



GOVERNMENT OF JAMMU & KASHMIR
OFFICE OF THE DEPUTY COMMISSIONER RAJOURI
Tel:01962-262244 Fax:01962-262481

No. PGSA/R/ 2017-18/36.

Dated 05-03.2017

✓ The Divisional Commissioner
Jammu


Sub:- Monthly Statement under J&K Public Service Guarantee Act 2011 for the Month of March, 2018 in respect of Rajouri District.

Sir,

Kindly find enclosed herewith the consolidated statement under J&K Public Service Guarantee Act 2011 for the month of March, 2018 in respect of Rajouri District for favour of kind perusal and further necessary action at your end please.

Yours faithfully

Encls:-03 leaf


(Abdul Qayoom Mir) KAS
Addl. Deputy Commissioner,
(Nodal Officer PSGA)

 **Rajouri**

Copy to the:-


1. Additional Secretary to Govt. (Nodal Officer PSGA) General Administration Deptt. J&K Civil Sectt. Jammu along with copy of statement for kind perusal.

MONTHLY STATEMENT UNDER J&K PUBLIC SERVICE GUARANTEE ACT, 2011 (RAJOURI DISTRICT) FOR THE MONTH OF March, 2018

S.No	Name of the Department/Service	Designated officer	Stipulated time frame for providing service	No. of applications/cases			No. of pending	
				Received during the Month	Disposed off during the Month	Rejected	Within time frame	Beyond time frame
1	Revenue							
1	State Subject (PRC)	Addl. DC, AC (Rev), SDM	30 days	386	376	Nil	10	Nil
2	Reserved Category Certificate	Tehsildar concerned	15 days	479	479	Nil	Nil	Nil
3	Dependant Certificates	AC (Revenue) SDM	30 days	93	93	Nil	Nil	Nil
4	Extract of Fard Intikhab	NT concerned	10 days	6	6	Nil	Nil	Nil
5	Extract of Girdawari	NT concerned	10 days	259	259	Nil	Nil	Nil
6	Extract of Aks Masawi/ Latha	NT concerned	10 days	4	4	Nil	Nil	Nil
7	Extract of Jamabandi	NT concerned	10 days	194	194	Nil	Nil	Nil
8	Attestation of mutation	Tehsildar concerned	30 days	57	57	Nil	Nil	Nil
9	Inheritance mutation	NT/Tehsildar concerned	30 days	60	60	Nil	Nil	Nil
10	Copy of mutation	Tehsildar concerned	10 days from	179	179	Nil	Nil	Nil
11	Demarcation of land	NT concerned	30 days	11	11	Nil	Nil	Nil
12	Extract of Talima Shajra	NT concerned	10 days	1	1	Nil	Nil	Nil
13	Extract of Chullar/Chowkidara	NT concerned	10 days	8	8	Nil	Nil	Nil
14	Income certificate	Tehsildar concerned	30 days	162	162	Nil	Nil	Nil
15	NOC for construction of house on nazool land	Tehsildar Nazool concerned	30 days	4	4	Nil	Nil	Nil
16	Copy of Voter List	Tehsildar (AERO) concerned/Election Nb Tehsildar of	05 days	96	96	Nil	Nil	Nil
17	Marriage Certificate under Hindu Marriage Act	Tehsildar (Registrar) concerned	05 days	6	6	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	2026	2026	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	3	3	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	0	0	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	0	0	Nil	Nil	Nil

2	Verification report from CID for Passport Received from Pas	SHO concerned	07 days	824	824	Nil	Nil	Nil
3	Verification report from CIS for Newly Appointed Candidate	SP concerned	15 days	180	180	Nil	Nil	Nil
4	Verification by Police Station concerned for certification of Identity	SHO concerned	15 days	--	---	Nil	Nil	Nil
5	Verification by Police for issuance of Character Certificate	SHO concerned	15 days	22	22	Nil	Nil	Nil
6	Copy of untraced report in accident/drowning cases	SHO concerned	15 days	Nil	Nil	Nil	Nil	Nil
7	Copies of untraced reports in cases of stolen vehicles	SHO concerned	15 days	Nil	Nil	Nil	Nil	Nil
8	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	13	13	Nil	Nil	Nil
2	Medical Illness Certificate	Chief Medical Officer/ Medical Supdt./Block Medical Officer	07 days	1	1	Nil	Nil	Nil
3	Medical Fitness Certificate	Chief Medical Officer/ Medical Supdt./Block Medical Officer	One day after examination	10	10	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 (b) Final report within one	0	0	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	13	10	5	2	15
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	0	0	Nil	Nil	Nil
IX	Finance							
1	Issuance of VAT-65 Form	Concerned Jurisdictional Assessing Authority/CTO	02 days	2	2	Nil	Nil	Nil
2	Issuance of Statutory Forms i.e. C/H/F Forms etc	-do-	02 days	0	0	Nil	Nil	Nil

3	Tax Clearance Certificate for supply contracts in form VAT-46	-do-	10 days	0	0	Nil	Nil	Nil
4	Tax Clearance Certificate for works contract in Form ST-64	-do-	15 days	0	0	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	2	2	Nil	Nil	Nil
2	Issuance of Transfer Entry (TE) Advice	Concerned Chief Accounts Officer of the District Fund Office	30 days	3	3	Nil	Nil	Nil
XI	Industries & Commerce							
1	NDC from DIC (Employment purpose)	General Manager of the concerned	05 days	5	5	Nil	Nil	Nil
2	Registration of New Industrial Units (Provisional/EM	General Manager of the concerned	05 days	5	5	Nil	Nil	Nil
3	Registration of New Industrial Units (Formal/EM Part-	General Manager of the concerned	15 days	0	0	Nil	Nil	Nil
XII	Labour & Employment							
1	No Objection Certificate (NOC) for employment	Deputy Director/ Assistant Director concerned DE&CC	05 days	35	35	Nil	Nil	Nil
2	Registration of unemployed youth	Deputy Director/ Assistant Director concerned DE&CC	02 days	68	68	Nil	Nil	Nil
XIII	PWD (R&B)							
1	Issuance of Contractor Card (B, C & D Classes)	Superintending Engineer PWD (R&B) concerned	35 days	4	4	Nil	Nil	Nil


Abdul Qayoom Mir (KAS)
Addl. Deputy Commissioner
(Nodal Officer, PSGA)


Rajouri