

**List of Services, notified by the Short listed Departments under H.P. Public Services Guarantee Act/Rules, 2011 in Himachal Pradesh .**

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**List of Services, stipulated time period, Designated Officers, First appellate authority and Second appellate authority notified by the Short listed Departments under H.P. Public Services Guarantee Act/Rules, 2011 in Himachal Pradesh .**

<b>Name of the Deptt. and Notification No.</b>	<b>Notified Services</b>	<b>Stipulated time for providing the services.</b>	<b>Designated</b>	<b>First appellate authority</b>	<b>Second appellate authority</b>
<b>1. Animal Husbandry No. Ahy-A(3) 2/2011 dated 2-12-2011. (Three services).</b>	1. Artificial Insemination.	i) At vety.. Inst. Two hours ii) At door steps: Not later than 12 hours.	Skilled Inseminator of the concerned area.	Dy. Director (AH)/B control- ling Officers of the concerned area.	State Informat- ion Commissi oner .
	2. Issuance of Health/ Fitness certificate	i) At very. Inst. Same day. ii) At door steps of the owner. Max.7 days.	Sr. Vety Officer/Vety. Officer of the concerned area.	-do-	-do-
	3. Postmortem of the livestock	i) Motorable site; Max. .12 Hours. ii) foot path site; Max24 Hours iii) In accessible site/area. Max 48-72 hours.	-do-	-do-	-do-
<b>2 Agriculture Deptt. No. Agr-A(4) 1/2007-IV date 26-11-2011 (One Service)</b>	1. Soil Testing (Sample)	60 days	Soil Testing Officer (concerned area)	Dy. Director (Agri.) of concerned Distt. and Distt Agri. Officers for Distts Lahaul & Spiti and Kinnaur.	SIC

<b>3.Health Deptt. Notified vide No. Health – AH (i)1/2011 Dt.1-12-2011 (<u>Three old services</u>)</b>	<b><u>1.Disability Certificate</u></b>				
	i) Without expert opinion/ investigation	Same day during working hours.	IGMC Shimla & Med College Tanda, Administrator, KNH Shimla; Superintendent Gr. –II	Principal IGMC for IGMC & KNH Principal Dr. RPGMC Tanda	-do-
	ii)With expert opinion /investigation	-do-	-do-	-do-	-do-
	<b><u>2.Post Mortem Report</u></b>				
	i) with visceral/chemical examination.	Within 72 working hours of conducting post mortem.	-do-	-do-	-do-
	ii) with visceral/chemical examination.	Within 2 days during working hours after the receipt of report	-do-	-do-	-do-
	<b><u>3.Issuance of Medical Certificates.</u></b>				
	a) Post illness/fitness	Same day during working hours.	-do-	-do-	-do-
b) Medical certificate of fitness for driving license.	Within two working days after the submission of the application form and documents.	-do-	-do-	-do-	

<p><b>New Services of Health Department Notified vide No. Health-A-H )1) -1/2011 dated 3 -9-2013. (Six new Services)</b></p>	<p>c) Services entry fitness.</p>	<p>Within 3 working hours</p>	<p>-do-</p>	<p>-do-</p>	<p>SIC</p>	
	<p><b><u>4.OPD Slips/ Tickets</u></b></p>	<p>Within 30 minutes.</p>	<p>SMO/MO Incharge of the respective Institutions</p>	<p>PHC&amp;CHC-BMO CH&amp;RH-CMO ZH-Sr. MS</p>	<p>SIC</p>	
	<p><b><u>5.Emergency call attending</u></b></p>	<p>(i)Emergency call attending in peripheral Institutions on call</p>	<p>1 Hour</p>	<p>SMO or MO authorized by Head of Instt.</p>	<p>-do -</p>	<p>-do-</p>
	<p>(ii) Emergency call attending in Institutions on call</p>	<p>15 min.</p>	<p>-do-</p>	<p>-do-</p>	<p>-do-</p>	
	<p><b><u>6.Discharge of patient</u></b></p>	<p>Discharge of patient</p>	<p>Within 4 hours and 30 minutes on request of patient's attendant</p>	<p>-do-</p>	<p>-do-</p>	<p>-do-</p>

