Haryana State Pollution Control Board
584		Environment and Climate Change Department (Haryana State Pollution Control Board)	Consent to operate under the water (Prevention and Control of Pollution) Act, 1974 (Central Act 6 of 1974)	30 Days	Regional Officer/ Environmental Engineer	Member Secretary, Haryana State Pollution Control Board	Chariman, Haryana State Pollution Control Board
585		Environment and Climate Change Department (Haryana State Pollution Control Board)	Consent to operate under the air (Prevention and Control of Pollution) Act, 1981 (Central Act 14 of 1981)	30 Days	Regional Officer/ Environmental Engineer	Member Secretary, Haryana State Pollution Control Board	Chariman, Haryana State Pollution Control Board
586		Environment and Climate Change Department (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, Haryana State Pollution Control Board	Chariman, Haryana State Pollution Control Board
587		Environment and Climate Change Department (Haryana State Pollution Control Board)	Authorization under Bio-Medical Waste Management Rules, 2016	30 Days	Regional Officer/ Environmental Engineer	Member Secretary, Haryana State Pollution Control Board	Chariman, Haryana State Pollution Control Board

588	Environment and Climate Change Department (Haryana State Pollution Control Board)	Registration under Plastic Waste Management Rules, 2016	30 Days	Regional Officer/ Environmental Engineer	Member Secretary, Haryana State Pollution Control Board	Chariman, Haryana State Pollution Control Board
589	Environment and Climate Change Department (Haryana State Pollution Control Board)	Authorization under E-waste Management Rules, 2016	30 Days	Regional Officer/ Environmental Engineer	Member Secretary, Haryana State Pollution Control Board	Chariman, Haryana State Pollution Control Board
590	Environment and Climate Change Department (Haryana State Pollution Control Board)	Authorization under Solid Waste Management Rules, 2016 (as amended)	30 Days	Regional Officer/ Environmental Engineer	Member Secretary, Haryana State Pollution Control Board	Chariman, Haryana State Pollution Control Board
591	Environment and Climate Change Department (Haryana State Pollution Control Board)	Authorization under Construction and Demolition Waste Management Rules, 2016 (as amended)	30 Days	Regional Officer/ Environmental Engineer	Member Secretary, Haryana State Pollution Control Board	Chariman, Haryana State Pollution Control Board
592	Environment and Climate Change Department (Haryana State Pollution Control Board)	Registration under Batteries (Management and Handling) Rules, 2016 (as amended)	30 Days	Regional Officer/ Environmental Engineer	Member Secretary, Haryana State Pollution Control Board	Chariman, Haryana State Pollution Control Board
593	Employment Department	Registration for SAKSHAM Scheme	15 Days	Assistant Employment Officer at Sub Divisional Employment Exchange District Employment Officer at District Employment Exchange Assistant Employment Officer at Divisional Employment Exchange Statistical Assistant at Divisional Employment Exchange (UEIGB)	Divisional Employment Officer	Joint Director
594	Employment Department	Registration for Job Seeker	One Month	Assistant Employment Officer at Sub Divisional Employment Exchange District Employment Officer at District Employment Exchange Assistant Employment Officer at Divisional Employment Exchange Statistical Assistant at Divisional Employment Exchange (UEIGB)	Divisional Employment Officer	Joint Director

595	Employment Department	Registration under one Family one job	15 Days	Assistant Employment Officer at Sub Divisional Employment Exchange District Employment Officer at District Employment Exchange Assistant Employment Officer at Divisional Employment Exchange Statistical Assistant at Divisional Employment Exchange (UEIGB)	Divisional Employment Officer	Joint Director
596	Employment Department	Addition Qualification and other related certificate	15 Days	Assistant Employment Officer at Sub Divisional Employment Exchange District Employment Officer at District Employment Exchange Assistant Employment Officer at Divisional Employment Exchange Statistical Assistant at Divisional Employment Exchange (UEIGB)	Divisional Employment Officer	Joint Director
597	Employment Department	Registration Renewal and Grace period of two months of Renewal	15 Days	Assistant Employment Officer at Sub Divisional Employment Exchange District Employment Officer at District Employment Exchange Assistant Employment Officer at Divisional Employment Exchange Statistical Assistant at Divisional Employment Exchange (UEIGB)	Divisional Employment Officer	Joint Director

598	Employment Department	Transfer of Registration from one Exchange to another Exchange within State	15 Days	Assistant Employment Officer at Sub Divisional Employment Exchange District Employment Officer at District Employment Exchange Assistant Employment Officer at Divisional Employment Exchange Statistical Assistant at Divisional Employment Exchange (UEIGB)	Divisional Employment Officer	Joint Director
599	Employment Department	Relaxation in Renewal after delay of two months	45 Days	Assistant Employment Officer at Sub Divisional Employment Exchange District Employment Officer at District Employment Exchange Assistant Employment Officer at Divisional Employment Exchange Statistical Assistant at Divisional Employment Exchange (UEIGB)	Divisional Employment Officer	Joint Director
600	Employment Department	Providing of free travel vouchers for interviews to all eligible application	01 Day	Assistant Employment Officer at Sub Divisional Employment Exchange District Employment Officer at District Employment Exchange Assistant Employment Officer at Divisional Employment Exchange Statistical Assistant at Divisional Employment Exchange (UEIGB)	Divisional Employment Officer	Joint Director

