

विधान सभा प्रश्न

विभाग का नाम	:	प्रशासनिक सुधार
प्रश्न संख्या तारांकित	:	4836
उत्तर की तिथि	:	05-03-2022
विषय	:	पब्लिक सर्विस गारंटी एक्ट
प्रश्नकर्ता का नाम	:	श्री सुभाष ठाकुर (बिलासपुर)
सम्बन्धित मन्त्री	:	मुख्यमन्त्री

क्या मुख्य मन्त्री बतलाने की कृपा करेंगे कि:-

प्रश्न

उत्तर

(क) प्रदेश में कितने विभागों में पब्लिक सर्विस गारंटी एक्ट लागू है ; विभागवार व मदवार विवरण दें; और

सूचना सभा पटल पर रख दी गई है।

(ख) जिन संस्थानों में पब्लिक सर्विस गारंटी एक्ट लागू नहीं है, वहां कब तक इसे लागू कर दिया जाएगा; ब्यौरा दें?

श्री सुभाष ठाकुर (बिलासपुर) द्वारा तारांकित विधान सभा प्रश्न पब्लिक सर्विस गारंटी एक्ट का उत्तर:

प्रश्न

उत्तर

(क)

प्रदेश में 35 विभागों में पब्लिक सर्विस गारंटी एक्ट लागू है। जिनका विवरण उपबन्ध "क" पर संलग्न है।

(ख)

सार्वजनिक/लोक सेवाएं प्रदाता सभी विभागों/बोर्डों /निगमों/सार्वजनिक उपक्रमों को संबंधित लोक सेवाओं को पब्लिक सर्विस गारंटी एक्ट के अन्तर्गत अधिसूचित करने बारे निर्देश जारी कर दिए गए हैं।

Department wise list of Notified Services under HP PSG Act, 2011

Sr. No	Name of Department	No. of Services
1	Agriculture Department	5
2	Animal Husbandry Department	8
3	Forest	13
4	Health and Family Welfare Department	9
5	Home (Fire) Department	2
6	Home Police Department	11
7	Housing Department	11
8	Industries Department	27
9	Jal Shakti Vibhag	7
10	Panchayati Raj Department	6
11	Revenue Department	13
12	Social Justice and Empowerment Department	4
13	Town and Country Planning Department	10
14	Urban Development Department	12
15	Transport	7
16	Cooperation	4
17	En. Sci. & Tech. (Pollution Control Board)	4
18	Labour & Employment	13
19	Horticulture	4
20	Environment Science & Technology	3
21	Ayush	8
22	PWD	2
23	HP Board of School Education	4
24	MPP & Power	12
25	FCS & CA (Weight & Measures)	2
26	Medical Education	4
27	Printing and Stationary	1
28	Tourism & CA	5
29	Food, Civil Supply & CA	9
30	Fisheries	2
31	Non-Conventional Energy Sources (NES)	9
32	Education	14
33	Excise & Taxation	3
34	Information Technology	1
35	Language Art & Culture (LAC)	5
	Total	254

Department (No of service)	Name of Notified Services	Timeline
Agriculture (5)	1. Soil testing (sample)	25 days
	2. Grant/Renewal of Licenses/authorization for sale/storage of	15 days
	3. fertilizer (retail/wholesale)	
	4. Grant/renewal of manufacturing license of micronutrient mixture/ straight micronutrients fertilizers	15 days
	5. Grant/Renewal of license for sale/storage/ exhibit of insecticides and pesticides	15 days
	6. Grant/renewal of license for manufacturing of insecticides, pesticides	15 days
Animal Husbandry (8)	1. Artificial insemination	2 to 12 hours
	2. Issuance of health / Fitness certificate	1 to 7 days
	3. Post-Mortem of lives tock	12 to 72 hours
	4. Attending Outdoor patients	1 st come 1 st serve basis
	5. Prophylactic mass vacci of animals against infectious diseases	As per vaccination calendar
	6. Post bite-rabies vaccination	As & when required
	7. Issue Death Certificate of Animals	12 to 72 hours
	8. Dealing Outbreaks	12 hours
Forest (13)	1. Grazing permits	24 hours
	2. Compensation to be paid for killing domestic animals by wild life and for injuries inflicted/killing of human being	24 hours
	3. Grant of tree distribution (TD) to right holders	15 days
	4. TD to disaster suffers	60 days
	5. Renewal of Gazing permits	24 days
	6. Compensation to be paid for killing domestic animals by wildlife and injuries indicted/killing of human beings	7days
	7. Grant of TD to Right Holders	7 days
	8. Conduct of mandatory physical inspection for tree felling/transit permission by the competent authority	7 days
	9. Uploading of inspection report by the inspecting authority for tree felling/transit permission applied online	24 hours
	10. Grant of tree felling permission (applied for online) by the competent authority	15 days
	11. Transit permission for the export of minor forest produce (medicinal herbs/other forest produce)	7 days
	12. Grant of Tree transit permission (other than	15 days