	<p><b><u>7.Lab Testing Report</u></b></p> <p>(i) Lab . Testing reporting emergency</p> <p>(ii) Lab Testing reporting emergency</p>	<p>Same day by 3 PM</p> <p>Same day within 2 hours (if test is feasible in two hours.</p>	<p>SMO or MO authorized by Head of Instt.</p> <p>-do-</p>	<p>PHC&amp; CHC BMO CH&amp; RH-CMO ZH-Sr . MS</p> <p>-do-</p>	<p>-do-</p> <p>-do-</p>
<p><b><u>4. Home (Fire Services) Notified vide. No. Home – F(F) 6-1-2011 dated 5-1-2012 (Two Services)</u></b></p> <p><b><u>5(NEW) Home (Police) vide Notification No. Home-A(A) (3)-2/2010 dated 29-02-2012. (Eleven Services New),</u></b></p>	<p><b><u>1).Issue of Fire Report .</u></b></p> <p><b><u>2). Issue of NOC for fire safety</u></b></p> <p><b><u>1.Supply of copy of FIR</u></b></p> <p><b><u>2.Passport verification (Regular)</u></b></p> <p><b><u>3. Passport verification (Tatkaal)</u></b></p> <p><b><u>4. Verification of character and antecedents when requested for by the Employer/</u></b></p>	<p>Within 7 days</p> <p>30 days</p> <p>Immediately after registration of FIR</p> <p>15 days after receipt of application in Police Station</p> <p>7 days after receipt of application in S.P. office</p> <p>15 days</p>	<p>Divisional Officer/ Station Fire Officer/ Sub Fire officer.</p> <p>Chief Fire Officer</p> <p>MHC</p> <p>SHO</p> <p>SP</p> <p>SHO</p>	<p>Chief Fire Officer</p> <p>Director, Fire Services, HP</p> <p>SO</p> <p>-do-</p> <p>IGP Range</p> <p>SO</p>	<p>-do-</p> <p>-do-</p> <p>SIC</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>

	<p><b><u>Organization</u></b></p> <p><b><u>5. NOC for pump, gas agency, Hotel &amp; Bar etc.</u></b></p> <p><b><u>6.Arms License</u></b></p> <p><b><u>7.Transfer of Arms License</u></b></p> <p><b><u>8.Missing report</u></b></p> <p><b><u>9. Police assistance through SMS No. 9459100100</u></b></p> <p><b><u>10. Action on online complaints</u></b></p> <p><b><u>11. On line compounding of Traffic offences</u></b></p>	<p>-do-</p> <p>15 days after the personal appearance</p> <p>-do-</p> <p>Immediately after receipt of the written complaints</p> <p>Action within 24 hours</p> <p>24 hours subject to internet connectivity</p> <p>Immediately</p>	<p>-do-</p> <p>SP/Addl. SP</p> <p>-do-</p> <p>SHO/Incharge Police Post</p> <p>SHO</p> <p>SHO</p> <p>SHO/ Incharge Traffic</p>	<p>-do-</p> <p>IGP Range</p> <p>-do-</p> <p>SP</p> <p>SO</p> <p>-do-</p> <p>SO</p>	<p>-do –</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>
<p><b>6. Irrigation &amp; Public Health Deptt. Notified vide No. IPH-B(A) 4-2/2011 dated 14-12-</b></p>	<p><b><u>1. Sanction of water connection (domestic/ commercial)</u></b></p>	<p>1 Month</p>	<p>AE concerned</p>	<p>EE of concerned Divn.</p>	<p>-do-</p>

<p><b>2011</b> <b><u>(Three Servi</u></b> <b><u>services)</u></b></p>	<p><b><u>2. Minor</u></b> <b><u>breakdown in</u></b> <b><u>drinking water</u></b> <b><u>supply and</u></b> <b><u>irrigation</u></b> <b><u>schemes.</u></b></p> <p><b><u>i) Failure of</u></b> <b><u>power Supply.</u></b></p> <p><b><u>ii) Minor</u></b> <b><u>breakdown in</u></b> <b><u>pumping</u></b> <b><u>machinery due</u></b> <b><u>to greasing,</u></b> <b><u>oiling, change of</u></b> <b><u>gland packing</u></b> <b><u>pump checking</u></b> <b><u>ailment and</u></b> <b><u>replacement of</u></b> <b><u>Nuts. Bolts.</u></b> <b><u>Services etc.</u></b></p> <p><b><u>iii) Breakage of</u></b> <b><u>existing fittings,</u></b> <b><u>union, valve,</u></b> <b><u>line etc.</u></b></p> <p><b><u>iv) Bursting of</u></b> <b><u>packing of</u></b> <b><u>flanges of</u></b> <b><u>common</u></b> <b><u>headers/suction</u></b> <b><u>pip or rising</u></b> <b><u>main.</u></b></p> <p><b><u>v) Leakage in</u></b> <b><u>rising main.</u></b></p>	<p>1 day after supply of power by HPSEB</p> <p>Within one day</p> <p>one day</p> <p>one days</p> <p>Two days .</p> <p>Two days.</p>	<p>JE concerned</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>

