

DAILY STATEMENT UNDER J&K PUBLIC SERVICE GUARANTEE ACT, 2011 (RAJOURI DISTRICT) FOR THE MONTH OF November, 2017

| 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 | Addl.DC, AC (Rev), SDM | 30 days | 1092 | 1092 | Nil | Nil | Nil |
| 2 | State Subject (PRC) | Tehsildar concerned | 15 days | 555 | 555 | Nil | Nil | Nil |
| 3 | Reserved Category Certificate | AC (Revenue) | 30 days | 40 | 40 | Nil | Nil | Nil |
| | Dependant Certificates | SDM | | | | Nil | Nil | Nil |
| 4 | Extract of Fard Intikhab | NT concerned | 10 days | 18 | 16 | Nil | Nil | Nil |
| 5 | Extract of Girdawari | NT concerned | 10 days | 104 | 104 | Nil | Nil | Nil |
| 6 | Extract of Aks Masawi/ Latha | NT concerned | 10 days | 151 | 151 | Nil | Nil | Nil |
| 7 | Extract of Jamabandi | NT concerned | 10 days | 137 | 137 | Nil | Nil | Nil |
| 8 | Attestation of mutation | Tehsildar concerned | 30 days | 208 | 208 | Nil | Nil | Nil |
| 9 | Inheritance mutation | NT/Tehsildar concerned | 30 days | 45 | 45 | Nil | Nil | Nil |
| 10 | Copy of mutation | Tehsildar concerned | 10 days from | 129 | 129 | Nil | Nil | Nil |
| 11 | Demarcation of land | NT concerned | 30 days | 55 | 55 | Nil | Nil | Nil |
| 12 | Extract of Tatina Shajra | NT concerned | 10 days | 6 | 6 | Nil | Nil | Nil |
| 13 | Extract of Chullia/Chowkidara | NT concerned | 10 days | 2 | 2 | Nil | Nil | Nil |
| 14 | Income certificate | Tehsildar concerned | 30 days | 9 | 9 | Nil | Nil | Nil |
| 15 | NOC for construction of house on nazool land | Tehsildar Nazool concerned | 30 days | 176 | 176 | Nil | Nil | Nil |
| 16 | Copy of Voter List | Tehsildar (AERO) concerned/Election Nib Tehsildar of the Dist | 05 days | 0 | 0 | Nil | Nil | Nil |
| 17 | Marriage Certificate under Hindu Marriage Act | Tehsildar (Registrar) concerned | 05 days | 68 | 68 | Nil | Nil | Nil |
| | | | | 2795 | 2793 | | | |
| II | CA & PD | | | | | | | |
| 1 | Issuance of Ration Card | TSO, CA&PD in rural areas and AD, CA&PD in urban areas | 30 days | nil | 4317 | 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 | 4 | 4 | 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 | 35 | 35 | nil | Nil | Nil |
| III | Power Development | | | | | | | |


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| 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 | 1092 | 1092 | Nil | Nil | Nil |
| 2 | Reserved Category Certificate | Tehsildar concerned | 15 days | 555 | 555 | Nil | Nil | Nil |
| 3 | Dependant Certificates | AC (Revenue) SDM | 30 days | 40 | 40 | Nil | Nil | Nil |
| 4 | Extract of Fard Intikhab | NT concerned | 10 days | 18 | 16 | Nil | Nil | Nil |
| 5 | Extract of Girdawari | NT concerned | 10 days | 104 | 104 | Nil | Nil | Nil |
| 6 | Extract of Aks Masawi/ Latha | NT concerned | 10 days | 151 | 151 | Nil | Nil | Nil |
| 7 | Extract of Jamabandi | NT concerned | 10 days | 137 | 137 | Nil | Nil | Nil |
| 8 | Attestation of mutation | Tehsildar concerned | 30 days | 208 | 208 | Nil | Nil | Nil |
| 9 | Inheritance mutation | NT/Tehsildar concerned | 30 days | 45 | 45 | Nil | Nil | Nil |
| 10 | Copy of mutation | Tehsildar concerned | 10 days from | 129 | 129 | Nil | Nil | Nil |
| 11 | Demarcation of land | NT concerned | 30 days | 55 | 55 | Nil | Nil | Nil |
| 12 | Extract of Tatima Shajra | NT concerned | 10 days | 6 | 6 | Nil | Nil | Nil |
| 13 | Extract of Chulla/Chowkidara | NT concerned | 10 days | 2 | 2 | Nil | Nil | Nil |
| 14 | Income certificate | Tehsildar concerned | 30 days | 9 | 9 | Nil | Nil | Nil |
| 15 | NOC for construction of house on nazool land | Tehsildar Nazool concerned | 30 days | 176 | 176 | Nil | Nil | Nil |
| 16 | Copy of Voter List | Tehsildar (AERO) concerned/Election Nb Tehsildar of the Distt | 05 days | 0 | 0 | Nil | Nil | Nil |
| 17 | Marriage Certificate under Hindu Marriage Act | Tehsildar (Registrar) concerned | 05 days | 68 | 68 | Nil | Nil | Nil |
| | | | | 2795 | 2793 | | | |
| II CA & PD | | | | | | | | |
| 1 | Issuance of Ration Card | TSO, CA&PD in rural areas and AD, CA&PD in urban areas | 30 days | nil | 4317 | 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 | 4 | 4 | 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 | 35 | 35 | nil | Nil | Nil |
| III Power Development | | | | | | | | |

