

DAILY STATEMENT UNDER J&K PUBLIC SERVICE GUARANTEE ACT, 2011 (RAJOURI DISTRICT)

25.11.2016

S.No	Name of the Department/Service	Designated officer	Stipulated time frame for providing service	No. of applications/cases			No. of pending	
				Received today	Disposed off today	Rejected today	Within time frame	Beyond time frame
I	Revenue							
1	State Subject (PRC)	Addl. DC, AC (Rev), SDM	30 days	~	11	Nil	23	Nil
2	Reserved Category Certificate	Tehsildar concerned	15 days	Nil	Nil	Nil	Nil	Nil
3	Dependant Certificates	AC (Revenue) SDM	30 days	Nil	Nil	Nil	Nil	Nil
4	Extract of Fard Intikhab	NT concerned	10 days	Nil	Nil	Nil	Nil	Nil
5	Extract of Girdawari	NT concerned	10 days	Nil	Nil	Nil	Nil	Nil
6	Extract of Aks Masawi/ Latha	NT concerned	10 days	Nil	Nil	Nil	Nil	Nil
7	Extract of Jamabandi	NT concerned	10 days	Nil	Nil	Nil	Nil	Nil
8	Attestation of mutation	Tehsildar concerned	30 days	Nil	Nil	Nil	Nil	Nil
9	Inheritance mutation	NT/Tehsildar concerned	30 days	Nil	Nil	Nil	Nil	Nil
10	Copy of mutation	Tehsildar concerned	10 days from the dt. of intimation of mutation attested	Nil	Nil	Nil	Nil	Nil
11	Demarcation of land	NT concerned	30 days	Nil	Nil	Nil	Nil	Nil
12	Extract of Tatima Shajra	NT concerned	10 days	Nil	Nil	Nil	Nil	Nil
13	Extract of Chulla/Chowkidara	NT concerned	10 days	Nil	Nil	Nil	Nil	Nil
14	Income certificate	Tehsildar concerned	30 days	Nil	Nil	Nil	Nil	Nil
15	NOC for construction of house on nazool land	Tehsildar Nazool concerned	30 days	Nil	Nil	Nil	Nil	Nil
16	Copy of Voter List	Tehsildar (AERO) concerned/Election Nb Tehsildar of the Distt	05 days	Nil	Nil	Nil	Nil	Nil
17	Marriage Certificate under Hindu Marriage Act	Tehsildar (Registrar) concerned	05 days	Nil	Nil	Nil	Nil	Nil
II	CA & PD							
1	Issuance of Ration Card	TSO, CA&PD in rural areas and AD, CA&PD in urban areas	30 days	Nil	Nil	Nil	Nil	Nil
2	Issue of surrender certificate/duplicate Ration Card	TSO, CA&PD in rural areas and AD, CA&PD in urban areas	07 days	Nil	Nil	Nil	Nil	Nil
3	Inclusion of a new born child in the Ration Card	TSO, CA&PD in rural areas and AD, CA&PD in urban areas	07 days	Nil	Nil	Nil	Nil	Nil
4	Transfer/shifting from one FP Shop to another	TSO, CA&PD in rural areas and AD, CA&PD in urban areas	07 days	Nil	Nil	Nil	Nil	Nil
III	Power Development							
1	Electricity Connection (domestic with load 10 KW)	AEE (Electrical) concerned	30 days	2	2	Nil	Nil	Nil
2	Electricity connection (domestic with load 20 KW)	Executive Engineer (Electrical) concerned	35 days	Nil	Nil	Nil	Nil	Nil
3	Electricity connection (domestic with load 30 KW)	Superintending Engineer (Electrical) concerned	40 days	Nil	Nil	Nil	Nil	Nil
4	Electricity connection (commercial with load 05 KW)	AEE concerned	30 days	Nil	Nil	Nil	Nil	Nil
5	Electricity connection (commercial with load 20 KW)	Executive Engineer (Electrical) concerned	35 days	Nil	Nil	Nil	Nil	Nil
6	Electricity connection (commercial with load 30 KW)	Superintending Engineer (Electrical) concerned	40 days	Nil	Nil	Nil	Nil	Nil
7	Electricity connection (Industrial with load 10 KV A/HP)	AEE concerned	30 days	Nil	Nil	Nil	Nil	Nil
8	Electricity connection (Industrial with load 30 KVA/HP)	AE (Electrical) concerned	35 days	Nil	Nil	Nil	Nil	Nil
9	Electricity connection (Industrial with load 100 KV)	Superintending Eng. (Electrical) concerned	40 days	Nil	Nil	Nil	Nil	Nil
10	NOC for construction of house from Power Dev. Dept.	Executive Engineer concerned	30 days	Nil	Nil	Nil	Nil	Nil
IV	PHE, Irrigation & FC							
1	Sanction for domestic water connection	Executive Engineer, PHE concerned	15 days	Nil	Nil	Nil	Nil	Nil
2	Actual domestic water connection supply	Executive Engineer, PHE concerned	30 days	Nil	Nil	Nil	Nil	Nil
3	NOC for construction of house from PHE	Executive Engineer concerned	30 days	Nil	Nil	Nil	Nil	Nil
V	Transport							
1	Learners Driving License	RTO/ARTO concerned	15 days	Nil	Nil	Nil	Nil	Nil
2	Driving License	RTO/ARTO concerned	30 days	Nil	Nil	Nil	Nil	Nil
3	Registration of Vehicles	RTO/ARTO concerned	30 days	Nil	Nil	Nil	Nil	Nil
4	Renewal of Driving Licenses issued by the State Licensing Authorities	RTO/ARTO concerned	15 days	Nil	Nil	Nil	Nil	Nil
5	Issuance of Fitness Certificate of vehicles	RTO/ARTO concerned	30 days.	Nil	Nil	Nil	Nil	Nil
VI	Housing & Urban Dev.							
1	Birth/Death Certificate	Registrar/Health officer concerned	30 days	Nil	Nil	Nil	Nil	Nil
2	Building permission for construction of house from Municipal Council/ Committee	Executive Officer concerned	30 days	Nil	Nil	Nil	Nil	Nil
VII	Police/CID							

