

DAILY STATEMENT UNDER J&K PUBLIC SERVICE GUARANTEE ACT, 2011 (RAJOURI DISTRICT) FOR THE MONTH OF December, 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							
1	State Subject (PRC)	Addl. DC, AC (Rev), SDM	30 days	125	119	Nil	Nil	Nil
2	Reserved Category Certificate	Tehsildar concerned	15 days	97	94	Nil	Nil	Nil
3	Dependant Certificates	AC (Revenue) SDM	30 days	3	3	Nil	Nil	Nil
4	Extract of Fard Intikhab	NT concerned	10 days	11	11	Nil	Nil	Nil
5	Extract of Girdawari	NT concerned	10 days	285	285	Nil	Nil	Nil
6	Extract of Aks Masawi/ Latha	NT concerned	10 days	3	3	Nil	Nil	Nil
7	Extract of Jamabandi	NT concerned	10 days	198	198	Nil	Nil	Nil
8	Attestation of mutation	Tehsildar concerned	30 days	12	12	Nil	Nil	Nil
9	Inheritance mutation	NT/Tehsildar concerned	30 days	19	19	Nil	Nil	Nil
10	Copy of mutation	Tehsildar concerned	10 days from	35	35	Nil	Nil	Nil
11	Demarcation of land	NT concerned	30 days	0	0	Nil	Nil	Nil
12	Extract of Tatima Shajra	NT concerned	10 days	0	0	Nil	Nil	Nil
13	Extract of Chulla/Chowkidara	NT concerned	10 days	9	9	Nil	Nil	Nil
14	Income certificate	Tehsildar concerned	30 days	146	146	Nil	Nil	Nil
15	NOC for construction of house on nazool land	Tehsildar Nazool concerned	30 days	0	0	Nil	Nil	Nil
16	Copy of Voter List	Tehsildar (AERO) concerned/Election Nb Tehsildar of the Distt	05 days	15	15	Nil	Nil	Nil
17	Marriage Certificate under Hindu Marriage Act	Tehsildar (Registrar) concerned	05 days	0	0	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	5	5	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	Electricity connection (domestic with load 20 KW)	Executive Engineer (Electrical)	35 days	195	195	Nil	Nil	Nil	Nil
3	Electricity connection (domestic with load 30 KW)	Superintending Engineer (Electrical) concerned	40 days	12	12	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/HP)	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	17	17	Nil	Nil	Nil	Nil
IV PHE, Irrigation & FC									
1	Sanction for domestic water connection	Executive Engineer, PHE concerned	15 days	7	7	Nil	Nil	Nil	Nil
2	Actual domestic water connection supply	Executive Engineer, PHE concerned	30 days	Nil	Nil	Nil	Nil	Nil	Nil
3	NOC for construction of house from PHE	Executive Engineer concerned	30 days	6	6	Nil	Nil	Nil	Nil
V Transport									
1	Learners Driving License	RTO/ARTO concerned	15 days	470	470	Nil	Nil	Nil	Nil
2	Driving License	RTO/ARTO concerned	30 days	290	290	Nil	Nil	Nil	Nil
3	Registration of Vehicles	RTO/ARTO concerned	30 days	364	364	Nil	Nil	Nil	Nil
4	Renewal of Driving Licenses issued by the State Licensing Authorities	RTO/ARTO concerned	15 days	216	216	Nil	Nil	Nil	Nil
5	Issuance of Fitness Certificate of vehicles	RTO/ARTO concerned	30 days.	225	225	Nil	Nil	Nil	Nil
VI Housing & Urban Dev.									
1	Birth/Death Certificate	Registrar/Health officer concerned	30 days	7	7	Nil	Nil	Nil	Nil
2	Building permission for construction of house from Municipal Council/ Committee	Executive Officer concerned	30 days	4	1	3	Nil	Nil	Nil
VII Police/CID									
1	Copy of FIR	SHO concerned	1 day for complainant & 3 days for 07 days	107	107	Nil	Nil	Nil	Nil
2	Verification by Police Station concerned for certification of Identity.	SHO concerned		-	-	Nil	Nil	Nil	Nil

3	Verification by Police for issuance of Character Certificate	SP concerned	15 days	23	23	Nil	Nil	Nil	Nil
4	Copy of untraced report in accident/drowning cases	SHO concerned	15 days	—	—	Nil	Nil	Nil	Nil
5	Copies of untraced reports in cases of stolen vehicles	SHO concerned	15 days	—	—	Nil	Nil	Nil	Nil
6	Copy of untraced report in theft cases	SHO concerned	15 days	—	—	Nil	Nil	Nil	Nil
VIII Health & Medical Edu.									
1	Disability Certificate	Chief Medical Officer	30 days	Nil	Nil	18	Nil	Nil	Nil
2	Medical Illness Certificate	Chief Medical Officer/ Medical Supdt./Block Medical Officer	07 days	Nil	Nil	15	Nil	Nil	Nil
3	Medical Fitness Certificate	Chief Medical Officer/ Medical Supdt./Block Medical Officer	One day after	Nil	Nil	3	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 (b). Final report within one week	Nil	Nil	29	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	7	7	2	7	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),	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	Nil	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	Nil

3	Tax Clearance Certificate for supply contracts in form VAT-46	-do-		10 days	3	3	Nil	Nil	Nil
4	Tax Clearance Certificate for works contract in Form ST-64	-do-		15 days	2	2	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		05 days			Nil	Nil	Nil
2	Registration of New Industrial Units (Provisional/EM (part-I))	General Manager of the concerned DIC		05 days	50	50	Nil	Nil	Nil
3	Registration of New Industrial Units (Formal/EM Part-II)	General Manager of the concerned DIC		15 days	2	2	Nil	Nil	Nil
XII	Labour & Employment								
1	No Objection Certificate (NOC) for employment	Deputy Director/ Assistant Director concerned DE&CC		05 days	44	44	Nil	Nil	Nil
2	Registration of unemployed youth	Deputy Director/ Assistant Director concerned DE&CC		02 days	58	58	Nil	Nil	Nil
XIII	PWD (R&B)								
1	Issuance of Contractor Card (B, C & D Classes)	Superintending Engineer PWD (R&B) concerned		35 days	6	6	Nil	Nil	Nil

Jm
B.1.2018
Jugal Kishore Anand (KAS)

Addl. Deputy Commissioner
(Nodal Officer, PSGA)

Rj
Rajouri