

## Services under J&K Public Services Guarantee Act -2011

### 1. CA&PD Department

S. No.	Name of Service	Designated Officer	Stipulated time frame for providing service
1	2	3	4
1	<b>Ration Card</b>	Tehsil Supply Officer , CAPD in Rural areas and Assistant Director in Urban areas	30 days subject to condition that new Ration Cards will be issued only after Govt. of India allocates food grains as per current population of the State
2	<b>Issue of Surrender Certificate /Duplicate Ration Cards</b>	Tehsil Supply Officer , CAPD in Rural areas and Assistant Director in Urban areas	07 days
3	<b>Inclusion of a new born child in the Ration Card</b>	Tehsil Supply Officer , CAPD in Rural areas and Assistant Director in Urban areas	07 days after production of Birth certificate from the competent authority
4	<b>Transfer/ shifting from one FP Shop to another</b>	Tehsil Supply Officer , CAPD in Rural areas and Assistant Director in Urban areas	15 days subject to condition that the ration form new FP shop shall be issued only on commencement of the next month

## **2.Power Development Department**

<b>S. No.</b>	<b>Name of Service</b>	<b>Designated Officer</b>	<b>Stipulated time frame for providing service</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Electricity connection domestic with load 10 KW	Assistant Executive Engineer (Electrical) /concerned	30 days
2	Electricity connection domestic with load 20 KW	Executive Engineer (Electrical) /concerned	35 days
3	Electricity connection domestic with load 30 KW	Superintending Engineer (Electrical) /concerned	40 days
4	Electricity connection domestic with all loads	Chief Engineer (Electrical) /concerned	45 days
5	Electricity connection commercial with load 5 KW	Assistant Executive Engineer (Electrical) /concerned	30 days
6	Electricity connection commercial with load 20 KW	Executive Engineer (Electrical) /concerned	35 days
7	Electricity connection commercial with load 30 KW	Superintending Engineer (Electrical) /concerned	40 days
8	Electricity connection commercial with load 100 KW	Chief Engineer (Electrical) /concerned	45 days
9	Electricity connection industrial with load 10 KVA/HP	Assistant Executive Engineer (Electrical) /concerned	30 days
10	Electricity connection industrial with load 30 KVA/HP	Executive Engineer (Electrical) /concerned	35 days
11	Electricity connection industrial with load 100 KVA/HP	Superintending Engineer Engineer (Electrical) /concerned	40 days
12	Electricity connection industrial with load 200 KVA/HP	Chief Engineer Engineer (Electrical) /concerned	45 days
13	NOC for construction of house from Power Development Department	Executive Engineer (Electrical) /concerned	30 days

### **3. Public Health Engineering, Irrigation and Flood Control Department**

S. No.	Name of Service	Designated Officer	Stipulated time frame for providing service
1	2	3	4
1	<b>Sanction for domestic Water Connection</b>	Executive Engineer, PHE /concerned	15 days
2	<b>Actual domestic water connection supply</b>	Executive Engineer, PHE /concerned	30 days
3	<b>NOC for construction of house from PHE</b>	Executive Engineer concerned	30 days

#### **4. Revenue Department**

<b>S. No.</b>	<b>Name of Service</b>	<b>Designated Officer</b>	<b>Stipulated time frame for providing service</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	State Subject Certificate (PRC)	Assistant Commissioner (Rev)/ Addl. Dy. Commissioner /SDM concerned	30 days
2	Reserved Category Certificates	Tehsildar concerned	15 days
3	Dependent Certificate	Assistant Commissioner (Rev)/ SDM/ Addl. Dy. Commissioner concerned	30 days
4	Extract of Fard Intikhab	Naib Tehsildar concerned	10 days
5	Extract of Girdawari	Naib Tehsildar concerned	10 days
6	Extract of Aks Massavi/Latha	Naib Tehsildar concerned	10 days
7	Extract of Jamabandi	Naib Tehsildar concerned	10 days
8	Attestation of Mutations	Tehsildar concerned	30 days
9	Inheritance Mutation	Naib Tehsildar/ Tehsildar concerned	30 days from the date of intimation /application to the mutation attesting officer
10	Copy of Mutation	Tehsildar concerned	10 days
11	Demarcation of Land	Naib Tehsildar concerned	30 days
12	Extract of Tatima Shajra	Naib Tehsildar concerned	30 days
13	Extract of Chullah/ Chowkidara	Naib Tehsildar concerned	10 days
14	Income Certificate	Tehsildar concerned	30 days
15	NOC for construction of houses from Nazool	Tehsildar Nazool concerned	10 days