	exempted species)	
	13. Issue of verification letter to the land owners giving details of forest produce obtained from private lands, in lieu of transit pass in the case of exempted species.	7 days
Health and Family Welfare(9)	1. Disability certificate without expert opinion/investigation	Same days
	2. Post mortem report with visceral/chemical examination	72 hours
	Post mortem report with visceral/chemical examination	2 days
	3. Issuance of medical certificates post illness/fitness	Same day
	Medical certificate of fitness for driving license	2 days
	Service entry fitness	3 hour
	4. Outdoor patient department slips/tickets	30 minutes
	5. Emergency call attending in peripherals institutions on call	1 hours
	6. Emergency call attending in institutions on call	15 minutes
	7. Discharge of Patient	4.30 hours
	8. (a) Lab testing reports-routine	Same day by 3 PM
	(b) Lab testing reports-emergency	2 hours
Home (Fire Service) (2)	1. Issue of fire reports	7 days
	2. Issue of non-objection certificate (NOC) for fire softy	30 days
Home (Police) (11)	1. Supply of copy of first information reports (FIR)	Immediately after registration of FIR
	2. Passport verification (regular)	15 days
	3. Passport verification (tatkal)	15 days
	4. Verification of character and antecedent when requested for/by the employer/organization	15 days
	5. NOC for pump, gas agency, hotel and bar,etc	15 days
	6. Arms license	15 days after the personal appearance
	7. Transfer of arms license	15 days after the personal appearance
	8. Missing reports	Immediately after receipt of written complaint
	9. Police assistance through SMS No 9459100100	24 hours
	10. Action on online complaints	24 hours
	11. Online compounding of traffic offences	Immediately

Housing (11)	1. Enquiries regarding installment/dues	2 weeks
	2. Mortgage permission	2 weeks
	i. For residential units	-do-
	ii. For industrial/commercial/institutional units	-do-
	3. No dues certificate regarding maintenance charges/certificates of non-encroachment/unauthorized	3 Weeks
	3.1 No dues certificate regarding full and final payment of house/plots/flats	1 weeks
	4. Conveyance deed	1 weeks
	5. Issue of possession letter	8 weeks
	6. Registration conveyance deed	4 weeks
	7. Sanction of building plans	2 weeks
	8. Completion certificate	4 weeks
9. Refunds	4 weeks	
10. Water/sewerage connection	6 weeks	
11. Transfer of allotment of house/plot/flat	6 weeks	
Industries (27)	1. Decision (approval/rejection) on applicant for Mining lease(ML)/ composite lease/ non exclusive reconnaissance permit & renewal	15 days
	2. Letter of Intent from the State Govt to preferred bidders for Grant of Mining Lease	15 days
	3. Issue of essentially certificate	15 working days
	4. Mine Development and Production Agreement to be signed between the successful for an grant of mining lease bidder and the State Govt	45 days
	5. Registration firms, suppliers, etc, with stores purchase organization.	10 working days
	6. Registration Partnership of firms	7 working days
	7. Registration of sericulture farmers/ involved in sericulture and silk industry in the state	7 working days
	8. Registration Partnership of firms	7 working days
	9. Procedure for addressing investors grievance	15 working days
	10. Issue of welder qualification certificates in Form XII after submissions of satisfactory reports	5 days
	11. Approval of design & manufacturing drawing for boilers & boiler components made in India	5 days for boilers components & boiler upto 20 TPH capacity and 15 days for boilers above 20 TPH capacity
	12. Inspection during construction/manufacture	10 ays
	13. Issue of Certificate for manufacture and test	3 days for boiler components & 7 days for boiler