	<p><b><u>3) Major breakdown in drinking water supply and irrigation schemes</u></b></p> <p><b><u>i) Burning of transformer of HPSEB and failure of supply.</u></b></p> <p><b><u>ii) Burning of electric parts due to lightening .</u></b></p> <p><b><u>iii) Land sliding during rainy season.</u></b></p> <p><b><u>iv) Pumps, Motors including stand by pump sets going out of order simultaneously</u></b></p>	<p>One day after restoration of powers supply</p> <p>3 days</p> <p>7 days</p> <p>7 days.</p>	<p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>
<p><b>7.Industry Deptt. Notification No. Ind-2(A)18-1/2006 dated 13-12-2011. (Seven Services)</b></p>	<p><b><u>i) Acknowledgement of entrepreneurship memorandum part-I.</u></b></p> <p><b><u>ii) Ack. of entrepreneurship memo. Part.II.</u></b></p> <p><b><u>iii) Issue of Essentiality certificate.</u></b></p>	<p>6 working days subject to completion of all formalities.</p> <p>30 working days.</p> <p>45 working days (30 days GM+15 days at Directorate.</p>	<p>GM,DIC/Dy. Dir./Member Secy.SWCA .</p> <p>-do-</p> <p>Director of Industries.</p>	<p>Director of Industries.</p> <p>-do-</p> <p>-do-</p>	<p>SIC</p> <p>SIC</p> <p>-do-</p>



<p>New Service of Industries Department Notification No.Ind-II(A)9-1/2014</p> <p>8.SJ&amp;E department Vide Notification No. WLF-E (2) 1/78 dated 28-12-011 (Four Services)</p>	<p><b><u>iv) Issue of certificate of approval (Registration) of lessee under minor mineral rules.</u></b></p>	6 working days (rest as above).	Mining Officer.	-do-	-do-
	<p><b><u>v)Registration of firms, suppliers etc. with store purchase Organization.</u></b></p>	15 working days. (as above).	Addl. Controller of Stores.	-do-	-do-
	<p><b><u>vi)Registration partnership of Firms.</u></b></p>	7 working days (As above).	Addl. Dir(Ind.) cum Registrar of firms/Dy.Dir. of Ind., Baddi & GM-cum-Dy.Registrar of firms in their respective jurisdiction.	-do-	-do-
	<p><b><u>vii) Registration of Sericulture Farmers/involved in Sericulture &amp; Silk Industry in the State.</u></b></p>	7 working days.(As above.)	Divn. Sericulture Officer.	-do-	-do-
	<p><b><u>Procedure for addressing investor grievances</u></b></p>	Within 15 days	Addl.Director /Joint Director/ Deputy/ of Ind/GM,DIC	Director of Industries	-d0-
<p><b><u>1.Issue of Identity Cards to Sr. Citizen.</u></b></p>	3 days from the receipt of the complete application with requisite documents in the office of Distt. Welfare officer.	Distt. Welfare Officer of the concerned Distt.	Director, SCs/OBCs & Minority affairs Shimla	-do-	

	<p><b><u>2.Issue of Identity Cards to Persons with Disabilities.</u></b></p>	<p>3 days from the receipt of the complete application with requisite documents in the office of D.F.O.</p>	-do-	-do-	-do-
	<p><b><u>3. Relief under Scheduled Castes and Scheduled Tribes (Prevention of Atrocities), Rules. 1995.</u></b></p>	<p>Within one month from the date of the receipt of complete documents by DWO.</p>	-do-	-do-	-do-
	<p><b><u>4)Disbursement of Stipend to the trainees under the scheme. Training and Proficiency in computer applications to SCs/STs /OBCs and Minorities.</u></b></p>	<p>The amount of stipend to the eligible trainees will be disbursed by 15<sup>th</sup> of every month by crediting the amount of scholarship in the bank account of the trainee provided the trainee has 85% attendance in that month and has secured 50 % marks in the monthly test.</p>	-do-	-do-	-do-

