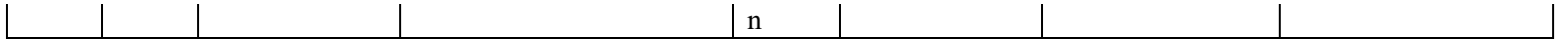


**(Consolidated list of services notified under section 3 of Haryana Right to Service Act, 2014)
Updated upto (20.08.2021)**

Sr. No.	Number of Service	Name of the Department	Name of Service	Given Time Limit	Designated Officer	First Grievances Redressal Authority	Second Grievances Redressal Authority
1	2	3	4	5	6	7	8
1	1.	Revenue	(i) Certified copies of all documents at Fard Centre level i.e. Record of Rights (Jamabandi), Girdawri, Mutation, etc.	1 day	Duty Patwari 1	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division.
2			(i i) 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			(i i i) 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			(iv) Certified copies of all documents at Village level i . e. Record of Rights (Jamabandi), Girdawri, mutation, etc. (if the copies sought are manual and number of pages sought is more than 15)	7 days	Patwari	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division
5	2	Revenue	Demarcation of Land if no standing crop	45 days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District.
6	3	Revenue	Registration of all kinds of documents i . e. sale deed. Lease deed, GPA, Partnership Deed etc.	1 day	Sub-Registrar or Joint Sub Registrar (in case of Sub Tehsils)	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
7	4.	Revenue	Certified Copies of all kinds of previously registered documents	7 days	Sub-Registrar or Joint sub Registrar (in case of Sub Tehsils)	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District

8	5	Revenue	Attestation of uncontested mutations	30 days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
9	6	Revenue	Private Partition of Land (Mutual Consent of landowners)	60 days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
10	7	Revenue	Issue of Income Certificate	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
11	8	Revenue	Area/ Succession/ Dependent Certificate/ Counter Signature etc.	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
12	9	Revenue	Mortgage 1 st Charge	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
13	10	Revenue	Registration of Lease/ Conveyance Deed	1 day	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
14	11.	Revenue	Conversion from lease to Free Hold	30 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
15	12	Revenue	Schedule Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
16	13	Revenue	Backward Class Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
17	14	Revenue	Other Backward Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
18	15	Revenue	Special Backward Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
19	16	Revenue	Tapriwas Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
20	17	Revenue	Vimukt Jati Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
21	18	Revenue	Economically Backward General Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
22	19	Revenue	Resident Certificate	7	Tehsildar of	SDM of the	Deputy

				days	the concerned Sub-Division	concerned Sub-Division	Commissioner of the Concerned District
23	20	Revenue	Rural Area Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the Concerned District
24	20A	Revenue & Disaster Management Department	Provision for jalsa/Public Meeting/Jaloos/Shobha Yatra/Chhath Puja/Marriage (Applicable only in case of obtaining of NOCs from S.P., SDM, MC Fire)	5 days	Distt Magistrate/ Deputy Commissioner	Divisional Commissioner	Divisional Commissioner
25	20B	Revenue & Disaster Management Department	Permission for Funfair/Circus/Magic Show (Applicable only in case of obtaining of NOCs from S.P., SDM, MC Fire, Excise Deptt)	5 days	Distt Magistrate/ Deputy Commissioner	Divisional Commissioner	Divisional Commissioner
26	20C	Revenue & Disaster Management Department	Permission for Tournaments/ Games (Applicable only in case of obtaining of NOCs from S.P., SDM, Sports officer)	5 days	Distt Magistrate/ Deputy Commissioner	Divisional Commissioner	Divisional Commissioner
27	20D	Revenue & Disaster Management Department	Loudspeakers/DJ Permission for Jalsa/Public Meeting / Jaloos/ Shobha Yatra/ Chhath Puja/Marriage (Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
28	20E	Revenue & Disaster Management Department	Loudspeakers/DJ Permission for Funfair/ Circus/ Magic Show (Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
29	20F	Revenue & Disaster Management Department	Loudspeakers/DJ Permission for Tournaments/Games (Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
30	20G	Revenue & Disaster Management Department	Permission for Loudspeaker/DJ (Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
31	20H	Revenue & Disaster Management Department	Permit/Permission for Vehicle during Parliamentary Election Campaign. (Applicable only in case of obtaining of NOCs from S.P., S.D.M.)	As per direction of Election Commission	Distt Magistrate/ Deputy Commissioner	Divisional Commissioner	Chief Electoral Officer, Haryana
32	20I	Revenue & Disaster Management Department	Permit/Permission for Vehicle during Assembly/State Election Campaign. (Applicable only in case of obtaining of NOCs from local S.H.O.)	As per direction of Election Commission	Sub Divisional Magistrate	Deputy Commissioner	Chief Electoral Officer, Haryana



33	20J	Revenue & Disaster Management Department	Permission of Loudspeaker on Vehicle during Assembly/ State Election Campaign. (Applicable only in case of obtaining of NOCs from local S.H.O.)	As per direction of Election Commission	Sub Divisional Magistrate	Deputy Commissioner	Chief Electoral Officer, Haryana
34	20K	Revenue & Disaster Management Department	Permission of Loudspeaker on Vehicle during Parliamentary Election Campaign. (Applicable only in case of obtaining of NOCs from S.P., S.D.M..)	As per direction of Election Commission	Distt Magistrate/Deputy Commissioner	Divisional Commissioner	Chief Electoral Officer, Haryana”
35	20L	Revenue and Disaster Management	Property Dealer License	5days	District Collector	Divisional Commissioner	Secretary Revenue
36	20M	Revenue & Disaster Management Department	Renewal of Property Dealer license	5 days	District Collector	Divisional Commissioner	Secretary Revenue
37	20N	Revenue & Disaster Management Department	Hindu Dogra Community Certificate	7 days	Tehsildar/Naib Tehsildar	Sub Divisional Magistrate –cum SDO©	Deputy Commissioner
38	20O	Revenue & Disaster Management Department	Appointment of Registration of Deeds from CSC (Maximum 10 appointment per day per Tehsil subject to maximum 2 appointment per CSC)	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil) – cum-Deputy Registrar	Deputy Commissioner-cum-Registrar
39	20P	Revenue & Disaster Management Department	Online Appointment for Registration of Deeds (Maximum 10 appointment per day per Tehsil)	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)-cum-Deputy Registrar	Deputy Commissioner-cum-Registrar
40	20Q	Revenue & Disaster Management Department	Deed writing for instruments like sale, conveyance, mortgages, lease/ rent etc.	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)-cum-Deputy Registrar	Deputy Commissioner-cum-Registrar
41	20R	Revenue & Disaster Management Department	Deed writing for instruments like Power of attorney, will, authority to adopt, adoption deed, divorce deed, agreements etc.	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)-cum-Deputy Registrar	Deputy Commissioner-cum-Registrar
42	20S	Revenue & Disaster Management Department	Deed writing for instruments like Release, transfer deed, gift deed, partition and other documents.	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)-cum-Deputy Registrar	Deputy Commissioner-cum-Registrar
43	20T	Revenue & Disaster Management Department	Second copy	Same day	Sub Registrar/ Joint Sub Registrar	SDO(Civil)-cum-Deputy Registrar	Deputy Commissioner-cum-Registrar”.
44	20U	Revenue & Disaster Management Department	Encumbrance Certificate	7 Days	Tehsildar	Sub Divisional Magistrate	Deputy Commissioner
45	21	Food and Drugs Administration	Grant/ renewal drugs Manufacturing License	45 days	State Drugs Controller	Commissioner Food and Drugs	Addl. Chief Secretary, Health

		ion				Administratio n	
46	22	Food and Drugs Administrat ion	Issue of License for Manufacturing Bulk Drugs/ formulations	15 days	State Drug Controller	Commissioner Food and Drugs Administratio n	Addl. Chief Secretary, Health
47	22 A.	Food and Drugs Administratio n	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 Administratio n	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 Administratio n	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 Administratio n	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 Administratio n	Issue of Drug licence for setting up a pharmacy in state (by State Drugs ControlOrganisation)	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 Administratio n	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 Administratio n	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 Administratio n	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 Department”
55	23.	Health	Certified Copies of Birth/ Death Certificate – Rural Areas(already registered) for current year for previous years	14 days 30 days	Registrar (Birth &Death) of concerned PHC and CHC/ Deputy Civil Surgeon (Birth & Death of the Concerned District).	District Registrar Births & Deaths-cum Civil Surgeon of the concerned District.	Deputy Commissioner of the Concerned District

56	23 A	Health	New Registration of Genetic Counseling Centre/Genetic Lab/ Genetic Clinic/ Ultrasound Clinic and imaging Centre and Renewal of Registration certificates of Genetic Counseling centre/ Genetic Lab/ Genetic Center/ Ultrasound Clinic and imaging centre	90 days	Chairperson District Appropriate Authority-cum-Civil Surgeon	Chairperson State Appropriate Authority-cum-Director General Health Services Haryana	NIL
57	24	Health/ Urban Local Bodies	Registration of Death & Birth certificate (After one year of event) after submission of complete application.	60 days (20 days for Registrar, 20 days for District Registrar, 20 days for Sub-Division Magistrate (SDM))	Concerned Registrar/ District Registrar	Sub-Divisional Magistrate/ Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
58	25	Health /Urban Local Bodies	Birth and Death Certificate (Name Entry & certified copies of New Birth Certificate)	30 days	Concerned Local/ Addl. District Registrar cum Deputy Civil Surgeon as applicable	District Registrar (Birth & Deaths)-cum-Civil Surgeon of the concerned District.	Deputy Commissioner of the concerned District
59	26	Health	Correction of entry in Birth and Death Certificate after submission of complete application	30 Days	Concerned Local/ District Registrar as applicable	District Registrar (Birth & Deaths of the concerned District.	Deputy Commissioner of the concerned District
60	27	Urban Local Bodies	(i) Certified Copies of Birth/Death Certificate – Corporation Cities for current year for previous years	14 days 30 days	Local Registrar (Birth & Death) of the Concerned Municipal Corporation	Executive Officer of the Concerned Municipal Corporation	Deputy Commissioner of the Concerned District
			(i i) Certified Copies of Birth/ Death Certificate – MC Town for current year	7	Local Registrar (Birth & Death) of the Concerned Municipal	SDM of the concerned Sub- Division	Deputy Commissioner of the Concerned District