	14. Recognition of repairs boilers & steam pipes	30 days
	15. Transfer of memorandum of Inspection Book & Registration Book	15 days
	16. Verification of claims w.r.t. application received complete in all respect (at all Distt. Level)	15 working days
	17. Disbursal of claims to the Director of Industries	7 working days
	18. Verification of claims w.r.t. application received complete in all respects (at State level)	15 working days
	19. Forwarding of the claims to the Director of Industries	7 working
	20. Grant of In-principal-approval (wherever applicable)	7 working days
	21. Release of installment/disbursal of Incentives	30 working days
	22. Registration of Boilers under the Boilers Act, 1923 (a) Completion of Inspection by Inspection Authority (b) Issue of Provisional Order in Form-V (c) Issue of Boiler Registration Number	Within 2 days Within 48 hours Within 30 days
	23. Renewal of Boilers under the Boilers Act, 1923 (a) Certificate for use of boiler in Forms-VI	Within 48 hours
	24. Approval of Boiler Manufacturer	Within 30 days
	25. Renewal of Boiler Manufacturer	Within 30 days
	26. Approval for Boiler erector	Within 30 days
	27. Renewal for Boiler erector	Within 30 days
Jal Shakti Vibhag (7)	1. Sanction of water connection (domestic/commercial)	1 month
	2. Minor breakdown in drinking water supply and irrigation schemes	1 days
	❖ Failure of power supply	1 day
	❖ Minor breakdown in pumping machinery due to greasing, oiling, change of gland packing pump, kecking ailment and replacement of nuts/bolts/service etc.	1 day
	❖ Breakage of existing fittings, union, valve, line, etc.	1 day
	❖ Bursting of packing of flanges of common headers/suctions pipe or rising main	2 days
	❖ Leakage in rising main	2 days
	3. Major breakdown in drinking water supply and irrigation schemes-Burning of transformer of state Electricity Board and failure of supply	1 day
	❖ Burning of electric parts due to lightening	3 days
	❖ Land sliding during rainy season	7 days
	❖ Pumps, motors including stand by pump sets going out of order simultaneously	7 days
	4. Grant/denial of the permit for the extraction and	60 days

	use of the ground water under section 7 of Act, Domestic, Irrigation, Commercial & Industrial users	
	5. Grant/denial of the certificate of registration under section 8 of the Act: domestic, irrigation, commercial & industrial users Act for existing user:- domestic, irrigation, commercial & industrial users	60 days
	6. Registration of Machinery of the rig owner/drilling agency under section 9 of the Act	30 days
	7. Alteration, amendment or variation of the terms and conditions of the permit or certificate of registration under section 10 of the Act	30 days
Panchayati Raj(6)	1. Registration of births and deaths and issuance of certificates thereof	24 hours
	2. Registration Marriage s and issuance of certificates thereof	24 hours
	3. Issuance of copy of Panchayati record including prewar register	5 days
	4. Issuance of BPL certificate	24 hours
	5. Processing and disposing off the applications for transit permits for minor forest produce (MFP)	24 hours
	6. Issue of ration Card	24 hours
Revenue (13)	1. Patwari level supply of copies of revenue records	Same or next day
	2. Reports for issuance of various certificates	-do-
	3. Reports of damages due to natural calamity	7-8 days
	4. Entry of mutation	Same or next day
	5. Tehsildar /Naib Tehsildar level issuance of various certificate	Same or next day
	6. Attestation of affidavits/power of Attorneys	Same or next day
	7. Registration of deeds/documents	Same or next day
	8. NOC required for setting up of explosives manufacturing, storage, sale, transport	60 days
	9. NOC required for setting up of petroleum, diesel & naphtha manufacturing, storage, sale, transport	30 days
	10. License for sale of crackers (a) License for sale of crackers (permanent) (b) License for sale of crackers (temporary)	30 days 5 days
	11. Cinematograph license & license for screening of films/ registration under State Cinema Regulation Rules	20 days
	12. Certificate of non-forest land	7 days
	13. Tourism events-performance license	30 days
Social Justice and Empowerment (4)	1. Issue of identity cards to senior citizens	3 days
	2. Issue of identity cards to persons with disabilities	3 days
	3. Relief under Scheduled Castes and Scheduled tribes (prevention Of Atrocities) Rules 1995	One month