### **5. Transport Department:**

<b>S. No.</b>	<b>Name of Service</b>	<b>Designated Officer</b>	<b>Stipulated time frame for providing service</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	<b>Learner Driving Licence</b>	<b>Regional Transport Officer /Assistant Regional Transport Office concerned</b>	15 days
2	<b>Driving Licence</b>	<b>Regional Transport Officer /Assistant Regional Transport Office concerned</b>	30 days
3	<b>Registrat-ion of Vehicles</b>	<b>Regional Transport Officer /Assistant Regional Transport Office concerned</b>	30 days
4	<b>Renewal of Driving Licencees issued by the state licensing authorities</b>	<b>RTO/ ARTO concerned</b>	15days
5	<b>Issuance of fitness certificate of vehicle</b>	<b>RTO/ ARTO concerned</b>	30 days

## 6. Housing & Urban Development Department

S. No.	Name of Service	Designated Officer	Stipulated time frame for providing service
1	2	3	4
1	Birth & Death Certificate	Registrar/ Health Officer concerned	30 days
2	NOC for construction of house from Srinagar Development Authority	Secretary , Srinagar Development Authority	30 days
3	NOC for construction of house from Jammu Development Authority	Secretary , Jammu Development Authority	30 days
4	NOC for construction of house from Town Planning Organization	Chief Town Planner	30 days
5	Building permission for construction of house from Municipal Corporation Srinagar	Joint Commissioner (Adm) /Planning	30 days
6	Building permission for construction of house from Municipal Corporation Jammu	Joint Commissioner (Adm) /Planning	30 days
7	Building permission for construction of house from Municipal Council /Committee	Executive Officer Concerned	30 days

## 7. District Employment and Counseling Centre Reasi.

S. No.	Name of Service	Designated Officer	Stipulated time frame for providing service
1	2	3	4
1	No Objection Certificate (NOC)	Assistant Director	05 days
2	Registration of unemployed youth	-do-	02 days

## 8. Industries & Commerce Department

S. No.	Name of Service	Designated Officer	Stipulated time frame for providing service
1	2	3	4
1	NDC from DIC (Employment purpose)	General Manager of concerned DIC	05 days
2	Registration New Industrial Units (Provisional / EM Part-I)	General Manager of concerned DIC	05 days
3	Registration of New Industrial Units (Formal /EM Part – II)	General Manager of concerned DIC	15 days

## **9. Health & Medical Department**

S. No.	Name of Service	Designated Officer	Stipulated time frame for providing service
1	2	3	4
1	Disability Certificate	Chief Medical Officer	One month from the date of application
2	Medical illness certificate	Medical Supdt./ Block Medical Officer Reasi/Pouni/Katra/Mahore	Within one week after
3	Medical Fitness Certificate	Medical Supdt./ Block Medical Officer Reasi/Pouni/Katra/Mahore	One day after examination
4	Post- mortem Report	Medical Supdt./ Block Medical Officer Reasi/Pouni/Katra/Mahore  Doctor / Board conducting post mortem	Preliminary report within one week of the post mortem  b) Final report within one week after receiving specializes investigations report / Viscera report

## **10. Police Department**

S. No.	Name of Service	Designated Officer	Stipulated time frame for providing service
1	2	3	4
1	Passport verifications	Dy. SP HQ	60 Days
2	CID Service verification	-do-	60 days

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