| | | | | | | | | | |
|-----|---|--|--|-----|-----|-----|-----|-----|-----|
| 1 | Electricity Connection (domestic with load 10 KW) | AEE (Electrical) concerned | 30 days | 236 | 236 | Nil | Nil | Nil | Nil |
| 2 | Electricity connection (domestic with load 20 KW) | Executive Engineer (Electrical) | 35 days | 13 | 13 | Nil | Nil | Nil | Nil |
| 3 | Electricity connection (domestic with load 30 KW) | Superintending Engineer (Electrical) concerned | 40 days | Nil | Nil | Nil | Nil | Nil | Nil |
| 4 | Electricity connection (commercial with load 05 KW) | AEE concerned | 30 days | Nil | Nil | Nil | Nil | Nil | Nil |
| 5 | Electricity connection (commercial with load 20 KW) | Executive Engineer (Electrical) concerned | 35 days | Nil | Nil | Nil | Nil | Nil | Nil |
| 6 | Electricity connection (commercial with load 30 KW) | Superintending Engineer (Electrical) concerned | 40 days | Nil | Nil | Nil | Nil | Nil | Nil |
| 7 | Electricity connection (Industrial with load 10 KV) | AEE concerned | 30 days | Nil | Nil | Nil | Nil | Nil | Nil |
| 8 | Electricity connection (Industrial with load 30 KVA/HB) | AE (Electrical) concerned | 35 days | Nil | Nil | Nil | Nil | Nil | Nil |
| 9 | Electricity connection (Industrial with load 100 KV) | Superintending Eng. (Electrical) concerned | 40 days | Nil | Nil | Nil | Nil | Nil | Nil |
| 10 | NOC for construction of house from Power Dev. | Executive Engineer concerned | 30 days | 9 | 9 | Nil | Nil | Nil | Nil |
| IV | PHE, Irrigation & FC | Executive Engineer, PHE concerned | 15 days | 17 | 17 | Nil | Nil | Nil | Nil |
| 1 | Sanction for domestic water connection | Executive Engineer, PHE concerned | 30 days | Nil | Nil | Nil | Nil | Nil | Nil |
| 2 | Actual domestic water connection supply | Executive Engineer concerned | 30 days | 4 | 4 | Nil | Nil | Nil | Nil |
| 3 | NOC for construction of house from PHE | Executive Engineer concerned | 30 days | 4 | 4 | Nil | Nil | Nil | Nil |
| V | Transport | | | | | | | | |
| 1 | Learners Driving License | RTO/ARTO concerned | 15 days | 626 | 626 | Nil | Nil | Nil | Nil |
| 2 | Driving License | RTO/ARTO concerned | 30 days | 311 | 311 | Nil | Nil | Nil | Nil |
| 3 | Registration of Vehicles | RTO/ARTO concerned | 30 days | 910 | 910 | Nil | Nil | Nil | Nil |
| 4 | Renewal of Driving Licenses issued by the State | RTO/ARTO concerned | 15 days | 55 | 55 | Nil | Nil | Nil | Nil |
| 5 | Licensing Authorities | RTO/ARTO concerned | 30 days. | 296 | 296 | Nil | Nil | Nil | Nil |
| 5 | Issuance of Fitness Certificate of vehicles | RTO/ARTO concerned | 30 days. | 296 | 296 | Nil | Nil | Nil | Nil |
| VI | Housing & Urban Dev. | | | | | | | | |
| 1 | Birth/Death Certificate | Registrar/Health officer concerned | 30 days | 51 | 51 | Nil | Nil | Nil | Nil |
| 2 | Building permission for construction of house from Municipal Council/ Committee | Executive Officer concerned | 30 days | 44 | 44 | Nil | Nil | Nil | Nil |
| VII | Police/CID | | | | | | | | |
| 1 | Copy of FIR | SHO concerned | 1 day for complainant & 3 days for 07 days | 161 | 161 | Nil | Nil | Nil | Nil |
| 2 | Verification by Police Station concerned for certification of Identity | SHO concerned | 07 days | nil | nil | Nil | Nil | Nil | Nil |
| 3 | Verification by Police for issuance of Character certificate | SP concerned | 15 days | 27 | 27 | Nil | Nil | Nil | Nil |
| 4 | Copy of untraced report in accident/drowning cases | SHO concerned | 15 days | nil | nil | Nil | Nil | Nil | Nil |