	4. Disbursement of stipend to the trainees under the scheme, Training and proficiency in computer applications to Scs/ Sts /OBCs and Minorities	15 th of every month
Town and County Planning (10)	1. Certificate that land is not in planning/special area	3 days
	2. Change of land use (site inspection and intimation of observation)	7 to 60 days
	3. Development Permission (site inspection and intimation of observation)	7 to 60 days
	4. NOC for release of basic services (site inspection and intimation of observation)	7 to 30 days
	5. Complaints regarding detection of unauthorized construction / deviation from approved plan and action thereof	30 days
	6. Supplying copy of records	7 days
	7. Composition of offence	60 days
	8. Registration of Pvt Professionals under HP TCP Rules, 2014	30 days
	9. Registration of Promoters and Estate Agents	30 days
	10. Grant of License for construction of Apartment & Colony under HP Town & Country Planning Act, 1977	60 days
Urban Development (12)	1. Registration of birth	2 days
	2. Registration of death	-do-
	3. Registration of marriage	-do-
	4. Copy of birth, death and marriage certificate	-do-
	5. Water Supply Connection	30 days
	6. Sewerage Connection	30 days
	7. Building plan/planning permission/map	
	(a) Fresh Planning Permission	30 days
	(b) Revised-cum-completion plan	90 days
	(c) Completion Plan (after completion of building in all respect)	15 days
	(d) Reconstruction on old line	60 days
	(e) Change of building use	60 days
8. Issuance of BPL Certificate	7 days	
9. NOC for Electricity	30 days	
10. Non P.F.A License	30 days	
11. Permission for Canopy	7 days	
12. Permission of Dumping of muck	7 days	
Transport (7)	1. Registration of vehicles	6 working days
	2. Learner Driving License/conductor license	3 working days
	3. Permanent driving license/ Conductor License	6 working days
	4. International Driving License	6 working days
	5. Issuance of Route permits	2 working days
	6. Renewal of Route Permits	2 working days
	7. Issuance of fitness Certificate	5 working days

Co-operation (4)	1. Registration of Co-operative societies under HP Co-operative Societies Act 1968	15-21 days
	2. Amendment of bye laws	15-21 days
	3. Registration of Societies Under HP Societies Registration Act, 2006	15-21 days
	4. Amendment of by laws of societies under Societies Registration Act, 2006	21 days
En. Sci. & Tech. (State Pollution Control Board) (4)	1. Grant of consent to establish to green and orange categories of industries not requiring environmental clearance located in notified industrial areas/ estates falling in the delegated powers of senior Environmental Engineers/Regional Officers of HPPCB under water Act, 1974 and Air Act,1981	Within 15 days on complete application
	2. Grant of consent to operate to green and orange categories of industries not requiring environmental clearance located in notified industrial areas/ estates falling in the delegated powers of senior Environmental Engineers/Regional Officers of HPPCB under water Act, 1974 and Air Act,1981	Within 40 days
	3. Grant of consent to renewal of consent to establish to green and orange categories of industries not requiring environmental clearance located in notified industrial areas/ estates falling in the delegated powers of senior Environmental Engineers/Regional Officers of HPPCB under water Act, 1974 and Air Act,1981	Within 15 days
	4. Grant of consent to renewal of consent to establish to green and orange categories of industries not requiring environmental clearance located in notified industrial areas/ estates falling in the delegated powers of senior Environmental Engineers/Regional Officers of HPPCB under water Act, 1974 and Air Act,1981	Within 30 days
Labour & Employment (13)	1. Grant of license under HP Shops & Commercial Act, 1969	Within 15 days
	2. Renewal of license under HP Shops & Commercial Act, 1969	Within 15 days
	3. Grant of license under Factories Act, 1948	Within 20 days
	4. Renewal of license under Factories Act, 1948	Within 20 days
	5. Grant of license under inter State Migrant workmen Act, 1979	Within 20 days
	6. Renewal of license under inter State Migrant workmen Act, 1979	Within 20 days
	7. Grant of license under contract labour Act, 1970	Within 20 days
	8. Renewal of license under contract labour Act, 1970	Within 20 days