601	Employment Department	Unemployment allowance	03 Months	Assistant Employment Officer at Sub Divisional Employment Exchange District Employment Officer at District Employment Exchange Assistant Employment Officer at Divisional Employment Exchange Statistical Assistant at Divisional Employment Exchange (UEIGB)	Divisional Employment Officer	Joint Director
602	Employment Department	Employer Registration in Employment Exchange	15 Days	Assistant Employment Officer at Sub Divisional Employment Exchange District Employment Officer at District Employment Exchange Assistant Employment Officer at Divisional Employment Exchange Statistical Assistant at Divisional Employment Exchange (UEIGB)	Divisional Employment Officer	Joint Director
603	Transport Department (Delivered by Sub Divisional Officer (civil)-cum-Registering and Licensing Authority)	Learner License for Non-Transport Vehicle	7 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner of the District Concerned	Deputy Commissioner of the District Concerned
604	Transport Department (Delivered by Sub Divisional Officer (civil)-cum-Registering and Licensing Authority)	Permanent Driving License	10 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner of the District Concerned	Deputy Commissioner of the District Concerned
605	Transport Department	Duplicate Driving License	10 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
606	Transport Department	Renewal of Driving License	10 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
607	Transport Department	Addition of new class to Driving License	10 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
608	Transport Department	Registration of Non-Transport Vehicles through Dealer	10 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
609	Transport Department	Duplicate Registration Certificate	7 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
610	Transport Department	Registration of new vehicles purchased from outside the state (Non-Transport)	15 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
611	Transport Department	No Objection Certificate for vehicles going outside the State (NOC)	7 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
612	Transport Department	Transfer of ownership for old vehicles purchased within the State	7 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
613	Transport Department	Addition/Continuation/Termination of Hypothecation	7 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
614	Transport Department	Change of Address (DL)	10 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
615	Transport Department	Change of Address (RC)	7 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
616	Transport Department	Alteration of Vehicle	10 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
617	Transport Department	Conversion of Vehicle (from Transport to Non-Transport)	10 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
618	Transport Department	Transfer of ownership for non-transport vehicle purchased from outside the State	7 Days	Sub Divisional Officer (Civil)-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
619	Transport Department	Learner License for Transport Vehicle	7 Days	District Transport Officer-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
620	Transport Department	Permanent Driving License	10 Days	District Transport Officer-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
621	Transport Department	Duplicate Driving License	10 Days	District Transport Officer-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
622	Transport Department	Renewal of Driving License	10 Days	District Transport Officer-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
623	Transport Department	Addition of new class to Driving License	10 Days	District Transport Officer-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
624	Transport Department	Duplicate Registration Certificate	7 Days	District Transport Officer-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
625	Transport Department	Registration of fully built new vehicles purchased from outside the State (Transport)	15 Days	District Transport Officer-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of
626	Transport Department	No Objection Certificate (NOC) for transfer of vehicles to other State	7 Days	District Transport Officer-cum-Registering and Licensing Authority	Additional Deputy Commissioner	Deputy Commissioner of