| | | | | | | | | | |
|------|--|---|--|-----|-----|-----|-----|-----|-----|
| 5 | Copies of untraced reports in cases of stolen vehicles | SHO concerned | 15 days | nil | nil | Nil | Nil | Nil | Nil |
| 6 | Copy of untraced report in theft cases | SHO concerned | 15 days | nil | nil | Nil | Nil | Nil | Nil |
| VIII | Health & Medical Edu. | | | | | | | | |
| 1 | Disability Certificate | Chief Medical Officer | 30 days | 100 | 100 | Nil | Nil | Nil | Nil |
| 2 | Medical Illness Certificate | Chief Medical Officer/ Medical Supdt./Block Medical Officer | 07 days | 50 | 50 | Nil | Nil | Nil | Nil |
| 3 | Medical Fitness Certificate | Chief Medical Officer/ Medical Supdt./Block Medical Officer | One day after examination | 8 | 8 | 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 (b). Final report within one week | 64 | 64 | Nil | Nil | Nil | Nil |
| 5 | License to sell, stock or exhibit (or offer) for sale, or distribute drugs by retailers (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 | 2 | 6 | 8 | | | 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), | Controller Drugs and Food Control Organization, J&K, Jammu/Srinagar. | 30 days | Nil | Nil | Nil | Nil | Nil | Nil |
| IX | Finance | | | | | | | | |
| 1 | Issuance of VAT-65 Form | Concerned Jurisdictional Assessing Authority/CTO | 02 days | 6 | 6 | Nil | | | Nil |
| 2 | Issuance of Statutory Forms i.e. C/H/F Forms etc | -do- | 02 days | 0 | 0 | Nil | | | Nil |
| 3 | Tax Clearance Certificate for supply contracts in form VAT-46 | -do- | 10 days | 0 | 0 | Nil | | | Nil |
| 4 | Tax Clearance Certificate for works contract in Form ST-64 | -do- | 15 days | 0 | 0 | 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 | 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 | Nil | Nil | Nil | Nil | Nil |
| XI | Industries & Commerce | | | | | | | | | | | | |
| 1 | NDC from DIC (Employment purpose) | General Manager of the concerned DIC | 05 days | 53 | 53 | Nil | Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| 2 | Registration of New Industrial Units (Provisional/EM {art-1}) | General Manager of the concerned DIC | 05 days | 5 | 5 | Nil | Nil | Nil | Nil | Nil | Nil | Nil | Nil |
| 3 | Registration of New Industrial Units (Formal/EM Part-1) | General Manager of the concerned DIC | 15 days | Nil | Nil | Nil | Nil | Nil | Nil | Nil | 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 | Nil | Nil | Nil | Nil | Nil |
| 2 | Registration of unemployed youth | Deputy Director/ Assistant Director concerned DE&CC | 02 days | 95 | 95 | Nil | Nil | Nil | 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 | 7 | 7 | Nil | Nil | Nil | Nil | Nil | Nil | Nil | Nil |


Avtar Singh Chib (KAS)
Addl. Deputy Commissioner
(Nodal Officer, PSGA)
Rajouri

11/12/19

84