			for previous years	days	Committees		
				15 days			
61	28	Urban Local Bodies	Water Supply & Sewerage Connection (Applicable in Municipal Corporation, Gurgaon & Faridabad only)	7 days	Assistant Engineer in Concerned Municipal Corporation	Executive Engineer in concerned Municipal Corporation	Superintending Engineer/ Chief Engineer in concerned Municipal Corporation
62	29	Urban Local Bodies	Issue of conveyance deed in Municipal Corporation, Municipal Councils and Municipal Committees	15 days	Zonal taxation Officer in Municipal Corporation Executive Officer in concerned Municipal Council and Secretary in concerned Municipal Committees	Executive Officer/ Deputy Municipal Commissioner in Municipal Corporation, Sub Divisional Magistrate of concerned Sub Division in case of Councils and Committees	Joint Commissioner in case of Corporation, Deputy Commissioner of Concerned District of case of Councils and Committees
63	30	Urban Local Bodies	Issue of new trade license by Municipal Corporation	15 days	Zonal taxation Officer in Municipal Corporation	Executive Officer/ Deputy Municipal Commissioner in Municipal Corporation,	Joint Commissioner in case of Corporation,
64	31	Urban Local Bodies	Renewal of trade license by municipal corporations	12 days	Zonal taxation Officer in Municipal Corporation	Executive Officer/ Deputy Municipal Commissioner in Municipal Corporation,	Joint Commissioner in case of Corporation,
65	32	Urban Local Bodies	Removal of solid waste from streets/Roads	2 days	Chief Sanitary Inspector in Municipal Corporation Chief Sanitary Inspector in concerned Municipal Councils and sanitary Inspector in concerned Municipal Committee	Executive Officer/ Deputy Municipal Commissioner in case of Corporation Cities, Executive Officer in case of Municipal Council and Secretary in case of Municipal committee	Joint Commissioner in case of Corporation city, Sub Division Officer of Concerned Sub Division in case of Municipal Towns
66	33	Urban Local Bodies	Replacement of street lights	10 days	Assistant Engineer in Corporation Cities, Junior Engineer in concerned Municipal Council and Committees	Executive Engineer in case of Corporation Cities, Municipal Engineer in concerned Municipal Councils and Committees	Superintending Engineer/ Chief Engineer in case of Corporation city, Sub Division Officer of concerned sub division in concerned Municipal Councils and Committee
67	34	Urban Local Bodies	Water leakages/ sewerage blocked/ over flow	2 days	Assistant Engineer in Corporation	Executive Engineer in case of	Superintending Engineer/ Chief Engineer in case

			(In case of Municipal Corporation, Gurgaon and Faridabad		Cities in Municipal Corporation Faridabad or Gurgaon concerned	Municipal Corporation Faridabad and Gurgaon	of Municipal Corporation Faridabad and Gurgaon
68	35	Urban Local Bodies	(i) Sanction of building plans in the original municipal limits for all uses and sizes except commercial/institutional uses for the sites 1000 sq. mtrs and above.	60 days from receipt of complete documents	Chief Town Planner/EO/ Secretary as the case maybe.	Sub Divisional Magistrate of concerned Sub Division in case of Municipal Councils/ Committee and Commissioner , Municipal Corporation concerned in case of Municipal Corporation	The Deputy Commissioner of concerned District in case of Municipal Council/ Committee and Principal Secretary to Government Haryana, Urban Local Bodies in case of Municipal Corporation
69	(i i) 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	Chief Town Planner/ Urban Local Bodies	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana	
70	(i i i) 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	
71	(iv) Approval of building plans (up to 5 acres) of permission for change of land use cases in MC Gurgaon and Faridabad.		60 days from receipt of complete documents	Chief Town Planner, Municipal Corporation Gurgaon/ Faridabad	Commissioner Municipal Corporation Gurgaon/ Faridabad	Principal Secretary to Govt. Haryana,	
72	(v) Approval of building plans of permission for change of land use cases in Gurgaon & Faridabad for the site more than 5 acres, and in other municipal corporations/ councils/ committee		60 days from receipt of complete documents	Chief Town Planner Urban Local Bodies Department	Director, Urban Local Bodies Department	Principal Secretary to Govt. Haryana	
73	36	Urban Local Bodies	Change of land use permission for the sites situated within various controlled areas falling with the	60 working days from	Chief Town Planner, Urban Local Bodies	Director, Urban Local Bodies Department	Principal Secretary to Government Haryana

			municipal limits	the receipt of complete documents in all cases except in cases where competency is of the Government	Department		
74	37	Urban Local Bodies	Renewal of Fire NOC	30 days from the receipt of complete documents	Fire Station Officer	S.D. O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation
75	38	Urban Local Bodies	Issuance of Fire NOC in case of Building as per nomenclature of National Building code in case of a) Hostel (A-5) less than 15 meters in height having plot area up to 4000sq. mtr. b) Education Building B) Less than 15 meters in height having plot area up to 8000 square meters. C) Institutional Building (C). i) Hospital, Sanatoria and Nursing homes (C- 1) less than 15 meters in height with plot area up to 4000 square meters. ii) Custodial (C-2) and Penal and Plental (C- 3) Less than 10 meters in height with plot area	60 days from the receipt of complete documents	Fire Station Officer	S.D. O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.

			<p>up to 4000 square meters.</p> <p>d) Assembly Buildings (D-1 to D- 5) Less than 10 meters in height with plot area up to 4000 square meters.</p> <p>e) Mercantile& Business Buildings (E, F-1 & F-2) Less than 15 meters in height with plot area up to 4000 square meters.</p> <p>F) Industrial Buildings (G).</p> <p>i) Low Hazard (G- 1) Less than 15 meters in height butplot area up to 4000 squaremeters.</p> <p>ii)) Moderate Hazard (G-2) Less than 15 meters in height but plot area up to 4000 square meters.</p> <p>iii) i) High Hazard (G- 3) Less than15 meters in height but plot area up to 4000 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height andplot area up to 4000 square meters.</p>				
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76	39	Urban Local Bodies	<p>Issuance of Fire NOC in case of Buildings as per nomenclature of National Building code in case of</p> <p>a) Residential Buildings (A)</p> <p>(i) Dormitories (A-3) and Apartment Houses (A- 4) 15 meters and above but not exceeding 35 meters in height.</p> <p>(i i) Hostel (A-5) height less than 15 meters having plot area more than 4000sq. meters but less 8000 square meters.</p> <p>b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters but less 16000 square meters.</p> <p>c) Institutional Buildings (C)</p> <p>i) Hospital, Sanatoria and Nursing homes (C- 1)</p>	60 days from the receipt of complete documents	Fire Station Officer	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation	Addl. Chief Secretary Urban Development Department in case of Municipal Corporation whereas Director, Urban Local Bodies in case of Municipal Councils and Committees.
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			<p>less than 15 meters in height but plot area above 4000 square meters but but less 8000 square meters.</p> <p>i i) Custodial (C-2) and Penal and Plental (C- 3) Less than 10 meters in height with plot area more than 4000 square meters but less 15000 square meters.</p> <p>d) Assembly Buildings (D-1 to D- 5) Less than 10 meters in height with plot area more than 4000 square meters but less 8000 square meters.</p> <p>e) Mercantile& Business Buildings (E, F-1 & F-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 squaremeters.</p> <p>F) Industrial Buildings (G).</p> <p>i) Low Hazard (G-1) less than 15 meters in height withplot area above 4000 square meters but less 8000 square meters.</p> <p>ii)) Moderate Hazard (G-2) Less than15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>iii) i) High Hazard (G- 3) Less than15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height withplot area above 4000 square meters but less than8000 squaremeters.</p>				
77	40	Urban Local Bodies	Issuance of Fire NOC in case of Building as per nomenclature of National Building code in case of buildings not covered at Sr. No. 38& 39	60 days from the receipt of complete document	Fire Station Officer	Director Urban Local Bodies	Addl. Chief Secretary Urban Development Department.

				s			
78	41	Urban Local Bodies	<p>Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of</p> <p>(a) Hostel (A-5) less than 15 meters in height having plot area up to 4000 square meters. b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters. c)Industrial Buildings (C).</p> <p>i)Hospital, Sanatoria and Nursing homes (C- 1) less than 15 meters in height with plot area above 4000 square meters. i i) Custodial (C-2) and Penal and Plental (C- 3) Less than 10 meters in height with plot area up to 4000 square meters. d) Assembly Buildings (D-1 to D- 5) Less than 10 meters in height with plot area up to 4000 square meters. e) Mercantile& Business Buildings (E, F-1 & F-2) Less than 15 meters in height with plot area up to 4000 square meters. F) Industrial Buildings (G).</p> <p>i) Low Hazard (G-1) less than 15meters in height but plot area up to 4000 square meters. ii)) Moderate Hazard (G-2) Less than 15 meters in heightbut plot area up to 4000 square meters. iii) i) High Hazard (G- 3) Less than15 meters in height but plot area up to 4000 square meters. g) Storage Buildings (H) Below 15 meters in height andplot area up to 4000</p>	60 days from the receipt of complete documents	Fire Station Officer	S.D. O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.

			square meters.				
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79	42		<p>Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of a)</p> <p>Residential Buildings (A)</p> <p>(i) Dormitories (A-3) and Apartment Houses (A- 4) 15 meters and above but not exceeding 35 meters in height.</p> <p>(i i) Hostel (A-5) height less than 15 meters having plot area more than 4000sq. meters but less 8000 square meters.</p> <p>b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters but less 16000 square meters.</p> <p>c) Institutional Buildings (C)</p> <p>i) Hospital, Sanatoria and Nursing homes (C- 1) less than 15 meters in height but plot area above 4000 square meters but but less 8000 square meters.</p> <p>i i) Custodial (C-2) and Penal and Plental (C- 3) Less than 10 meters in height with plot area more than 4000 square meters but less 15000 square meters.</p> <p>d) Assembly Buildings (D-1 to D- 5) Less than 10 meters in height with plot area more than 4000 square meters but less 8000 square meters.</p> <p>e) Mercantile & Business Buildings (E, F-1 & F-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>F) Industrial Buildings (G).</p> <p>i) Low Hazard (G- 1) less than 15 meters in height with plot</p>	60 days from the receipt of complete documents	Fire Station Officer	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation	Addl. Chief Secretary Urban Development Department in case of Municipal Corporation whereas Director, Urban Local Bodies in case of Municipal Councils and Committees.
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			<p>area above 4000 square meters but less 8000 square meters.</p> <p>ii)) Moderate Hazard (G-2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>iii) i) High Hazard (G- 3) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height with plot area above 4000 square meters but less than 8000 square meters.</p>				
80	43	Urban Local Bodies	Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of not covered at sr. no. 41 & 42.	60 days from the receipt of complete documents	Fire Station Officer	Director, Urban Local Bodies	Addl. Chief Secretary Urban Development
81	44	Urban Local Bodies	Change of owner/ occupier in Property Tax Register (Except in death case)	15 days	Secretary/ E . O/ Zonal Taxation Officer in concerned Municipal Committee/ Council/ Corporation	S.D. O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.
82	45	Urban Local Bodies	Change of owner/ occupier in Property Tax Register in death case	45 days	Secretary/ E . O/ Zonal Taxation Officer in concerned Municipal Committee/ Council/ Corporation	S.D. O. (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.
83	45A	Urban Local Bodies	Relief for Commercial Conversion in	60 days	Concerned Commissioner,	Concerned Divisional Commissioner	--