	9. Grant of license under Motor Transport Act, 1961	Within 20 days
	10. Renewal of license under Motor Transport Act, 1961	Within 20 days
	11. Approval of building plan under Factories Act, 1948	Within 20 days
	12. Grant of Registration Certificate under Building & Other Construction Workers Welfare (RE&CS) Act, 1996	Within 20 days
	13. Registration of Principal Employer under the contract labour (Regulation and Abolition Act), 1970	Within 20 days
Horticulture (4)	1. Grant of license for Registration Renewal of fruit nurseries under the HP fruit Nursery Registration Act, 1973	45 days
	2. Advisory service on Plant Nutrition through leaf analysis	Within 20 days
	3. Community service on Plant Nutrition through leaf analysis	120 days
	4. Grant of subsidy on inputs/infrastructure created other horticulture activities under MIDH/RKVY/PMKSY	30 days
Environment, Science & Technology (3)	1. Provide support to the R&D proposals to Research Institutions in the State	2 months
	2. (a) Rendering service as State Coordinator for the State Environment Impact Assessing Authority and State Expert Appraisal Committee to receive, process and dispose off the applications of different project proponents, 2006 for grant of Environment Clearance. (b) Rendering service as Head of Environment Division of the Department to receive process and dispose off the applications, complaints, project proposals under Environment (Protection) Act, 1986	As per provisions of EIA Notification, 2006 As per provisions of Environment (Protection) Act, 1986
	3. Work with regard to EIA/EMP, Form-I etc. for the grant of EC to the project proposal	105 days
Ayush (8)	1. Issuance of OPD prescription slips	Within 30 minutes
	2. Issuance of Discharge Care to IPD Patients	Within 2 or 3 hours
	3. Issuance of post illness/fitness certificates	Within 1 or 2 hour
	4. Emergency Services in hospitals on call	Within an hour
	5. Issuance of License to manufacture Ayurvedic/Homeopathic/Unani Drugs	Within 3 months
	6. Approval of Formulation of Classical Ayurvedic Medicines under Drugs & Cosmetics Act, 1945	Within a week

	7. Approval of Formulation of Patents/Proprietary Medicines under Drugs & Cosmetics Act 1940 Rules 1945	Within a week
	8. Drug Analyzing and Testing Lab	Within 30 days
PWD (2)	1. Approval of granting Right of way (RoW) permission	30 days
	2. Approval of granting Registration of conductor (i) S.E for registration of class 'C' & 'D' contractor (ii) Chief Engineer for registration of Class 'A' & 'B' contractor	20 days 20 days
HP Board of School Education (4)	1. Re-Evaluation of Examination Paper Sheets	60 days
	2. Issue of Duplicate Marks Card Provisional Marks Card	30 days
	3. Disposal of application for recognition of new Educational Institutions	As per decision of the Hon'ble High Court in CWP 92/2006 titled Divya Jyoti Edu. Vs HPSBOSE, dated: 25-5-2006
	4. Issue of Migration Certificates	10 days
	5. Issue of Duplicate Marks cards/provisional Marks Sheet	30 days
	6. Disposal of applications for recognition of new Education Institute	As per decision of Hon'ble High Court in CWP titled Divya Jyoti Edu. Society Vs HPBOSE.
MPP & Power (12)	1. Grant of Electrical Supervisor's competency certificate	Within 20 days
	2. Renewal Electrical Supervisor's Competency Certificate	Within 15 days
	3. Grant of Wireman Permit	Within 15 days
	4. Renewal of Wireman Permit	Within 15 days
	5. Issue of duplicate Electrical Supervisor's Competency Certificate Electrical Supervisor's Competency Certificate and Wireman permit	Within 15 days
	6. Grant of A,B & C class Electrical Contractor's License	Within 30 days
	7. Renewal of A,B & C Class Electrical Contractor's License	Within 20 days
	8. Issue of duplicate A,B & C class Electrical Contractor's License	Within 15 days

	<p>9. Grant of Approvals for Electrical Installation other than Transmission lines: (a) The sub Stations of HPSEBL and other govt departments upto capacity of 630 KVA and upto 250 KW of other agencies having connected load upto the 250 KW and Diesel KW and Diesel Generating Sets up the capacity of 250 KVA (b) The Sub station of HPSEBL and other Govt departments above capacity of 630 KVA of other agencies having connected load above KW and Diesel Generating Sets having capacity above KVA</p>	<p>21+7 days</p> <p>21+7 days</p>
	<p>10. Grant of Approvals of Transmission Lines: (a) Upto capacity of 22 KV (b) Above capacity of 22 KV</p>	<p>21+ 7 days</p>
	<p>11. Renewal of Approvals for Electrical Installation other than Transmission Lines: (a) The sub-station of HPSEBL and other Govt departments upto capacity of 630 KVA and upto 250 KVA of other agencies having connected load of 250 KW and diesel Generating Sets up to capacity of 250 KVA (b) The sub-stations of HPSEBL and other Govt departments above capacity of 630 KVA and above 250 KVA of other agencies having connected load above 250 KW and Diesel Generating Sets having capacity above 250 KVA</p>	<p>21+7 days</p> <p>21 + 7 days</p>
	<p>12. Renewal of Approvals for Transmission Lines: (a) Up to capacity of 22 KV (b) Above capacity of 22 KV</p>	<p>21+7 days</p>
FCS (Weight & Measures (2))	1. Registration of Manufacturers Packages and Importers	30 days
	2. Licenses of Repairers, Dealers & Manufacturers	30 days
Medical Education (4)	1. Grant of retail/bulk Drugs license (Sales) and renewal	21 days
	2. Grant of Drugs License for setting up a pharmacy in State (by State Drugs Standard Control Organization)	21 days
	3. Grant/Renewal of wholesale Drugs license	21 days
	4. Grant and renewal of Drugs manufacturing License	21 days
Printing and Stationary (1)	<p>Publication of Court Notice(s) in the e-gazette regarding:- (i) Correction/change of name.</p>	One month