<b><u>9. Panchayati Raj Department Notification No. PCH-HA(1) 11/2011 dated 19-1-2012 (Six Services)</u></b>	<b><u>1.Registration of Births and Deaths and issuance of Certificates Thereof.</u></b>	Within 24 hours if Designated Officer is out of Tuesday .	Panchayat Secy./Panchayat Sahayat of GP concerned .	Panchayat Inspectors of Concerned Dev. Block.	SIC
	<b><u>2.Registration of Marriages and issuance of certificates thereof.</u></b>	-do-	-do-	-do-	SIC
	<b><u>3.Issuance of copy of Panchayat record including Pariwar Register.</u></b>	With five days subject to the availability of record in the office of the G.P.	-do-	-do-	SIC
	<b><u>4.Issuance of BPL Certificate.</u></b>	Within 24 hours if the Designated Officer is out of station, in that event on every Tuesday.	Panchayat Secretary/ Sahayak of concerned GP with C/S of Pradhan.	-do-	SIC
	<b><u>5.Processing and disposing off the applications for transit permits for Minor Forest Produce (MFP).</u></b>	Within 24 hours after receiving the recommendations of the Forest Guard of the area.	Pradhan Gram Panchayat concerned.	-do-	SIC
	<b><u>6 Issue of Ration card.</u></b>	Within 24 hours . If the Designated officer is out of station , in that event on every Tuesday.	Panchayat Secy./Panchayat Sahayak of GP concerned	-do	SIC

<b><u>10. Revenue Deptt. Notification vide No. Rev. B (A) (3/7/2011 dated 20<sup>th</sup> Dec.,2011. (Six Services)</u></b>	<b><u>1) Services Patwari Level.</u></b>				
	<b><u>i) Supply of copies of revenue records.</u></b>	Same day if Monday Wednesday or Friday otherwise on next such day .	Patwari	Tehsildar in Tehsil/Sub Tehsil	SIC
	<b><u>ii).Report for issuance of various certificates.</u></b>	-do-	-do-	-do-	-do-
	<b><u>iii).Reports of damages due to natural calamity.</u></b>	Within 7 days Monday, Wednesday or otherwise on next such day .	-do-	-do-	-do-
	<b><u>2.Tehsilder /Naib Tehilder Level</u></b>				
	<b><u>i)Issuance of various certificates.</u></b>	To be issued or refused within a speaking order on same day, if Officer is present otherwise next day.	Tehsilder/Naib Tehsilder.	Sub Divisional officers.	-do-
<b><u>ii) Attestation of affidavits/ Power of Attorneys.</u></b>	Same day other is present otherwise next day.	-do-	-do-	-do-	
<b><u>iii) Registration of deeds/ documents</u></b>	To accepted or refused on the officers present otherwise next dat.	-do-	-do-	-do-	

<b><u>11. T&amp;CP Deptt. Notification No. TCP-A(3) 4/2011, dated 12-1-12 and 21- 01 -2014 (Seven Services).</u></b>	<b><u>1. Certificate that land is not in Planning/ Special Area.</u></b>	3 working Days	1.DC Kangra, Chamba& Kullu (vested with power of Director TCP)  2.Chairman SAD (vested with the powers of Director TCP). 3. CEO, BBNDA (vested with powers of Director, TCP  4.Commission er, MC Shimla (Chairman of Single Umbrella Committee) 5.Town & Country Planning/ Asstt. Town Planner.  6. Executive Officers of MCs (vested with the powers of Director (TCP).	Director, Planning  -do-  -do-  -do-  Secretary (TCP)  Director (TCP)	SIC  -do-  -do-  -do-  -do-
	<b><u>2(i)Change of land use.</u></b>	60 days .	-do-	Secy.(TCP)	-do-