			Housing Board Schemes		Municipal Corporation		
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
84	45B	Urban Local Bodies	Regularization of illegal Commercial Conversion in Town Improvement Trust Scheme	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	--
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
85	45C	Urban Local Bodies	Regularization of illegal Commercial Conversion in Rehabilitation Scheme	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	--
					Concerned Executive Officer in case of Municipal Council, Secretary in case of Municipal Committee	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner
86	45D	Urban Local Bodies	Regularization of illegal Commercial Conversion in Town Planning Scheme	60 days	Concerned Commissioner, Municipal Corporation	Concerned Divisional Commissioner	--
					Concerned Executive Officer in case of Municipal Council, Secretary in	Concerned Deputy Municipal Commissioner	Concerned Divisional Commissioner

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

					Deputy Commission er		
	46 &4 6(A)	Omitted on 27/ 07/ 2018					
91	47	Public Health Engg	Issuance of duplicate water/ sever bill	3 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
92	48	Public Health Engg.	(i) Sanction of water supply connection in the Rural and Urban areas.	12 days after receipt of complete document s.	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
			(i i) Sanction of sewerage connection in Cities and MC Towns	12 days after receipt of complete document s.	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
93	49	Public Health Engg.	(i) Water Leakage/ Over Flow pipes	7 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
94			(i i) Sewerage/ Blocked/ Over flow of Manholes.	7 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
95			(iii).Restoration of Water Supply due to minor problems i . e. fault in pumping machinery, electric wiring, distribution systems etc.	3 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
96			(iv). Restoration of Water Supply due to major problems i . e. shortage of raw water, burning of transformer and fault in LT/ HT l ines etc.	6 days after removal/ repair of major fault by the concerne d departme nt.	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
97			(v). Restoration of Water Supply due to major problems i . e. burning of transformer, other major electric fault etc. to rectified/ repaired by PHED.	10 days	Concerned SDE of PHED	Concerned EE of PHED	Concerned SE of PHED
98	50	Power	Normal fuse off call In Cities and Town	4 hours	Concerned Lineman/ Complaint center in charge of the shift	JE [In charge]	SDO[OP]

			Rural Area	16 hours	Concerned Lineman/ Complaint center in charge of the shift	JE [In charge]	SDO[OP]
99	51	Power	Overhead line breakdowns Cities and Towns	8 hours	JE [In charge]	SDO[OP]	XEN[OP]
			Rural Area	16 hours	JE [In charge]	SDO[OP]	XEN[OP]
100	52	Power	Overhead line breakdowns due to breakage of poles.	Cities and Towns within 24 hours	JE [In charge]	SDO[OP]	XEN[OP]
101	53	Power	Underground cables breakdown Cities and Towns	48 hours	JE [In charge]	SDO[OP]	XEN[OP]
			Rural Area	48 hours	JE [In charge]	SDO[OP]	XEN[OP]
102	54	Power	Distribution Transformer failure Cities and Towns	24 hours	JE [In charge]	SDO[OP]	XEN[OP]
			Rural Area	48 hours	JE [In charge]	SDO[OP]	XEN[OP]
103	55	Power	Major Power failure involving power transformer/ equipment.	7 days Alternate arrangement to restore the supply in the affected area to be within 24 hours.	XEN/ Constructi on	SE[OP]	CE[OP]
104	56	Power	Period of Schedule outage a) Maximum duration in a single stretch	Not to exceed 8 hours in any day	JE [In charge]	SDO[OP]	XEN[OP]
			b) Restoration supply	By 6 PM on any day	JE [In charge]	SDO[OP]	XEN[OP]
					Note:- 1. In case of Power shortage/ grid issues the local field officials are not responsible Note:- 2. The local field officers are responsible for scheduled cuts/ shut downs		

					taken by them for maintenance, extension of system etc.		
105	57	Power	Voltage Fluctuation with no expansion/ enhancement of network involved Cities and Towns Rural Area	4 hours 8 hours	JE [Incharge] JE [Incharge]	SDO[OP] SDO[OP]	XEN[OP] XEN[OP]
106	58	Power	Meter Complaints (i)Inspect and check correctness after receipt of Meter testing fee	Within 7 days of	JE [In charge]	SDO[OP]	XEN[OP]
107			(i i) Replace slow/ fast meters/ Creeping/ stuck/ defective	Within 7 days of i ts being established on checking	JE [In charge]	SDO[OP]	XEN[OP]
108			i i i) Replace burnt meters ifcause not attributable to consumer.	7 days	JE [In charge]	SDO[OP]	XEN[OP]
109			(iv)Replace burnt meters inall other cases.	72 hours after receipt of payment.	JE [In charge]	SDO[OP]	XEN[OP]
110	59	Power	Release of new connection/ additional load/ demand	30 days	SDO [OP]	XEN [OP]	SE [OP]
111			[a] Release of connection where service is feasible from existing network	30 days	SDO [OP]	XEN [OP]	SE [OP]
112			[b] Release of connection where network expansion/ enhanc ement required for providing connection[Except Agricultural]		SDO [OP]	XEN [OP]	SE [OP]
			(i) For LT Connections	30 days			
			(i i) For 11 KV Connections	71 days	SDO [OP]	XEN [OP]	SE [OP]
			(i i i) For 33 KV Connections	97 days	XEN [OP]	SE [OP]	CE [OP]
			(iv) Above 33 KV level connections	167 days	XEN [OP]	SE [OP]	CE [OP]
113	60	Power	Transfer of t i t l e and conversion				

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

			of payment from consumer				
			Rural area After of receipt of payment from consumer	12 hours	JE [In charge]	SDO (OP)	XEN (OP)
123	63 A	Power Department	Certification of Electrical Installation by Chief Electrical Inspector above 33KV	30 days	Concerned Executive Engineer	Chief Electrical Inspector	Addl. Chief Secretary/ Principal Secretary, Power”
124	64	Transport	(i) Issuance of Learner Driving License (Sarathi Related Services)	7 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
125			(ii) Issuance of Permanent Driving License (Sarathi Related Services)	10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
126			(i i i) Renewal of Driving License	37 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
127			(iv) Issuance of Duplicate driving license	10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
128			(v) Endorsement of new class in Driving License	10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
129	65	Transport	Issuance of Conductor License	7 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
130	66	Transport	(i) Registration of New Vehicles (VAHAN)	15 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
131			(i i) Transfer of ownership	37 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
132			(i i i) Issuance of NOC	7 Days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
133			(iv) Issuance of duplicate RC	10 days	SDO(C)-cum-RA/ RTA	ADC Of concerned District	DC of Concerned District

					of concerned authority		
134			(v) Tax Clearance Certificate	7 Days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
135			(vi) HPA Addition/ Deletion	10 days	SDO(C)-cum-RA/ RTA of concerned authority	ADC Of concerned District	DC of Concerned District
136	67	Housing Board	Issue of No Objection Certificate/ Duplicate Allotment/Re-allotment Letter	21 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
137	68	Housing Board	(i) Issue of Conveyance Deed	15 days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
			(i i) Issue of Conveyance Deed through GPA	45 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
138	69	Housing Board	Issue of No Due Certificate	30 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
139	70	Housing Board	Transfer of property in case of sale	15 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
140	71	Housing Board	Transfer of property in case of death (uncontested)	45 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
141	72	Housing Board	Issue of permission for mortgage	7 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
142	73	Housing Board	Attested copy of any document	7 Days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
143	74	Housing Board	Change of Ownership (other than Death Cases)	45 days	Estate Manager of Concerned District	Chief Revenue Officer Housing Board Haryana	Secretary Housing Board Haryana
144	75	Housing Board	Demarcation of Plot	21 days	Sub Divisional Engineer	Executive Engineer	Chief Engineer
145	78	Agriculture	License of Seeds	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture

146	79	Agriculture	License of pesticides	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
147	80	Agriculture	Acknowledgement of Receipt/ authorization letter of fertilizers	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
148	81	Agriculture	Renewal of license of seeds	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
149	82	Agriculture	Renewal of acknowledgement of Receipt/ authorization letter of fertilizers	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
150	83	Agriculture	Duplicate license of seeds	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
151	84	Agriculture	Duplicate license of pesticides	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
152	85	Agriculture	Duplicate acknowledgement of Receipt/ authorization letter of fertilizers	24 days	Deputy Director Agriculture	Joint Director (Administration)	Director Agriculture
153	86	HSAMB	Issue of NOC/ Duplicate Allotment/ Re-allotment	30 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
154	87	HSAMB	Issue of Conveyance Deed	30 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
155	88	HSAMB	Issue of No dues Certificate	15 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
156	89	HSAMB	Re-transfer of property in case of sale	30 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
157	90	HSAMB	Re-transfer of property in case of sale (Uncontested Death)	60 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
158	91	HSAMB	Issue of J form to the farmers	1 day	Mandi Supervisor or Assistant Secretary	Concerned Secretary-cum-Executive Officer.	DMEO
159	92	HSAMB	Providing financial aid (ex-gratia) to cultivators for any injury or death during farming	30 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO

			operations; In case of death, after obtaining Viscera report. In case of injury.	60 days			
160	93	HSAMB	Issue of NOC for Mortgage	15 days	Concerned Secretary-cum-Executive Officer.	DMEO	ZMEO
	94 & 95	Omitted on 27/ 07/ 2018					
161	96	Industries & Commerce	Boiler Registration under the Indian Boiler Act, 1923	22 days	Chief Inspector of Boilers	Additional Director Industries	Director Industries & Commerce
162	97	Industries Commerce	Renewal of Boiler Registration under the Indian Boiler Act 1923	7 days	Chief Inspector of Boilers	Additional Director, Industries	Director Industries & Commerce
163	98	Industries & Commerce	Approval for modification, alteration, repair of boiler under Indian Boiler Act, 1923	10 days	Chief Inspector of Boilers	Additional Director, Industries	Director Industries & Commerce
164	99	Industries & Commerce	Provisional License for processing under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) Order, 1987.	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
165	100	Industries & Commerce	Provisional License for Trading under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) order, 1987.	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
166	101	Industries & Commerce	License for processing under Lubricating Oils and Greases (Processing Supply and Distribution Regulation Order, 1987	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
167	102	Industries & Commerce	License for Trading under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) order, 1987.	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce

168	103	Industries & Commerce	Renewal of License for processing under Lubrication Oils and Greases (Processing Supply and Distribution Order 1987	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
169	104	Industries & Commerce	Renewal of License for Trading under Lubrication Oils and Greases (Processing Supply and Distribution Order 1987	20 days	Additional Director	Director Industries & Commerce	Principal Secretary, Industries & Commerce
170	105	Industries & Commerce	Registration of Firms under Indian Partnership Act. 1932.	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
171	106	Industries & Commerce	Approval for change in partners under Indian Partnership Act. 1932.	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
172	107	Industries & Commerce	Approval for change of Registered Office under Indian Partnership Act. 1932.	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
173	108	Industries & Commerce	Registration of Societies under the Haryana Registration and Regulations of Societies Act. 2012	07 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
174	109	Industries & Commerce	Name Approval of Societies under the Haryana Registration and Regulations of Societies Act. 2012	03 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
175	110	Industries & Commerce	Approval of Governing body under the Haryana Registration and Regulations of Societies Act. 2012	15 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
176	111	Industries & Commerce	Approval for change in name/Registered office of society under the Haryana Registration and Regulations of Societies Act. 2012	07 days	District Registrar, Firms and Societies	State Registrar, Firms & Societies	Registrar General, Firms & Societies
177	112	Industries &	Approval for	60	District	State	Registrar

		Commerce	amendments in bye-laws of society under the Haryana Registration and Regulations of Societies Act. 2012	days	Registrar, Firms and Societies	Registrar, Firms & Societies	General, Firms & Societies
178	112a	Industries & Commerce	Registration for an existing society	15 days	District Registrar	State Registrar,	Registrar General
179	112b	Industries & Commerce	Approval of scheme of Collegiums	15 days	District Registrar	State Registrar,	Registrar General
180	112c	Industries & Commerce	Change in name of the Firm	7 days	District Registrar	State Registrar,	Registrar General
181	112d	Industries & Commerce	Dissolution of Firm	7 days	District Registrar	State Registrar,	Registrar General
182	112e	Industries & Commerce	Filing of mandatory annual returns u/s 50(1) of the Haryana Registration and Regulation of Societies Act, 2012 (Act 1 of 2012)	30 days	District Registrar	State Registrar,	Registrar General
183	112f	Industries & Commerce	Resolution of Governing Body/ General Body meetings	30 days	District Registrar	State Registrar,	Registrar General
184	112g	Industries & Commerce	Submission of list of elected Collegiums members for information u/s 30(3) of the Haryana Registration and Regulation of Societies Act, 2012 (Act 1 of 2012)	15 days	District Registrar	State Registrar,	Registrar General
185	112h	Industries & Commerce	Enrollment of members of Society registered under the Haryana Registration and Regulation of Societies Act, 2012 (Act 1 of 2012)	30 days	District Registrar	State Registrar,	Registrar General
186	112i	Industries & Commerce	Grant in Aid management	30 days	District Registrar	State Registrar,	Registrar General
187	“112 A.	Industries and Commerce Department	Registration of Economizer	22 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
188	112 B.	Industries and Commerce Department	Permission for Transfer Memorandum of Inspection Book and Registration Book of boiler within State	10 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
189	112 C.	Industries and Commerce Department	Permission for transfer of Memorandum of Inspection Book and Registration Book of boiler outside State	10 days	Chief Inspector of Boiler	Additional Director, Industries	Director, Industries
190	112	Industries and Commerce	Certificate of Boiler Manufacturer unit	15 days	Chief Inspector of Boiler	Additional Director,	Director, Industries

	D.	Department				Industries	
191	112 E.	Industries and Commerce Department	Certificate of Boiler Repairer	15 days	Chief Inspector ofBoiler	Additional Director, Industries	Director, Industries
192	112 F.	Industries and Commerce Department	Renewal of Certificate of Boiler Repairer	7 days	Chief Inspector ofBoiler	Additional Director Industries	Director Industries
193	112 G.	Industries and Commerce Department	Certificate of Boiler Welder	10 days	Chief Inspector ofBoiler	Additional Director, Industries	Director, Industries
194	112 H.	Industries and Commerce Department	Renewal of Welder Certificate	10 days	Chief Inspector ofBoiler	Additional Director, Industries	Director, Industries
195	112 I.	Industries and Commerce Department	Boiler Operation Engineer (BOE) Certificate	30 days	Chief Inspector ofBoiler	Additional Director, Industries	Director, Industries
196	112 J.	Industries and Commerce Department	Boiler Attendant Certificate	30 days	Chief Inspector ofBoiler	Additional Director, Industries	Director, Industries
197	112 K.	Industries and Commerce Department	Marketing Development Assistance		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
198	112 L.	Industries and Commerce Department	Testing Equipment Assistance Scheme		Additional Director	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
199	112 M.	Industries and Commerce Department	Credit Rating Scheme		Additional Director	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

200	112 N.	Industries and Commerce Department	Energy Audit Scheme		Additional Director	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
201	112 O.	Industries and Commerce Department	Assistance for Environment Compliance		Additional Director	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
202	112 P.	Industries and Commerce Department	Design Clinic Scheme		Additional Director	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
203	112 Q.	Industries and Commerce Department	Credit Linked Interest Subsidy Scheme		Additional Director	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
204	112 R.	Industries and Commerce Department	Safety Audit Scheme		Additional Director	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
205	112	Industries and	Water Audit		Additional	Director,	Principal Secretary,

	S.	Commerce Department	Scheme		Director	Industries and Commerce	Industries and Commerce
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
206	112 T.	Industries and Commerce Department	Quality Certification Assistance Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
207	112 U.	Industries and Commerce Department	Stamp Duty Refund Scheme		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
208	112 V.	Industries and Commerce Department	Electricity Duty/ Open Access Charges Exemption		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
209	112 W.	Industries and Commerce Department	Freight Assistance Scheme		Additional Director	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

210	112 X.	Industries and Commerce Department	Interest subsidy for Micro, Small and Medium Enterprises (MSME)		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
211	112 Y.	Industries and Commerce Department	Employment Generation Subsidy		Additional Director	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
212	112 Z.	Industries and Commerce Department	Assistance Technology Acquisition		Additional Director	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
213	112 AA.	Industries and Commerce Department	Investment Subsidy on Value Added Tax (VAT)/ State Goods & Services Tax (SGST)		Additional Director	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
214	112	Industries and Commerce	Patent Registration Scheme		Additional Director	Director, Industries and	Principal Secretary, Industries and

	AB.	Department				Commerce	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
215	112 AC.	Industries and Commerce Department	Primary Processing Centre Scheme		Additional Director	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
216	112 AD.	Industries and Commerce Department	Re-imbusement of Expenses Incurred for E-Commerce Linkages		Additional Director	Director, Industries and Commerce	Principal Secretary, Industries and Commerce
			i) Letter of Approval	30 days			
			ii) Letter of Sanction	07 Days			
			iii) Disbursement	07 Days	Senior Accounts Officer/ Accounts Officer	Additional Director	Director, Industries and Commerce
217	112 AE.	Industries and Commerce Department	Claiming Interest Subsidy for Artisan		Additional Director	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/Account Officer	Additional Director	Director, Industries and Commerce
218	113	HSI IDC	Sanction of Building plans/ revised building plans (Industrial/ Residential)	15 days	DTP/ STP concerned	CTP	MD
219	114	HSI IDC	Sanction of Building plans/ revised building plans	30 days	DTP/ STP concerned	CTP	MD

			(Commercial)				
220	115	HSI IDC	Issue of completion/ occupation certificate for buildings	15 days	DTP/ STP concerned	CTP	MD
221	116	HSI IDC	Issue of No Objection Certificate/ Duplicate Allotment/ Re-allotment letter	20 days	Estate Manager	HOD/ (Estate)	MD
222	117	HSI IDC	Issue of conveyance deed	15 days	Estate Manager	HOD/ (Estate)	MD
223	118	HSI IDC	Issue of No due certificate	15 days	Estate Manager	HOD/ (Estate)	MD
224	119	HSI IDC	Transfer of plots in cases of sale etc.	30 days	Estate Manager	HOD/ (Estate)	MD
225	120	HSI IDC	Transfer of plots (uncontested)	45 days	Estate Manager	HOD/ (Estate)	MD
226	121	HSI IDC	Issue of permission for mortgage	30 days	Estate Manager	HOD/ (Estate)	MD
227	122	HSI IDC	Attested copy of any document	3 days	Estate Manager	HOD/ (Estate)	MD
228	123	HSI IDC	Change of ownership (other than death cases)	30 days	Estate Manager	HOD/ (Estate)	MD
229	124	HSI IDC	Demarcation of plots	05 days	STP/ DTP	CTP	MD
230	125	HSI IDC	Issue of Plinth level certificate	07 days	DTP/ STP	CTP	MD
231	126	HSI IDC	Water and Sewerage Connection	15 Days	DGM/ AGM Industrial. Estate	HOD(Estate)	MD, HSI IDC
232	127	HSI IDC	Allotment of Land/ Shed in IE/ IDA	60 Days	DGM/ Addl. GM(Industrial Estate)	GM, HSI IDC	MD, HSI IDC
233	127 A	HSI IDC	Granting permission for Installing communication and connectivity infrastructure	45 Days	Deputy Commissioner	Division Commissioner	CCI-cum-HOD (Estate)
234	127 B	HSI IDC	Physical Possession of Plot	07 Days	Field Incharge (IA)	Ho D (I A)	Managing Director
235	127 C	HSI IDC	Extension in time for project implementation completion	14 Days	Estate Manager	CCI-cum-Ho D (Estate)	Managing Director
236	127 D	HSI IDC	Issuance of project Completion Certificate	30 Days	Estate Manager	CCI-cum-Ho D (Estate)	Managing Director
237	127 E	HSI IDC	Change of Name	14 Days	Estate Manager	CCI-cum-Ho D (Estate)	Managing Director
238	127 F	HSI IDC	Change of Constitution	30 Days	Estate Manager	CCI-cum-Ho D (Estate)	Managing Director
239	127 G	HSI IDC	Change of Plot	30 Days	DGM/ AGM (Estate)	CCI-cum-Ho D (Estate)	Managing Director
240	127 H	HSI IDC	Surrender of Plot	30 Days	DGM/ AGM (Estate)	CCI-cum-Ho D (Estate)	Managing Director
241	127 I	HSI IDC	Bifurcation of Plot	30 Days	DGM/ AGM (Estate)	CCI-cum-Ho D	Managing Director