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1	Copy of FIR	SHO concerned	1 day for complainant & 3 days for others	Nil	Nil	Nil	Nil	Nil
2	Verification by Police Station concerned for certification of Identity	SHO concerned	07 days	Nil	Nil	Nil	Nil	Nil
3	Verification by Police for issuance of Character certificate	SP concerned	15 days	Nil	Nil	Nil	Nil	Nil
4	Copy of untraced report in accident/drowning cases	SHO concerned	15 days	Nil	Nil	Nil	Nil	Nil
5	Copies of untraced reports in cases of stolen vehicles	SHO concerned	15 days	Nil	Nil	Nil	Nil	Nil
6	Copy of untraced report in theft cases	SHO concerned	15 days	Nil	Nil	Nil	Nil	Nil
VIII Health & Medical Edu.								
1	Disability Certificate	Chief Medical Officer	30 days	Nil	Nil	Nil	18	Nil
2	Medical Illness Certificate	Chief Medical Officer/ Medical Supdt./Block Medical Officer	07 days	10	Nil	Nil	34	Nil
3	Medical Fitness Certificate	Chief Medical Officer/ Medical Supdt./Block Medical Officer	One day after examination	Nil	Nil	Nil	Nil	Nil
4	Post Mortem Report	Chief Medical Officer/ Medical Supdt./Block Medical Officer/ Doctor/ Board conducting Post Mortem	a).Preliminary report within one week of Post Mortem	Nil	Nil	Nil	Nil	Nil
			(b).Final report within one week	Nil	Nil	Nil	Nil	Nil
5	License to sell, stock or exhibit (or offer) for sale, or distribute drugs by retails (Allopathic/Homeopathic drugs) on various forms viz Form-20, Form-21 and Form-20F (Rule 64), Form-20A and Form-21A (Rule 62B), Form-20C (Rule 67F)	Assistant Controller Drugs of the concerned District	30 days	Nil	Nil	Nil	Nil	Nil
6	License to manufacture for sale or for distribution of drugs/cosmetics/ Ayurvedic (including Siddha or Unani drugs) on various forms viz Form-25 and Form-25F (Rule 71), Form-25A (Rule 71B), Form-25B (Rule 71A), Form-25C (Rule 85E), Form 25D (Rule 157), Form-25E (Rule 154A), Form-28 (Rule 78), Form-28A (Rule 76A), Form-28B (Rule 76), Form 29 (Rule 89), Form-32 (Rule 139), Form-32A (Rule 142B).	Controller Drugs and Food Control Organization, J&K, Jammu/Srinagar.	30 days	Nil	Nil	Nil	Nil	Nil
IX Finance								
1	Issuance of VAT-65 Form	Concerned Jurisdictional Assessing Authority/CTO	02 days	Nil	Nil	Nil	Nil	Nil
2	Issuance of Statutory Forms i.e. C/H/F Forms etc	-do-	02 days	Nil	Nil	Nil	Nil	Nil
3	Tax Clearance Certificate for supply contracts in form VAT-46	-do-	10 days	Nil	Nil	Nil	Nil	Nil
4	Tax Clearance Certificate for works contract in Form ST-64	-do-	15 days	Nil	Nil	Nil	Nil	Nil
X Funds Organization								
1	Settlement of Final Refund cases of GPF at the time of retirement/death of the employee	Concerned Chief Accounts Officer of the District Fund Office.	30 days	Nil	Nil	Nil	Nil	Nil
2	Issuance of Transfer Entry (TE) Advice	Concerned Chief Accounts Officer of the District Fund Office	30 days	Nil	Nil	Nil	Nil	Nil
XI Industries & Commerce								
1	NDC from DIC (Employment purpose)	General Manager of the concerned DIC	05 days	5	5	Nil	Nil	Nil
2	Registration of New Industrial Units (Provisional/EM (art-I))	General Manager of the concerned DIC	05 days	Nil	Nil	Nil	Nil	Nil
3	Registration of New Industrial Units (Formal/EM Part-II)	General Manager of the concerned DIC	15 days	Nil	Nil	Nil	Nil	Nil
XII Labour & Employment								
1	No Objection Certificate (NOC) for employment	Deputy Director/ Assistant Director concerned DE&CC	05 days	Nil	Nil	Nil	Nil	Nil
2	Registration of unemployed youth	Deputy Director/ Assistant Director concerned DE&CC	02 days	Nil	Nil	Nil	Nil	Nil
XIII PWD (R&B)								
1	Issuance of Contractor Card (B, C & D Classes)	Superintending Engineer PWD (R&B) concerned	35 days	Nil	Nil	Nil	4	Nil

(Mond Muntaq Ali) KAS
Additional Dy. Commissioner
(Nodal Officer, PSGA)
Rajouri

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