	<b><u>(ii) Site Inspection.</u></b>	7 days	-do-	Director (TCP)	-do-
	<b><u>(iii) Intimation of observation</u></b>				
	<b><u>3(i)Development permission</u></b>	15 days	-do-	---do---	-do-
	<b><u>(ii) Site Inspection.</u></b>	60 days	-do-	Secy. (TCP)	-do-
	<b><u>(iii) Intimation of Observation</u></b>	7 days	-do-	Dir.(TCP)	-do-
	<b><u>4(i) NOC for release of basic services.</u></b>	15 days	-do-	-do-	-do-
	<b><u>(ii) Site Inspection.</u></b>	30 days	-do-	-do-	-do-
	<b><u>(iii) Intimation of Observation</u></b>	7days	-do-	-do-	-do-
		15 days	-do-	-do-	-do-
	<b><u>5.Complaint regarding detection unauthorized Construction/deviation from approved plan &amp; action thereof.</u></b>	30 days	-do-	-do-	-do-
	<b><u>6.Supplyig copy of record.</u></b>	7 days	-do-	-do-	-do-
	<b><u>7.Composition of offences.</u></b>	60 days	-do-	Secy. TCP)	-do-

<b><u>12 Urban Dev. Notified vide No. UD-A(3)6/2011 dated 1-2-2012 (Nine Services).</u></b>	<b><u>1.Registration of Birth.</u></b>	2 days	AC of M. Corp/E.O. of MC, Secy. of NP	Commr. of the Corp/SDM concerned	SIC
	<b><u>2.Registration of death</u></b>	-do-	-do-	-do-	-do-
	<b><u>3. Registration of marriage .</u></b>	-do-	-do-	-do-	-do-
	<b><u>4.Copy of Birth death&amp; marriage certificate</u></b>	-do-	-do-	-do-	-do-
	<b><u>5.Preparation of Ration Card.</u></b>	15 days	-do-	-do-	-do-
	<b><u>6.Water supply/sewerage Permission /map .</u></b>	60 days	-do-	-do-	-do-
	<b><u>7)Building plan/Planning Permission /map</u></b>				
	<b><u>a) Fresh planning Permission</u></b>	90 days	-do-	-do-	-do-
	<b><u>b) Revised cum-completion plan</u></b>	-do-	-do-	-do-	-do-
	<b><u>i) Completion plan</u></b>	-do-	-do-	-do-	-do-
	<b><u>ii) Reconstruction on old line</u></b>	60 days	-do-	-do-	-do-

N/No UDA(3)-14/2015 dated 11-8-2016 (3 New Services)	<b><u>iii) Change of building use.</u></b>	-do-	-do-	-do-	-do-
	<b><u>8. Issuance of BPL Certificate</u></b>	-do-	-do-	-do-	-do-
		7 days.	-do-	-do-	-do-
	<b><u>9. NOC for Electricity</u></b>				
	<b><u>10. Non P.F.A. Liance</u></b>	30 days	M.C./A.C. M. Corp./ E.O, MC/ Secy, MP	Commr. of the Corp/SDM Concerned	-do-
	<b><u>11. Permission of Canopy</u></b>	7 days	-do-	-do-	-do-
	<b><u>12. Permission of Dumping of Muck</u></b>	7 days	XEN,M.Corp. / EO, MC/Secy,NP	-do-	-do-
<b><u>13.Housing Deptt. Notified No. HSG-A(3) -</u></b>	<b><u>1.Enquiries regarding installment/</u></b>	30 days	Chief Accounts Officer.	CEO-cum-Secretary	SIC



<b><u>3/2011 dt. 16-01-2012 (Eleven Services).</u></b>	<b><u>dues.</u></b>				
	<b><u>2.Mortgage Permission:</u></b>	Two weeks	Administrative Officer.	CEO-cum-Secretary	-do-
	<b><u>i)For residential units.</u></b>	-do-	CEO-cum-Secretary	Secretary (Hsg.)	-do-
	<b><u>ii) For Industrial/ Commercial/ Institutional units .</u></b>	Two weeks	Concerned Executive Engineer/ Assistant Engineer	CEO-cum Secretary	-do-
	<b><u>3.</u></b>	Two weeks			
	<b><u>i) No Dues Certificate Regarding maintenance charges/ Certificate of non –encroachment/un-authorized</u></b>	Three weeks			
	<b><u>ii) No dues Certificate regarding full and final payment of Houses/Plots /Flats .</u></b>	One week			
	<b><u>4 Conveyance Deed.</u></b>				
	<b><u>5.Issue of possession letter</u></b>	-do-			
	<b><u>6 Registration Conveyance Deed.</u></b>	Eight weeks			
<b><u>7. Sanction of building plans</u></b>	Four weeks				
		Administrative Officer.	CEO-cum – Secretary	-do-	
		Concerned Asstt. Engineer	-do-	-do-	
		CEO-cum-Secretary	Secretary (Hsg.)	-do-	
		Executive Engineer concerned/	-do-	-do-	