						(Estate)	
242	127 J	HSI IDC	Leasing/Renting of Plot	14 Days	Estate Manager	CCI-cum-Ho D (Estate)	Managing Director
243	127 K	HSI IDC	Change of Project	14 Days	Estate Manager	CCI-cum-Ho D (Estate)	Managing Director
244	128	Food and Supplies	(i) Issue of New Ration Card on receipt of D-I form i. e. Application Form for all Categories	22 Days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
245			(i i) Issuance of new ration card on receipt of surrender Certificate	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
246			(i i i) Issuance of duplicate ration card.	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
247			(iv) Inclusion/ Deletion of family member	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
248			(v) Change of address within same jurisdiction	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
249			(vi) Change of address including change of FPS	15 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
250			(vii) Issuance of surrender certificate / Ration Card/ Member Migration/ Ration Card Transfer Application/ Surrender of Ration Card Application Form	7 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
251			(viii) Ration Card Data Correction and Household Head modification	7 days	Inspector Incharge/ AFSO	District Food & Supplies Controller	Deputy Commissioner
252	128 A		Food & Supplies Department	i) Constitute a team for measurement of distance parameters To constitute a joint team of concerned Halqa Patwari/ Kanoongo and Nayab Tehsildar/ Tehsildar of the Revenue Deptt. and Food &Supplies Deptt. (Nor below than AFSO rank) for measurement of the purposedbrick	4 days	Concerned District Food & Supplies Controller	District Magistrate

			kiln site in view of				
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		the clause 4 (iii) of the Haryana Control of Bricks Supplies Order, 1972.				
253		<p>ii) Measurement Report of distance parameters Team will measurement the distance parameters in the presence of the applicant or the authorized representative of the applicant and submit his report.</p>	15 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department
254		<p>iii) Approval for construction of Brick Kiln (Chimney & Vessel)) under clause 3A of Form 'A' of the Haryana Control of Bricks Supplies Order, 1972 according to the guidelines of the Haryana Pollution Control Board. If the conditions of the distance parameters will be found as per provisions of the Control Order (clause 4(iii)). The applicant will be informed whether the distance parameters will not found as per the Haryana Control of Bricks Supplies Order, 1972.</p>	7 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department
255		<p>iv) Issuance of Brick Kiln Licence for manufacturing and selling Bricks To issue Brick Kiln licence for manufacturing and selling Bricks. Applicant/ Brick Kiln owner will operate his Brick Kiln only after getting Permit of Mines & Geology Deptt. Consent of Haryana Pollution</p>	7 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department".

			Control Board and Licence of Controlled Area from District Town Planner if the Site of the Brick Kiln falls in controlled area. Otherwise NOC of District Town Planner/Municipal Corporation				
256	“128 B.	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organisation)	Issuance of Licence of Dealer	30 days	Deputy Director/ Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
257	128 C.	Food Civil Supplies and Consumer Affairs Department (Legal Metrology Organisation)	Renewal of Licence of Dealer	30 days	Deputy Director/ Joint Director/ Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
258	128 D.	Food Civil Supplies and 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
259	128 E.	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
260	128 F.	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
261	128 G	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”
262	128 H	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
263	129	HUDA	Sanction of Building Plans/	30 days	Estate Officer	Concerned Zonal	Administrator HUDA HQs.

			Revised Building Plans			Administrator, HUDA	
264	130	HUDA	Issue of Completion/ Occupation Certificates for buildings	30 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
265	131	HUDA	Issue of No objection Certificate(Transfer permission)/ duplicate allotment letter/ re-allotment letter	30 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
266	132	HUDA	Issue of Conveyance deed	20 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
267	133	HUDA	Issue of No due Certificate	10 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
268	134	HUDA	Transfer of property in case of sale	30 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
269	135	HUDA	Transfer of property in case of death (Uncontested)	45 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
270	136	HUDA	Issue of permission for mortgage	07 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
271	137	HUDA	Attested copy of any documents	05 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
272	138	HUDA	Change of ownership (other than death cases)	15 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
273	139	HUDA	Demarcation of plots	05 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
274	140	HUDA	Issue of Plinth (DPC) Certificate	05 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.
275	141	HUDA	Water Supply and Sewerage Connection	10 days	Concerned Executive Engineer, HUDA/ SDE HUDA.	Concerned Superintendent Engineer	Superintendent Engineer Headquarters.
276	142	HUDA	Sanction of Water supply and Sewage Connection (industrial)	10 days	Concerned Executive Engineer, HUDA/ SDE HUDA.	Concerned Superintendent Engineer	Superintendent Engineer Headquarters.
277	143	HUDA	Mortgage 1 st Charge (Industrial)	15 days	Estate Officer	Concerned Zonal Administrator, HUDA	Administrator HUDA HQs.

278	143 A	HUDA	Water Connection	5 days Residential 7 days Commercial/ Industrial	1. Junior Engineer, 2. Sub Divisional Engineer & 3. Executive Engineer	Superintending Engineer	Administrator”
279	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	-
280	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
281	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
282	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
283			i i) 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
284	148	Town & Country Planning	Sanction of building plans of following site/ plots which does not involve composition of offence in: i. Licensed residential	45 days	District Town Planner	Senior Town Planner	Chief Town Planner

			plotted colonies. i i . Industrial Plotted colonies i i i . CLU granted sites having areas upto 2. 00 acres(8093. 70Sq m.).				
285	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.
286	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
287	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.
288	152	Town &	Issue of	60	Senior Town	Chief Town	Director

		Country Planning	occupation certificate for plot area for buildings mentioned at Sr. 149 provided composition of offence is not involved.	days	Planner	Planner	General, Town & Country Planning
289	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	-
290	154	Home	Registration of Marriage under Hindu Marriage Act from the expiry of 15 days notice period	3 days	Tehsildar (in Rural Area)	Sub Divisional Magistrate	Deputy Commissioner
					Secretary, Municipal Committee (in Urban Area)	Sub Divisional Magistrate	Deputy Commissioner
					Deputy/ Joint Municipal Commissioner (in Municipal Corporation)	Municipal Commissioner	Deputy Commissioner

291	155	Home	a) Renewal of Arms License (if the license is presented before the expiry date and the license issuing district is the same where service has been sought).	15 days	Sub Divisional Magistrate (except Panchkula, Faridabad, Gurgaon & Ambala Districts)	District Magistrate	-----
					Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	-----
					Deputy Commissioner Of Police (Panchkula)	Commissioner of Police	-----
					Sub Divisional Magistrate (Ambala rural area)	District Magistrate	
					Deputy Commissioner Police (Ambala Urban Area)	Commissioner of Police	-----
			b) Renewal of Arms License (if presented after every alternative cycle of 6 years, where police verification is necessary)	22 days	District Magistrate (except Panchkula, Faridabad Gurgaon & Ambala 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
					Sub Divisional Magistrate (Ambala Rural area)	District Magistrate	Divisional Commissioner
					Deputy Commissioner of Police (Ambala Urban Area)	Commissioner of Police	Divisional Commissioner
292	156	Home	Addition/ Deletion of weapon (if the license issuing district is the same where service has been sought) From the expiry of the	07 days.	District Magistrate (except Faridabad, Panchkula, Ambala & Gurgaon Districts)	Divisional Commissioner	-----

			mandatory notice period of 45 days as provided under the Arms Act		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
293	157	Home	Extension of purchase period of weapon, (within permissible time period and if the license issuing district is the same where services has been sought).	07 days	District Magistrate (except Panchkula, Ambala, Faridabad & Gurgaon Districts)	Divisional Commissioner	-----
					Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	Divisional Commissioner
					Deputy Commissioner of Police (Panchkula)	Commissioner of Police	Divisional Commissioner
					Deputy Commissioner of Police (Ambala Rural Area)	Commissioner of Police	Divisional Commissioner
					Deputy Commissioner of Police (Ambala Urban Area)	Commissioner of Police	Divisional Commissioner
294	158	Home	Registration of Foreigners (Arrival and Departure)	Immediate	Assistant Commissioner of Police (Hq.) Ambala & Panchkula Districts	Deputy Commissioner of Police Ambala/ Panchkula	Commissioner of Police
					Assistant Commissioner of Police/ HQ. Gurgaon & Faridabad Districts Foreigners	Deputy Commissioner of Police Gurgaon and Faridabad	Commissioner of Police

					Registration Officer (FRO)		
					Deputy Superintendent of Police (HQ) (except Ambala, Panchkula, Faridabad &Gurgaon Districts)	Superintendent of police	Range IG
295	159	Home	Extension of Residential Permit of Foreigners.	05 days	Assistant Commissioner of Police HQ Ambala Urban Area, Panchkula/ Ambala Rural Area	Deputy Commissioner of Police	Commissioner of Police
					Assistant Joint Commissioner of Police Gurgaon & Faridabad HQ. Foreigners Registration Officer (FRO)	Deputy Commissioner of Police	Commissioner of Police
					Deputy Superintendent of Police HQ (except Ambala, Panchkula, Faridabad &Gurgaon Districts)	Superintendent of police	Range IG
296	160	Home	Copy of FIR or DDR.	Immediate/ Online	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
297	161	Home	NOC for use of loud speakers (applicable only in case of S. D. M. obtain N. O. C. from the concerned SHO before granting	05 days	Sub Divisional Magistrate (except Ambala, Panchkula, Faridabad &Gurgaon Districts)	District Magistrate/ Deputy Commissioner	Divisional Commissioner

			permission).		Deputy/ Assistant Commissioner of Police HQ, Ambala & Panchkula Districts Assistant/ Deputy/ Commissioner of Police HQ/ Commissio ner of Police Faridabad &Gurgaon Districts Foreigners Registration Officer (FRO)	Commissioner ofPolice Commissioner ofPolice	Divisional Commissioner Divisional Commissioner
298	162	Home	NOC for Fairs/ Melas/ Exhi bition/ Sport Events etc.	05 days	Sub Divisional Magistrate (except, Panchkula, Faridabad & Gurgaon& Ambala Districts)	Deputy Commissioner r	Divisional Commissioner
					Assistant/ Deputy Commissioner of Police HQ Ambala& Panchkula	Commissioner r of Police	Divisional Commissioner
					Joint/ Assistant Commissioner of Police, Gurgaon & Faridabad HQ.	Commissioner r of Police .	Divisional Commissioner
299	163	Home	Stranger Verification (after receiving the verification from the other District/ State of which the stranger is resident)	05 days	Station House Officer of the concerned Police Station	Deputy Superintenden t of Police/ Deputy Commissioner of Police	Superintendent of Police/ Commissi oner of Police
300	164	Home	(i) Domestic Help Verification (if resident of Local area)	21 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
			(ii) Domestic Help Verification (if resident of other Districts/State and also receiving the verification from other Districts/State)	21 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters

301	165	Home	(i) Tenant Verification (if resident of Local area)	21 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
			(ii) Tenant (if resident of other Districts/State and also receiving the verification from other Districts/State)	21 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/ Deputy Commissioner of Police/Deputy Commissioner of Police, Headquarters
302	166	Home	Other Verification	30 days	Station House Officer of the	Deputy Superintendent	Superintendent of Police/
			related services.		concerned Police Station	of Police/ Deputy Commissioner of Police/Joint Commissioner of Police	Commissioner of Police
303	167	Home	Copy of untraced report in road accident cases.	90 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
304	168	Home	Copy of untraced report in cases pertaining to stolen vehicles.	90 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
305	169	Home	Copy of untraced report in theft cases.	60 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
306	170	Home	NOC for pre-owned vehicles.	05 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police

307	171	Home	Service Verification (in case of Resident of Haryana).	10 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
308	172	Home	Character Verification	10 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
309	173	Home	Verification for renewal of Arms License.	22 days	Commissioner of Police, Faridabad, Joint Commissioner of Police, Gurugram and DCP Panchkula	Commissioner of Police	Divisional Commissioner

					Sub Divisional Magistrate/ City Magistrate (Except Faridabad, Panchkula & Gurugram Districts)	District Magistrate	Divisional Commissioner
310	174	Home	NOC for issuance/ renewal of License of Arms Dealers.	15 days	Joint Commissioner of Police, Faridabad & Gurgaon Districts.	Commissioner of Police	Divisional Commissioner
					Deputy Commissioner of Police, Ambala & Panchkula Districts)	Commissioner of Police	Divisional Commissioner
					District Magistrate (except Panchkula, Ambala, Faridabad & Gurgaon)	Divisional Commissioner	-----
311	175	Home	Issuance of NOC for setting up of Petrol Pump, Cinema Hall etc.	15 days	District Magistrate, (except Panchkula, Ambala, Faridabad &Gurgaon	Divisional Commissioner	-----
					Commissioner of Police for Faridabad, Gurgaon, Ambala & Panchkula Districts	Divisional Commissioner	-----
312	176	Home	Passport Verification	21 days	Station House Officer of the concerned Police Station	Deputy Superintendent of Police/ Deputy Commissioner of Police/Joint Commissioner of Police	Superintendent of Police/ Commissioner of Police
313	177	Home	Verification for fresh Arms License	30 days	Deputy Commissioner (except Panchkula, Gurugram and Faridabad Districts)	District Magistrate	Divisional Commissioner
					Commissioner of Police, Faridabad, Joint Commissioner of Police, Gurugram and DCP Panchkula	Commissioner of Police	Divisional Commissioner

314	177 A	Home	Grant Cinema License	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretaryto Government Haryana, Home Department
315	177 B	Home	Renewal of Cinema License	25 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretaryto Government Haryana, Home Department
316	177 C	Home	Issuance of No Objection Certificate for setting upof Petrol Pump	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretaryto Government Haryana, Home Department
317	177 D	Home	No Objection Certificate for the License to Import and Strong of Petrol under The Petroleum Rules, 2002	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretaryto Government Haryana, Home Department
318	177 E	Home	To possess and Sale Explosive (Fireworks)not exceeding 50 Kgs. Of Class- 7, Division-2 Sub-Division-1 (from Shop under The Explosive Rules, 2008)	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretaryto Government Haryana, Home Department
319	177 F	Home	Renewal of License to Possess and Sale Fireworks from Shop under The Explosive Rules, 2008	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretaryto Government Haryana, Home Department
320	177 G	Home	No Objection Certificate for Possession and sale of Fireworks from Shop under the Explosive Rules, 2008	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretaryto Government Haryana, Home Department
321	177 H	Home	No Objection Certificate for Storageof Fireworks in storehouse under The Explosive Rules, 2008	30 Days	District Magistrate	Divisional Commissioner	Additional Chief Secretaryto Government Haryana, Home Department
322	177 I	Home	Grant of Fresh Arm License	60 Days (after receipt of Police Report)	Deputy Commissioner (except Panchkula, Gurugram and Faridabad Districts)	District Magistrate	Divisional Commissioner

						Commissioner of Police, Faridabad, Joint Commissioner of Police Faridabad and Deputy Commissioner of Police, Panchkula	Commissioner of Police	Divisional Commissioner
323	117 J	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	
324	117 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	
325	117 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	
326	117 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	
327	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	
328	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	
329	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	
330	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	
331	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	
332	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	

333	177 T	Home Department	Validation of Owners of Cyber Café Registered	30 days	Sub Inspector, Security	Deputy Superintendent of Police/Assistant Commissioner of Police, Headquarters	Superintendent of Police/Deputy Commissioner of Police
334	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
335	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
336	177 W	Home Department	No Objection to Return to India (NORI) in case in Pakistani nationals living in India on Long Term Visa.	30 days	Superintendent Passport Branch, Home Department	Deputy/Under Secretary to Government Haryana, Home Department.	Secretary to Government Haryana, Home-I Department
337	177 X	Home Department	No Objection to Return to India (NORI) in case of Indian nationals living aboard and returned to India	90 days	Superintendent Passport Branch, Home Department	Deputy/Under Secretary to Government Haryana, Home Department.	Secretary to Government Haryana, Home-I Department".
338	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
339	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
340	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
341	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
342	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
343	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
344	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
345	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
346	186	Social	Eunuch	60	District Social	Addl. Deputy	Deputy

		Justice and Empowerment	allowance Scheme	days	Welfare officer of the concerned District	Commissioner of the concerned District	Commissioner of the concerned District
347	187	Science & Technology	Application Form for HSCST Fellowship for doing Ph.D	120 days	Chief Scientific Engineer HSCST	Secretary/ EC HSCST	Chairman/ EC HSCST
348	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

349	189	Labour deptt.	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
350			i i) Approvals of plans from Factories Department under Factories Act, 1948	45 days	Addl. Director-cum-Addl. Chief Inspector of Factories, Haryana.	Labour Commissioner r-cum- Chief Inspector of Factories, Haryana	Principal Secy, Labour & Employment, Govt. of Haryana.
351			i i i) 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.
352			iv) Shop Registration under Shops and Commercial Establishment Act. 1958	15 day	Labour Inspector	Assistant Labour Commissioner	Labour Commissioner
353			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
354			vi) Renewal offactory 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
355			vii) Renewal of registration certificate under the provisions of the Punjab Shops and Commercial Establishments Act, 1958 (Punjab Act 15 of 1958)	15 day	Labour Inspector	Assistant Labour Commissioner	Labour Commissioner
356	189 A	Labour Department	Registration of Establishment engaged in Building and Other Construction Workers (Regulation of Employment and	30 days	Assistant Director (IS&H)/ Deputy Director (IS&H)/ Assistant Director, IH/ Deputy Director	Labour Commissioner	Principal Secretary"

			Conditions of Service) Act, 1996 (28 of 1996)		IH & Joint Director IS&H		
357	“189 B	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”.
358	189 C	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
359	189 D	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
360	190	Forest Deptt.	Permission for felling of trees.	15 days	Divisional Forest Officer(DFO)	Conservator of Forests(CF)	Chief Conservator of Forests (CCF)
361	191	Forest Deptt	NOC in respect of PLPA or Forest or Restricted lands	15 days	Divisional Forest Officer(DFO)	Conservator of Forests(CF)	Chief Conservator of Forests (CCF)
362	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
363	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
364	194	Horticulture Deptt.	Fruit License: Grant of Nursery Fruit License.	90 days	Dy. Director Horticulture/ P roject & Nursery (DDH/ P& N)	Joint Director	Director General Horticulture
365	195	Horticulture Deptt.	Polynet: Sanction of application upon submission of complete documents	21 days	Dy. Director Horticulture/ F ruits (DDH/F)	Joint Director	Director General Horticulture
366	196	Horticulture Deptt.	Seed License: Grant of Nursery Seed License	90 days	Dy. Director Horticulture/ Vegetable (DDH/ V)	Joint Director	Director General Horticulture
367	197	Fisheries Deptt.	Services for Loan and subsidy		All District Officers,	All Deputy Director	Director Fisheries.

			for various schemes under FFDA: i) Selection of Pond. ii) Plan & Estimate of Pond. iii) Forwarding bank loan application to Banks. iv) Imparting training for fish culture after receiving application.	10 days 15 days 15 days 30 days	District Fisheries Officer-cum-Chief Executive Officer, Fish Farmer Development Agency and All Fisheries Farm Managers.	Fisheries (Division Level)	
368	198	Fisheries Deptt.	Services for Loan and subsidy for Development of Water logged Areas. i) Selection of Pond. ii) Plan & Estimate of Pond. iii) Forwarding bank loan application to Banks. iv) Imparting training for fish culture after receiving application.	10 days 15 days 15 days 30 days	All District Officers, District Fisheries Officer-cum-Chief Executive Officer, Fish Farmer Development Agency and All Fisheries Farm Managers.	All Deputy Director Fisheries (Division Level)	Director Fisheries.
369	199	Fisheries Deptt.	Services for Seed supply from Government Fish Seed farm to Fish Farmers.. i) Stocking of fish seed.	In the month of Feb./ March/ July/ Aug./ Sept.	All District Officers, District Fisheries Officer-cum-Chief Executive Officer, Fish Farmer Development Agency and All Fisheries Farm Managers.	All Deputy Director Fisheries (Division Level)	Director Fisheries.
370	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
371	201	Mines and Geology Department	Permit for the extraction of brick earth to brick kiln owner for manufacturing of	15 days	Officer Incharge at District level	State Mining Engineer	Director, Mines and Geology