	(ii) Correction/change of Date of Birth and Death	
Tourism & CA (5)	1. To issue Provisional and Regular Registration Certificate of the Tourism unit	60 days
	2. Project Approval/Selection of the cases for assistance from financial institution/banks	30 days
	3. Registration of Home Stay Units	60 days
	4. To issue Essentiality Certificates to set up Tourism Units	30 days
	5. To issue Permits to the Tourists to visit Rohtang , Distt. Kullu	48 hours
Food, Civil Supply & CA (9)	1. Registration of Mill/refund of security (Directorate level)	Within 15 days
	2. Complaints (-do-)	Within 7 days
	3. Allotment of Food Grains under TPDS (-do-)	Within 10 days
	4. Sub-allocation of Food Grains (District level)	Within 3 days
	5. Matter regarding opening of New Fair Price Shops (-do-)	Within a week
	6. Complaints (-do-)	Within 7 days
	7. Enquiries/Complaints (Block/Inspector level)	Within 20 days
	8. Issuance/Updation of Ration Cards (-do-)	Within 7 days
	9. Issuance of permits (-do-)	Within 3 days
Fisheries (2)	1. Fishermen License: (a) General Water:- (i) Cast net, Chips, Barpatta, Rod & line and Hand line (b) Reserviours:- (i) Rod & line and Hand line (ii) Rod & line with artificial baits (Trout water) Pandoh Reservoir (iii) Gillnet for Gobind Sagar/Koldam/Pongdam/Ranjeet Sagar	Same day
	2. Risk Fund Scheme: (i) Compensation of loss after accident taken place covered under the Scheme	180 days
N.E.S (9)	1. Supply and Installation of SPV Street Lights	90 days
	2. Supply of Solar Lanterns	90 days
	3. Supply of Solar Home Lighting Systems	90 days
	4. Supply of Solar Cooker	10 days
	5. Installation of Grid connected Rooftop Plants	60 days
	6 Installation of Off-Grid Plants	90 days
	7 Supply, Installation of Solar Water Heating Systems	90 days

	8 Allotment of Small Hydro Projects including Water Mills from the date of advertisement	180 days
	9 Redressal of grievances of general public related to various devices/schemes of HIMURJA	30 days
Education (14)	1. Issuance of School/College leaving certificate	Same day
	2. Issuance of Archival School/ College leaving certificate	One Week Same Day
	3. Issuance of Character Certificate	-do-
	4. Refund of Library Security/ Sanchyika Fund	-do-
	5. Issuance of Bus Pass/ Identity Card/ Duplicate Bus pass to students	-do-
	6. Attestation of Board/ University/ Other Examination Recruitment form	-do-
	7. Change of subject/ faculty/ stream after admission	15 days
	8. Evaluation of Answer Sheets of I/II House Examination weakly/monthly tests	-do- 5 days
	9. NOC to run establishment of Pvt. Schools (9 th to 12 th)	
	10. Essentiality Certificate	
	11. Authentication of Documents	
	12. Sanction of Scholarship (under different schemes)	-do-
Excise & Taxation (3)	1. Registration of Brands	Total 6 days
	2. Approval of bottle/labels	Total 6 days
	3. Grant of Licenses	Total 14 days
Information Technology (1)	1. Mobile Tower Approval	61 days
Language Art & Culture (5)	1. Form 8 & 9 State Archives Schemes	15 days
	2. Antiquity/ Relics Information Providing	15 days
	3. (a) Scheme of grant-in-aid to non-professional theater Institutions/culture Troupes	1 Month
	(b) Scheme of grant-in-aid of subsidy for folk arts	1 Month
	(C) Grant-in-aid for competitions on performing arts, festivals etc.	3 Months
	4. (a) Scheme of grant-in-air for religious institutions/monuments places	1 Month 15 days
	(b) Recurring fund grant for worship & maintenanc of religious place	
	5 Scheme of grant form Recurring funds for forwarding all the schemes of the public services to the directorate	15 days