	<u>8. Completion Certificate</u>  <u>9.Refund.</u>  <u>10. Water/ Sewerage connection</u>  <u>11. Transfer of allotment of House/Plot/ Flat</u>	Two weeks  Four weeks  Four weeks  Six weeks  Six weeks	Local Body.  CEO-cum-Secretary  Executive Engineer Concerned  CEO-cum-Secretary  CEO-cum-Secy.	-do-  CEO-cum-Secretary  Secretary (Hsg.)  Secy.(HSG)	-do-  -do-  -do-
<u>14. Transport Deptt. TPT-B(15)-3/2003-L-11 Dated 22-8-2014 (Three Services).</u>	<u>1. Registration of vehicles</u>  <u>2. Learing Driving License/ Conductor License</u>  <u>3. Permanent Driving License/ Conductor License</u>	6 working days after submission of complete paper and required fee/late fee etc.  3 working days after submission of complete paper and required fee/late fee etc.  6 working days after submission of complete paper and required fee/late fee	Concerned Registering & Licensing Authorities  -do-  -do-	Commissi- oner Transport HP  -do-  -do-	SIC  -do-  -do-

	<b><u>4.International Driving License</u></b>	etc. 6 working days after submission of complete paper and required fee/late fee etc.	-do-	-do-	-do-
<b><u>15. Forest Department. Notification No. FFF-A(A)9-2/2011 dt. 26-11-2011. (Four Services).</u></b>	<b><u>1. Grazing permits.</u></b>	24 hours.	RO concerned.	DFO Concerned.	SIC
	<b><u>2) Compensation to be paid for killing domestic animals by wild life and for injuries inflicted/killing of human beings.)</u></b>	24 hours.	DFO (Territorial/Wildlife concerned.	CF of Forests (Territorial/Wildlife concerned.	SIC
	<b><u>3) Grant of TD to right holders.</u></b>	By 15 days by DFC concerned.	DFO concerned.	CF concerned.	SIC.
	<b><u>4) TD to Disaster sufferers.</u></b>	60 days after completion of all formalities.	-do-	-do-	-do-
<b><u>Forest department Notification No.FFE-A(B) 9-1/2016 dated 15-6-2016 Three New Services</u></b>	<b><u>1.Premission for felling of tree for their bonafide domestic and agricultural use from private land in favour of the land owners under Land Preservation Avt, 1978 (Expect</u></b>				

	<p><b><u>MC/Nagar Panchayat areas)</u></b>  <b><u>a) Upto 3 trees of Coniferous ( except chil tree) &amp; in case of chil &amp; other trees 5 trees in each year</u></b></p> <p><b><u>b) Upto 10 trees</u></b></p> <p><b><u>c) More than 10 trees</u></b></p>	<p>No permission is required</p> <p>15 Days</p> <p>30 days</p>	<p>Range Officer concerned</p> <p>DFO Concerned</p>	<p>DFO concerned</p> <p>CF/CCF concerned</p>	
	<p><b><u>2.Permission for felling of trees for commercial purposes from private land in favour of the land Owners/ SPAs/GPAs as per ten year felling programme under Land Preservation Act, 1978</u></b></p> <p><b><u>a) Upto 50 trees in a year</u></b></p> <p><b><u>b) Upto 100 trees in a year</u></b></p> <p><b><u>c) Upto 200 trees in a year</u></b></p> <p><b><u>3.Permission for felling of trees in forest land diversion cases afters fro the competent</u></b></p>	<p>15 days</p> <p>30 days</p> <p>45 days</p> <p>30 days</p>	<p>DFO Concerned</p> <p>CF/ CCF Concerned</p> <p>PCCF ( HoFF)</p> <p>DFO Concerned</p>	<p>CF/CCF</p> <p>PCCF ( HoFF)</p> <p>ACS/Pr. Secy. (Fts.)</p> <p>CF/ CCF Concerned</p>	<p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>

