GOVERNMENT OF JAMMU AND KASHMIR GENERAL ADMINISTRATION DEPARTMENT Civil Secretariat, Jammu/Srinagar

Notification Srinagar, the 19th of July, 2021

S.O. 247 - In exercise of the powers conferred by section 4 of the Jammu and Kashmir Public Services Guarantee Act, 2011 (Act No. IX of 2011), the Government hereby notifies the following services, timelines and the Designated Officers/ Appellate Authorities for the departments mentioned below:

S. No.	Service Name	Timelines	Designated Officer	1 st Appellate Authority	2 nd Appellate Authority	
	School Education Department					
2.	Approval for setting up and operating a Play School Registration of Schools under Right to Education	45 days	Concerned Chief Education Officer Director Concerned (upto 8 th)/ Secretary, BOSE (9 th to 12 th)	Deputy Secretary, School Education Department. Deputy Secretary, School Education Department.	Additional Secretary, School Education Department. Additional Secretary, School Education Department.	
3.	NOC for setting up CBSE School	30 days	Administrative Department	Deputy Secretary, School Education Department.	Additional Secretary, School Education Department.	
	Heal	th and Me	edical Educat	ion Departmen	t	
4.	Registration for provisional/ permanent certificate for clinical establishment under Clinical Establishments (Registration & Regulation) Act, 2010 & its Renewal	105 days (Permanent) 90 days (Renewal) 10 days (Provisional)	District Registering Authority headed by District Magistrate	State Council	No second Appellate Authority under the provisions of law.	
5.	Registration under PC&PNDT Act, 1994 (Amended, 2003) (For 5 years) & its Renewal	90 days (Permanent) 90 days (Renewal)	Chief Medical Officer, District Level	Government	No second Appellate Authority under the provisions of law.	



Home Department							
6.	NOC required for setting up of explosives	60 Days (1 Month is for the	District Magistrate	Divisional Commissioner	Administrative Secretary, Home Department		
	manufacturing, storage, sale, transport.	public notice)					
7.	NOC required for setting up of petroleum, diesel & Naphtha storage, sale, transport.	30 Days	District Magistrate	Divisional Commissioner	Administrative Secretary, Home Department		
8.	License for Sale of Crackers.	30 days (for permanent) 5 days (for temporary)	District Magistrate	Divisional Commissioner	Administrative Secretary, Home Department		
9.	Cinematograph License & License for Screening Films (as applicable).	20 Days (Excluding time taken by the applicant for addressing the objection)	District Magistrate	Divisional Commissioner	Administrative Secretary, Home Department		
		Public We	orks (R&B) D	epartment			
10.	Road Cutting permission.	07 days	Superintending Engineer		-		
11.	Registration of Contractor for works and services.	30 days	Chief Engineer (R&B) of Province	•	Administrative Secretary, Public Works (R&B) Department		
Revenue Department							
12.	Encumbrance Certificate	45 Days	Tehsildar	Assistant Commissioner Revenue	Deputy Commissioner		
13.	Measurement/ Demarcation of Land.	30 Days	Tehsildar 	Assistant Commissioner Revenue	Deputy Commissioner		
Co-operative Department							
14.	Registration of co-operative societies	30 Days	Registrar Co- operative	Administrative Secretary, Co-operative Department			



	Housing and Urban Development Department						
15	Trade License and Renewal thereof.	07 days	Joint Commissioner (Planning)	Commissioner	Divisional Commissioner Concerned		
16.	Grant of Road Cut permission:						
	i.(Municipal Corporation Jammu/Srinagar)	07 days	Executive Engineer	Joint Commissioner Works	Commissioner		
	ii. Urban Local Bodies (ULB)	07 days	Concerned Chief Executive Officer	Additional District Development Commissioner of the District in which ULB Falls.	Deputy Commissioner Concerned.		
	iii. Lakes and Water Ways Development Authority (LAWDA)	07 days	Executive Engineer	Vice Chairman	Divisional Commissioner Kashmír		
17.	Inspection carried out for (a) granting road cutting permission and (b) verification to ensure proper restoration.						
	i.(Municipal Corporation Jammu/Srinagar)	07 days	Executive Engineer	Joint Commissioner, Works	Commissioner		
	ii. Urban Local Bodies (ULB)	07 days	Concerned Chief Executive Officer	Additional District Development Commissioner of the District in which ULB Falls.	Commissioner		
	iii. Lakes and Water Ways Development Authority (LAWDA)	07 days	Executive Engineer	Vice Chairman	Divisional Commissioner Kashmir		
18.	Obtaining Sewer/Drainage Connection:						
	i.Jammu Municipal Corporation/ Srinagar Municipal Corporation	15 Days	Executive Engineer (Drainage)	Superintending Engineer (Drainage)	Commissioner		

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ii.Jammu Development Authority/ Srinagar Development Authority (JDA/SDA)	15 Days	Collector	Director Land Management	Vice Chairman
iii. Urban Local Bodies (ULB)	15 Days	Concerned Chief Executive Officer/Executive Officer	Additional District Development Commissioner of the District in which the ULB Falls.	Deputy Commissioner Concerned.

By order of the Lieutenant Governor.

(Manoj Kumar Dwivedi) IAS,

Dated: 19-07-2021

Commissioner/Secretary to the Government.

No. GAD/PSGA/02/201-09-GAD

Copy to the:-

- 1. Additional Chief Secretary, Health & Medical Education Department
- 2. All Financial Commissioners.
- 3. Director General of Police, J&K.
- 4. All Principal Secretaries to Government.
- 5. Principal Secretary to the Lieutenant Governor, J&K.
- 6. Principal Resident Commissioner, J&K Government, New Delhi.
- 7. Joint Secretary (J&K), Ministry of Home Affairs, Government of India.
- 8. All Commissioner/ Secretaries to the Government.
- 9. Chief Electoral Officer, J&K.
- 10. Director General, J&K Institute of Management, Public Administration and Rural Development.
- 11. Divisional Commissioner, Kashmir/Jammu.
- 12. Chairman, J&K Special Tribunal.
- 13. Director, Information, J&K
- 14. All Deputy Commissioners.
- 15. All Heads of Departments/ Managing Directors/Secretary, Advisory Boards.
- 16. Secretary, J&K Public Service Commission/ Services Selection Board/BoPEE.
- 17. Director, Archives, Archaeology and Museums, J&K.
- 18. Secretary General, J&K Legislative Assembly.
- 19. General Manager, Government Press, Jammu/Srinagar.
- 20. Private Secretary to the Chief Secretary.
- 21. Private Secretary to Advisor (S)/(F)/ (B)&(BK) to Lieutenant Governor.
- 22. Private Secretary to Commissioner/ Secretary to the Government, GAD.
- 23. Incharge Website, GAD.
- 24. Notification file/ Stock file.