			bricks.				
372	201A	Mines and Geology Department	Grant of Mineral Dealer License	45 days	Director General , Mines and Geology	Principal Secretary Mines and Geology	Chief Secretary to Government Haryana
373	201B	Mines and Geology Department	Renewal of Mineral Dealer License	45 days	Director General , Mines and Geology	Principal Secretary Mines and Geology	Chief Secretary to Government Haryana
374	201C	Mines and Geology Department	Permit for Excavation of Ordinary Earth and Clay	45 days	Assistant Mining Engineer/Mining Officer of District Concerned	Director General , Mines and Geology	Principal Secretary Mines and Geology
375	201D	Mines and Geology Department	Permit for the grant of permission for disposal of Mineral excavated incidental to development activities	45 days	Director General , Mines and Geology	Principal Secretary Mines and Geology	Chief Secretary to Government Haryana
376	201E	Mines and Geology Department	Grant of permit for disposal of mineral excavated in the process of maintenance of canal and drainage system by the irrigation Department	45 days	Director General , Mines and Geology	Principal Secretary Mines and Geology	Chief Secretary to Government Haryana
377	201F	Mines and Geology Department	Issue of letter of Intent for grant of mining lease/contract by way of competitive bidding	45 days	Director General , Mines and Geology	Principal Secretary Mines and Geology	Chief Secretary to Government Haryana
378	201G	Mines and Geology Department	Issuance of letter of Intent in case of fresh lease by way of competitive bidding (for seeking environmental clearance and other required approvals for mining)	45 days	Director General , Mines and Geology	Principal Secretary Mines and Geology	Chief Secretary to Government Haryana
379	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
380			b) Permission for laying of Natural Gas/ Pipelines ROU	60 days	Concerned SE	Chief Engineer (Concerned)	Engineer-in-Chief
381			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’.
382	202-A	PWD (B&R)	Enlistment of contractors for works & services	45 days	Concerned SE	Chief Engineer (Concerned)	Engineer-in-Chief’
383	203	Haryana State Pollution Control Board	Consent to Establish under the water (Prevention and	30 Days	Regional Officer/ Environmental Engineer	Member Secretary	Administrative Secretary

			Control of Pollution) Act, 1974				
384	204	Haryana State Pollution Control Board	Consent to Establish under the Air (Prevention and Control of Pollution) Act, 1981	30 Days	Regional Officer/ Environmental Engineer	Member Secretary	Administrative Secretary
385	205	Haryana State Pollution Control Board	Consent to operate under the Water (Prevention and Control of Pollution) Act, 1974	30 Days	Regional Officer/ Environmental Engineer	Member Secretary	Administrative Secretary
386	206	Haryana State Pollution Control Board	Consent to operate under the Air (Prevention and Control of Pollution) Act, 1981	30 Days	Regional Officer/ Environmental Engineer	Member Secretary	Administrative Secretary
387	207	Haryana State Pollution Control Board	Authorization under the Hazardous and Other Waste (Management and Transboundary Movement) Rules, 2016	30 Days	Regional Officer/ Environmental Engineer	Member Secretary	Administrative Secretary
388	208	Haryana State Pollution Control Board	Authorization under Bio-Medical Waste Management Rules, 2016	30 Days	Regional Officer/ Environmental Engineer	Member Secretary	Administrative Secretary
389	208 A	Haryana State Pollution Control Board	Registration under Plastic Waste Management Rules, 2016	30 Days	Regional Officer/ Environment Engineer	Member Secretary	Administrative Secretary to Government of Haryana
390	208 B	Haryana State Pollution Control Board	Authorization under E-waste Management Rules, 2016	30 Days	Regional Officer/ Environment Engineer	Member Secretary	Administrative Secretary to Government of Haryana
391	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".
392	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
393	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

394	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
395	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
396	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
397	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
398	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
399	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
400	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
401	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
402	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
403	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
404	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
405	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
406	224	Excise and Taxation	L-12G License (Bar license for	30 days	Collector, Excise	Excise and Taxation	Additional Chief Secretary to

		Department	Golf Club)			Commissioner	Government, Haryana, Excise and Taxation
407	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
408	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
409	227	Excise and Taxation Department	L-10C License (License for Microbrewery)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
410	228	Excise and Taxation Department	L-10E License (Pub License)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
411	229	Excise and Taxation Department	D-2 License (Distillery License)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
412	230	Excise and Taxation Department	B-1 License (Brewery License)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
413	231	Excise and Taxation Department	Form 24-25 (The Narcotic Drugs and Psychotropic Substances Act)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
414	232	Excise and Taxation Department	L-1AB1 License (Non brewer for sale of Beer/Wine)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
415	233	Excise and Taxation Department	BWH-2 License (Bonded Warehouse)	30 days	Collector, Excise	Excise and Taxation Commissioner	Additional Chief Secretary to Government, Haryana, Excise and Taxation
416	233 A	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
417	233 B	Excise and Taxation Department	Grant of permits of liquor	3 days	Asstt. Excise and Taxation Officer	Excise and Taxation Commissioner	Principal Secretary to Government, Haryana, Excise and Taxation
418	233 C	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

419	234	Transport	Registration of vehicle through Dealer (Non-transport)	18 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
420	235	Transport	Dealer Point Temporary Registration	02 day	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
421	236	Transport	Change of Address in Learner License	07 days	Sub Divisional Officer (Civil)-cum-Registering & Licensing Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
422	237	Transport	Renewal of Conductor License	07 days	Sub Divisional Officer (Civil)-cum-Registering & Licensing Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
423	238	Transport	Conversion of vehicle (from non-transport to transport)	15 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
424	239	Transport	Change of address in Registration Certificate	10 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
425	240	Transport	Application for	30 days	Sub Divisional	Additional	Deputy

			Fitness Certificate		Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Deputy Commissioner of concerned District	Commissioner of concerned District
426	241	Transport	Duplicate Fitness Certificate	30 days	SubDivisional Officer(Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
427	242	Transport	Conversion of vehicle (Transport to non-transport)	15 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
428	243	Transport	Alteration of vehicle	30 days	SubDivisional Officer(Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner
429	244	Transport	Change of address on Driving License	10 days	Sub Divisional Officer (Civil)-cum-Registering Authority/Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner
430	244 A	Transport	Change of Address in Permit	10 days	Sub Division Officer (Civil)	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
431	244 B	Transport	Hypothecation Continuation	10 days	SubDivisional Officer(Civil)-cum-Registering Authority Regional Transport Authority of concerned	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District

					authority		
432	244 C	Transport	Issuance of Goods Carriage permit	10 days from the issuance of Registration Certificate	Sub Divisional Officer (Civil)-cum-Registering Authority Regional Transport Authority of concerned authority	Additional Deputy Commissioner of concerned District	Deputy Commissioner of concerned District
433	245	Employment Department	Registration for SAKSHAM Scheme	15 days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
434	246	Employment Department	Registration For Job Seeker	One Month	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
435	247	Employment Department	Registration under one Family one job	15 days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
436	248	Employment Department	Addition Qualification and other related certificates	15 days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
437	249	Employment Department	Registration Renewal and Grace period of two months of Renewal	15 days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
438	250	Employment Department	Transfer of Registration from One Exchange to another Exchange	15 Days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
439	251	Employment Department	Relaxation in Renewal after delay of two months	3 Months	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
440	252	Employment Department	Providing of free travel vouchers for interviews to all eligible application	One Day	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
441	253	Employment Department	Unemployment allowance	3 Months	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
442	254	Employment Department	Employer registration in Employer Exchange	15 Days	District/Assistant Employment Officer	Divisional Employment Officer	Director Employment
443	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
444	256	Haryana Labour	Scholarship for children of	90 Days	Labour welfare Officer	Deputy Labour Commissioner	Welfare Commissioner

		Welfare Board	workers			(Welfare)	
445	257	Haryana Labour Welfare Board	Financial assistance for coaching of entrance 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
446	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
447	259	Haryana Labour Welfare Board	Financial assistance to children of workers for participation in Cultural	90 days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
448	260	Haryana Labour Welfare Board	Financial assistance for marriage offemale workers and daughter of workers (Kanyadaan)	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
449	261	Haryana Labour Welfare Board	Financial assistance for marriage of Male workers and Sonof workers(Shagun)	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
450	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
451	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
452	264	Haryana Labour Welfare Board	Financial assistance for bicycle to workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
453	265	Haryana Labour Welfare Board	Financial assistance for Spectacleto workers andtheir dependents	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
454	266	Haryana Labour Welfare Board	Financial assistance for Sewing Machine to female workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
455	267	Haryana Labour Welfare Board	Financial assistance for LTC (Leave travel concession)	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
456	268	Haryana Labour Welfare Board	Financial assistance for disability	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner

457	269	Haryana Labour Welfare Board	Financial assistance of artificial limbs to workers	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
458	270	Haryana Labour Welfare Board	Financial assistance Hearing Machine/Hearing Aid to workers and their dependents	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
459	271	Haryana Labour Welfare Board	Financial assistance to tri cycle to workers and their dependents	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
460	272	Haryana Labour Welfare Board	Financial assistance to workers for visually, physically or mentally disables children	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
461	273	Haryana Labour Welfare Board	Financial assistance to dependent of deceased worker	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
462	274	Haryana Labour Welfare Board	Mukhya Mantri Samajik Suraksha Yojna for deceased employee	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
463	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
464	276	Haryana Labour Welfare Board	Mukhya Mantri Sharam Puruskar	90 Days	Labour welfare Officer	Deputy Labour Commissioner (Welfare)	Welfare Commissioner
465	277	Fisheries	Subsidy for the Construction of new ponds/tanks (including construction of sluice gates, civil works for water supply and aeration appliances, feed storing shed etc.)- (Development Fresh Water Aquaculture)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
466	278	Fisheries	Subsidy for the freshwater fish culture (unit cost include cost of fish seed, feed, manure, disease prevention measures, transportation charges etc.)- (Development Fresh Water Aquaculture)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
467	279	Fisheries	Subsidy for the Development of waterlogged areas.	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
468	280	Fisheries	Subsidy for the Inputs cost (seed, feed, Manure, fertilizers, preventing measures for disease, transportation charges etc.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries

			(Development of Water Logged Area).				
469	281	Fisheries	Subsidy for the Construction of new ponds/tanks- (Productive utilization of Inland Saline/Alkaline Waters for Aquaculture)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
470	282	Fisheries	Subsidy for the Input cost (seed, feed, Manure, fertilizers, preventing measures for disease, transportation charges, etc.)- (Productive utilization of Inland Saline/Alkaline Water for Aquaculture)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
471	283	Fisheries	Subsidy for the Craft and gear (Unit: boats of appropriate sizes including fishing nets, fish & ice holding boxes etc.) (Inland Capture Fisheries village ponds, tanks etc.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
472	284	Fisheries	Subsidy for the Capital cost and Working Capital (Input) for the Establishment of Recirculatory Aquaculture System (Establishment of Recirculatory Aquaculture System(RAS))	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
473	285	Fisheries	Subsidy for the Excavation of Pond for rearing of Fingerling (Rearing Ponds for Fingerling Production and Construction of Two Circular Hatcheries Under "MISSION FINGERLING")	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
474	286	Fisheries	Subsidy for the Input cost- (Rearing Ponds for Fingerling Production and Construction of Two Circular Hatcheries Under "MISSION FINGERLING")	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
475	287	Fisheries	Subsidy for the Construction of circular Hatchery for Rearing of Fingerling	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries

			(Rearing Ponds for Fingerling Production and Construction of Two Circular Hatcheries Under “MISSION FINGERLING”)				
476	288	Fisheries	Subsidy for the installation of Aerator-(Scheme for the Intensive fisheries development Programme)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
477	289	Fisheries	Subsidy for the installation of Shallow tube well (Scheme for the Intensive fisheries development Programme)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
478	290	Fisheries	Subsidy for the installation of Deep Tube well-(Scheme for the Intensive fisheries Development Programme.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
479	291	Fisheries	Subsidy for the Financial assistance on the auction amount of Notified waters-(Scheme for the welfare of Scheduled Caste Families in fisheries Sector.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
480	292	Fisheries	Subsidy for the Assistance on lease amount of pond-(Scheme for the welfare of Scheduled Caste families in Fisheries Sector)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
481	293	Fisheries	Subsidy for the Training stipend to fish farmers-(Scheme for the welfare of Scheduled Caste families in Fisheries Sector)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
482	294	Fisheries	Subsidy for the Training stipend to fish farmers--(Scheme for the welfare of Scheduled Caste families in Fisheries Sector.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
483	295	Fisheries	Subsidy for the purchase of fishing nets--(Scheme for the welfare of Scheduled Caste families in Fisheries Sector.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
484	296	Fisheries	Subsidy for the Rent of wholesale and Retail--(Scheme for the	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries

			welfare of Scheduled Caste families in Fisheries Sector).				
485	297	Fisheries	Subsidy for the establishment of small scale and medium scale backyard ornamental fish hatchery-- (Scheme for the welfare of Scheduled Caste families in Fisheries Sector).	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
486	298	Fisheries	Financial assistance for the creation of infrastructure of saline areas (Excavation of Pond)- (Promotion of Prawn Culture in saline Affected Areas under Rashtriya Krishi Vikas Yojana.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
487	299	Fisheries	Financial assistance for the inputs required for saline areas (Inputs)- (Promotion of Prawn Culture in saline Affected Areas under Rashtriya Krishi Vikas Yojana.)	50 Days	Concerned District fisheries Officer	Concerned Deputy Director fisheries	Director Fisheries
488	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
489	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
490	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
491	303	Welfare of scheduled Castes and Backward Classes Department, Hry.	Mukhya Mantri Vivah Shagun Yojna	45 Days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
492	304	Welfare of scheduled Castes and Backward Classes Department, Hry.	Dr. B.R. Ambedkar Awas Navinkaran Yojana	60 Days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
493	305	Welfare of scheduled Castes and Backward Classes Department,	Monetary Relief to Victims of atrocities	07 Days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District

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494	306	Welfare of scheduled Castes and Backward Classes Department, Hry.	Mukhya Mantri Samajik Samrasta Antrjatiya Vivah Shagun Yojana	20 Days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District	
495	307	Welfare of scheduled Castes and Backward Classes Department, Hry.	Legal Aid	10 Days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District	
496	308	Welfare of scheduled Castes and Backward Classes Department, Hry.	Incentives to gram Panchayats for Outstanding Work	20 Days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District	
497	309	Welfare of scheduled Castes and Backward Classes Department, Hry.	Dr. Ambedkar Medhavi Chattarwati Yojana	45 Days	District Social Welfare Officer of the concerned District.	Additional Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District	
498	310	Sainik & Ardh Sainik WelfareDept.	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.	
499	311	Sainik & Ardh Sainik WelfareDept.	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.	
500	312	Sainik & Ardh Sainik WelfareDept.	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.	
501	313	Sainik & Ardh Sainik WelfareDept.	Financial Assistance to Declare War 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.	
502	314	Sainik & Ardh Sainik WelfareDept.	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.	
503	315	Sainik & Ardh Sainik WelfareDept.	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.	
504	316	Sainik &	Financial	60 days	Welfare	Director,	Principal	

		Ardh Sainik Welfare Dept.	Assistance to disabled Ex-Serviceman		Officer, District Sainik & Ardh Sainik Welfare Office of concerned District	Sainik & Ardh Sainik Welfare Dept.	Secretary, Sainik & Ardh Sainik Welfare Dept.
505	317	Sainik & Ardh Sainik WelfareDept.	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.
506	318	Sainik & Ardh Sainik WelfareDept.	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.
507	319	Sainik & Ardh Sainik WelfareDept.	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.
508	320	Sainik & Ardh Sainik WelfareDept.	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.
509	321	Sainik & Ardh Sainik WelfareDept.	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.
510	322	Sainik & Ardh Sainik WelfareDept.	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.
511	323	Sainik & Ardh Sainik WelfareDept.	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.
512	324	Sainik & Ardh Sainik WelfareDept.	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.
513	325	Sainik & Ardh Sainik WelfareDept.	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.
514	326	Sainik & Ardh Sainik WelfareDept.	Marriage Grant to War Widows of Ex-Servicemen	60 days	Welfare Officer, District Sainik & Ardh Sainik Welfare Office of concerned	Director, Sainik & Ardh Sainik Welfare Dept.	Principal Secretary, Sainik & Ardh Sainik Welfare Dept.

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515	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.
516	328	Animal Husbandry & Dairying	Breed verification of Animals & Milk recording under "Scheme for conservation and development Indigenous Cattle (Gausamvardhan)	30 days	Sub Divisional Officer, AH & D	Deputy Director, AH & D/ICDP	Credit Planning Officer at Directorate
517	329	Animal Husbandry & Dairying	Breed Verification of Animals & milk recording under "Scheme for Integrated Murrah Development"	30 days	Sub Divisional Officer, AH & D	Deputy Director, AH & D/ICDP	Credit Planning Officer at Directorate
518	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
519	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
520	332	Haryana Women Development Corporation	Individual Loan Scheme with Subsidy to Women for self Employment	02 months (60 days)	District Manager at District level	Administrative Officer	Managing Director
521	332 A	Haryana Women Development Corporation	Individual Loan Scheme	45 Days	District Manager	Administrative Officer	Managing Director
522	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
523	334	Women and Child Development Dept.	Recognition for Private Play Schools	45 days	Joint Director, Women & Child Development Department	Director General, Women & Child Development Department	Additional Chief Secretary to Government Haryana. Women & Child Development Department
	335	Omitted this services on 28.04.2021					
524	335A	Women and Child Development Dept.	Aapki Beti Hamari Beti	30 Days	For block level-W&C Development Project Officer For District level-District Programme	For Block Level-District Programme Officer For District-Level Deputy Director-I	For block level-Deputy Director-I For District Level-Additional Director (Administration) For State level-

					Officer For State Level-Deputy Director-I	For State Level- Additional Director (Administratio n)	Director
525	335B	Women and Child Development Dept.	Sports Meet	45 Days	For block level-W& C Development Project Officer For District level-District Programme Officer For State Level-Deputy Director-I	For Block Level-District Programme Officer For District- Level Deputy Director-I For State Level- Additional Director (Administration)	For block level- Deputy Director-I For District Level- Additional Director (Administration) For State level- Director
526	335C	Women and Child Development Dept.	Relief & Rehabilitation of Women Acid Victim	45 Days	For block level-W& C Development Project Officer For District level-District Programme Officer For State Level-Deputy Director-I	For Block Level-District Programme Officer For District- Level Deputy Director-I For State Level- Additional Director (Administration)	For block level- Deputy Director-I For District Level- Additional Director (Administration) For State level- Director
527	335 D	Women and Child Development Dept.	Protection Against Domestic Violence	45 Days	Prohibition cum Protection Officer	District Programme Officer	Additional Director(Adminis tration)
528	335E	Women and Child Development Dept.	Indira Gandhi Mahila Shakti Award	45 Days from the last date of receivi ng of applica tion	Deputy Director-III	Additional Director (Administratio n)	Director
529	335F	Women and Child Development Dept.	Kalpna Chawla Shaurya Award	45 Days from the last date of receivi ng of applica tion	Deputy Director-III	Additional Director (Administratio n)	Director
530	335G	Women and Child Development Dept.	Bahin Shanno Devi Panchayti Raj	45 Days from the last date of receivi ng of applica tion	Deputy Director-III	Additional Director (Administratio n)	Director
531	335 H	Women and Child Development Dept.	Women Outstanding Achiever's Award	45 Days from the last date of receivi ng of applica tion	Deputy Director-III	Additional Director (Administratio n)	Director
532	335I	Women and Child	Life Time Achiever's Award	45 Days from	Deputy Director-III	Additional Director (Administratio	Director

		Development Dept.		the last date of receiving of application		n)	
533	335J	Women and Child Development Dept.	Working Women Hostel	45 Days	District Programme Officer	Additional Director (Administration)	Director
534	335K	Haryana Women Development Corporation	Individual Loan Scheme	45 Days	District Manager	Administrative Officer	Director
535	336	Archaeology and Museums Department	Processing time for film shooting application	10 Days	Deputy Director, Archaeology and Museums Department	Director, Archaeology and Museums Department	Administrative Secretary, Archaeology and Museums Department
536	337	Development & Panchayats Department	Permission related to communication and connectivity infrastructure	15 Days	District Development & Panchayat Officer	Chief Executive Officer, Zila Parishad	Deputy Commissioner.
537	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
538	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
539	340	Haryana Scheduled Castes Finance and Development Corporation.	Green Business Scheme (e-rickshaw, compressed air vehicle, solar energy gadgets and poly houses)	135 days	District Manager of Concerned District	Sr. Accounts Officer	Managing Director, HSFDC
540	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
541	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
542	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

543	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
544	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
545	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
546	347	Haryana Scheduled Castes Finance and Development Corporation	Team Loan (for Self Employment Income Generating Schemes) (under NSFDC/NSKFDC)	180 days	District Manager of Concerned District	Sr. Accounts Officer	Managing Director, HSFDC