<p><b><u>16</u></b>  <b><u>C0-0peration</u></b>  <b><u>Notification</u></b>  <b><u>No, Coop.a(3)-</u></b>  <b><u>3/2011</u></b>  <b><u>dated 7-11-</u></b>  <b><u>2015</u></b></p>	<p><b><u>authority under</u></b>  <b><u>section 2 of</u></b>  <b><u>Forest</u></b>  <b><u>Conservation</u></b>  <b><u>Act, 1980</u></b></p>				
	<p><b><u>1)Registration of</u></b>  <b><u>Co-operative</u></b>  <b><u>Societies under</u></b>  <b><u>H.P.</u></b>  <b><u>Cooperative</u></b>  <b><u>Societies Act,</u></b>  <b><u>1968</u></b></p>	<p>(a) Scrutiny of proposal and communication of deficiencies/ Discrepancies , if any.  <b>21 days</b></p> <p>b) Issuance of registration certificate after receipt of complete proposal  <b>15 days</b></p>	<p>a)Assistant Registrar Cooperative Societies (ARCS) of concerned area for primary societies  b) Dy./ Joint/ Additional Registrar for secondary societies  c)Registrar Cooperative Societies (ARC) for State level society.</p>	<p>Joint /Additional Registrar Cooperative Societies</p> <p>Registrar Cooperative Societies.</p> <p>Secretary (Co-op.)</p>	<p>-d0-</p> <p>SIC</p>
	<p><b><u>2)Amendment of</u></b>  <b><u>bvelaws:</u></b></p> <p>a) <u>Primary Cooperative societies ,except Co-op.Banks</u></p> <p>b)Secondary Cooperative societies, except Coop. Banks</p>	<p>(i) Scrutiny of proposal and communication of deficiencies/ discrepancies, if any  <b>21 days</b></p> <p>(ii) Registration of amendment after receipt complete proposal  <b>15 days</b></p>	<p>Assistant Registrar concerned</p> <p>Deputy Registrar concerned .</p>	<p>Joint /Additional Registrar Cooperative Societies</p> <p>-do-</p>	<p>SIC</p> <p>SIC</p>
	<p>c ) State level Cooperative</p>	<p>Registration of amendment</p>	<p>Officer</p>		<p>SIC</p>

	societies and Co-op. Banks	of completes proposal-within <b>15 days</b>	Incharge of the concerned society at Directorate.	Registrar Cooperative Societies.	
	<b><u>3) Registration of Societies under H.P. Societies Registration Act, 2006 .</u></b>	a) Scrutiny of proposal and communication of deficiencies/ discrepancies, if any. <b>21 days</b>	a)Deputy Registrar of societies (SDM) for Sub-Divisional level Societies.	D.C. concerned District.	SIC
		b) Issuance of registration certificate after receipt of complete proposal <b>15 Days</b>	b)Addl. Registrar of societies (Deputy Commissioner for District level Societies.	Registrar Cooperative Societies.	SIC
	<b><u>4) Amendment of Byelaws of Societies under H.P. Societies Act, 2006.</u></b>	i) Scrutiny of proposal and communication of deficiencies/ discrepancies, if any. <b>21 days</b>	c)Registrar Cooperative Societies for State level societies.	Secretary(Co-operation)	SIC
		(ii) Scrutiny of proposal and communication	Deputy Registrar of societies (SDM) for Sub-Divisional level Societies.	D.C. concerned District	SIC
			b)Addl. Registrar of Societies (Deputy	Registrar Cooperative Societies Secretary(Co	-DO-

		n of deficiencies/ discrepancies, if any.  <b>21 days</b>	Commissioner) for District level Societies.  C)Registrar societies for State level Societies.	-operation)	-do-
<p><b><u>17 Environment, Science &amp; Technology (State Pollution Control Board)</u></b></p> <p><b><u>No. STE-A(1)/2010 dated 21<sup>st</sup> April, 2016</u></b></p>	<p><b><u>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 Officers of HPPCB under Water Act, 1974 and Air Act, 1981.</u></b></p> <p><b><u>2. Grant of Consent to</u></b></p>	<p>Within 15 days on receipt of complete application in all respects by Senior Environmental Engineer/ Environmental Engineer concerned.</p> <p><b>Within 40</b></p>	<p>Senior Environmental Engineers/ Regional Officers HPPCB</p>	<p>Member Secretary, HPSPCB, Shimla</p>	<p>SIC</p>