627	Transport Department	Transfer of ownership for old vehicles purchased within the state	7 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
628	Transport Department	Addition/Continuation/Termination of Hypothecation	7 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
629	Transport Department	Fitness Certificate	7 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
630	Transport Department	Permit (Haryana)	5 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
631	Transport Department	Permit (National)	5 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
632	Transport Department	Change of Address (DL)	10 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
633	Transport Department	Change of Address (RC)	7 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
634	Transport Department	Alteration of Vehicle	10 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
635	Transport Department	Conversion of Vehicle (non-transport to transport)	10 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
636	Transport Department	Issuance of Conductor License	7 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
637	Transport Department	Renewal of Conductor License	7 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
638	Transport Department	Transfer of ownership for transport vehicle purchased from outside the State	7 Days	District Transport Officer-cum-	Additional Deputy Commissioner	Deputy Commissioner of
639	Transport Department (Delivered by District Transport Officer)	Registration of fully built transport vehicles through dealer	10 Days	District Transport Officer-cum- Registrating and Licensing Authority	Additional Deputy Commissioner of the District Concerned	Deputy Commissioner of the District Concerned
640	Health Department/ Urban Local Bodies Department/ Department of Medical Education and Research	Delayed Registration of Birth and Death Events. (i) Post 21 days but within 30 days of the event. (ii) Post 30 days but before 1 year of the event. (iii) Post 1 year after the occurrence of event, upto 1972. (iv) Prior to 1972	(i) 21 days (ii) 30 days (15 days for Registrar/ Sub Registrar, 15 days for District Registrar (iii) 60 days (20 days for Registrar/ Sub Registrar; 20 days for District Registrar; 20 days for SDM/ Deputy Commissioner) (iv) 90 days	1. Registrar/ Sub Registrar (Births and Deaths) 2. District Registrar (Births and Deaths)	Deputy Commissioner	Chief Registrar (Births and Deaths) - cum-Director General Health Services
641	Health Department/ Urban Local Bodies Department/ Department of Medical Education & Research	Certified Copies of Birth/Death Certificate – (already registered) (i) Current year (ii) Previous years upto 1972 (iii) Prior to 1972	(i) 14 days (ii) 30 days (iii) 90 days	1. Registrar/ Sub Registrar (Births and Deaths) 2. Additional District Registrar (Births and Deaths)	District Registrar Births & Deaths- cum-Civil Surgeon	Deputy Commissioner
642	Health Department/ Urban Local Bodies Department/ Department of Medical Education and Research	Registration of name of child	30 days	1. Registrar/ Sub Registrar (Births and Deaths) 2. Additional District Registrar (Births and Deaths)	District Registrar Births & Deaths- cum-Civil Surgeon	Deputy Commissioner
643	Health Department/ Urban Local Bodies Department/ Department of Medical Education and Research	Correction of entry in the register of Birth and Death (after submission of complete application)	30 Days	1. Registrar/ Sub Registrar (Births and Deaths) 2. Additional District Registrar (Births and Deaths)	District Registrar Births & Deaths- cum-Civil Surgeon	Deputy Commissioner
644	Health Department/ Urban Local Bodies Department/ Department of Medical Education and Research	New Registration of Genetic Counselling Centre/ Genetic Lab / Genetic Clinic/ Ultrasound Clinic and Imaging Centre and Renewal of Registration certificates of Genetic Counselling Centre/ Genetic Lab/ Genetic Clinic/ Ultrasound 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
645	Agriculture and Farmer's Welfare Department (Haryana State Seed	Firm Registration for seed production	21 Days	Deputy Director/ Deputy Chief Seed Certification Officer	Director , Haryana State Seed Certification Agency	Chairman, Haryana State Seed Certification Agency

646		Agriculture and Farmer's Welfare Department (Haryana State Seed)	Processing Plant Registration for Processing of seeds	21 Days	Deputy Director/ Deputy Chief Seed Certification Officer	Director , Haryana State Seed Certification Agency	Chairman, Haryana State Seed Certification Agency
647		Agriculture and Farmer's Welfare Department (Haryana State Seed)	Processing Plant Renewal for Processing of seeds	21 Days	Deputy Director/ Deputy Chief Seed Certification Officer	Director , Haryana State Seed Certification Agency	Chairman, Haryana State Seed Certification Agency
648		Health Department/Ayushman Bharat - Haryana Health Protection Authority	Issuance of Ayushman Card	10 Days	Executive Officer, Beneficiary Identification	Joint Chief Executive Officer, Ayushman Bharat - Haryana Health Protection Authority	Chief Executive Officer, Ayushman Bharat - Haryana Health Protection Authority
649		Revenue and Disaster Management Department	Ex-Gratia Assistance to next of kin of the deceased by COVID-19	30 Days	Deputy Commissioner	Divisional Commissioner	Secretary, Revenue
650	37	Urban Local Bodies	Renewal of Fire NOC	30 days from the	Fire Station Officer	S.D.O. (C) of the concerned Sub	Deputy Commissioner of
651	38	Urban Local Bodies	Issuance of Fire NOC in case of Building as per nomenclature of National Building code in	60 days	Fire Station Officer	S.D.O. (C) of the concerned Sub	Deputy Commissioner of
652	39	Urban Local Bodies	Issuance of Fire NOC in case of Buildings as per nomenclature of National Building code in	60 days	Fire Station Officer	Deputy Commissioner of	Addl. Chief Secretary
653	40	Urban Local Bodies	Issuance of Fire NOC in case of Building as per nomenclature of National Building code in	60 days	Fire Station Officer	Director Urban Local Bodies	Addl. Chief Secretary
654	41	Urban Local Bodies	Approval and renewal of fire fighting scheme in case of Building as per nomenclature of	60 days	Fire Station Officer	S. D. O. (C) of the concerned	Deputy Commissioner of
655	42	Urban Local Bodies	Approval and renewal of fire fighting scheme in case of Building as per nomenclature of	60 days	Fire Station Officer	Deputy Commissioner of	Addl. Chief Secretary
656	43	Urban Local Bodies	Approval and renewal of fire fighting scheme in case of Building as per nomenclature of	60 days	Fire Station Officer	Director, Urban Local Bodies	Addl. Chief Secretary