	<p><b><u>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 .</u></b></p>	<p><b>days</b> on receipt of complete application in all respects by Senior Environmental Engineer/ Environmental Engineer concerned.</p>	<p>Senior Environmental Engineers/ Regional Officers HPPCB</p>	<p>Member Secretary, HPSPCB, Shimla</p>	<p>-do-</p>
	<p><b><u>3. Grant of 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</u></b></p>	<p><b>Within 15 days</b> on receipt of complete application in all respects by Senior Environmental Engineer/ Environmental Engineer concerned.</p>	<p>Senior Environmental Engineers/ Regional Officers HPPCB</p>	<p>Member Secretary, HPSPCB, Shimla</p>	<p>-do-</p>



	<p><b><u>Water Act, 1971 and Air Act, 1981</u></b></p> <p><b><u>4. Grant of 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, 1971 and Air Act, 1981</u></b></p>	<p><b>Within 30 days</b> on receipt of complete application in all respects by Senior Environmental Engineer/ Environmental Engineer concerned.</p>	<p>Senior Environmental Engineers/ Regional Officers HPPCB</p>	<p>Member Secretary, HPSPCB, Shimla</p>	<p>-do-</p>
<p><b><u>18 Labour &amp; Employment Notification No. Shram (A) 6-2/10-Part-File –L dated 27-06-2016</u></b></p>	<p><b>1.Approval of Building Plan under Factories Act, 1948</b></p> <p><b>2.Grant of Registration Certificate under Building &amp; Other Constructions Workers Welfare</b></p>	<p><b>30 days after completion all codal formalities</b></p> <p><b>20days after completion of all codal formalities</b></p>	<p>Labour Commissioner –cum- Chief Inspector of Factories</p> <p>Labour Officer</p>	<p>ACS. Secy. ( Lab.&amp; Emp.)</p>	<p>SIC</p>

<b><u>19 Horticulture</u></b>	<b><u>1. Grant of Licence for Registration/ Renewal of fruit nurseries under Himachal Pradesh fruit Nursery Registration Act, 1973</u></b>	<b>45 days after receipt of application complete in complete in all respects in accordance with</b>	Senior Plan Protection Officer	Joint Director of Horticulture Shimla	SIC
	<b><u>2. Advisory service on Plan Nutrition through Leaf Analysis</u></b> <b><u>3. Community Canning Service</u></b>	<b>20 days after receipt of raw material</b>	Senior Plan Protection Officer  Joint Director of Horticulture Shimla	-do-  -do-	-do-  -do-
<b><u>20 Environment, Sci. &amp; Technology</u></b>	<b>1. Provide support to the R&amp;D proposals to Research Institutions in the State</b>  <b>2. Rendering service as State Coordinator for the State Environment Impact .Assessment Authority and State Expert Appraisal Committee to receive, process and dispose off</b>	<b>Month from the date of submission of proposals</b>  <b>As per provision of ELA Notification 2006</b>	Principal Scientific Officer (Biotechnology) .  Principal Scientific Officer ( Environment)	Director Environment Sci. & Technology H.P.  -do-	-do-  -do-

	<p><b>the applications of different project proponents under ELA Notification, 2006 for grant of Environmental Clearance.</b></p> <p><b>Rendering service as Head of Environment Division of the Development to receive process and dispose off the applications, Complaints, project proposals under Environment ( Protection) Act, 1986.</b></p> <p><b>To Prepare, implement projects proposal for benefit of public to deal with impacts of climate change seeking Notional, bilateral, multilateral findings</b></p>	<p><b>As per Provision of Environment ( Protection ) Act, 1986</b></p> <p><b>As per time line of different projects</b></p>			<p>-do-</p> <p>-do-</p>
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	<b>3.Work with regard to ELA/EMP, Form-I etc for the grant of EC to the project proposal</b>	<b>Under the provision of the ELA.</b>	Senior Environment Officers	Director Environment Sci. & Tech.	-do-
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