



**GOVERNMENT OF JAMMU AND KASHMIR  
GENERAL ADMINISTRATION DEPARTMENT**

(Public Services Management Cell)  
Civil Secretariat, Jammu/Srinagar

**NOTIFICATION**

Srinagar, the 16<sup>th</sup> July, 2012

**SRO 229-** 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 notify the following services and the designated officers/ appellate authorities as under:-

**Industries and Commerce Department**

S.No.	Name of the Service	Designated Officer (the officer who will provide the service)	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
1.	NDC from DIC (Employment purpose)	General Manager of the concerned DIC	05 days	Joint Director	Director, Industries and Commerce Department
2.	Registration of New Industrial Units (provisional/EM part - I)	General Manager of the concerned DIC	05 days	Joint Director	Director, Industries and Commerce Department
3.	Registration of New Industrial Units (Formal/EM part-II)	General Manager of the concerned DIC	15 days	Joint Director	Director, Industries and Commerce Department

**Labour and Employment Department**

S.No.	Name of the Service	Designated Officer (the officer who will provide the service)	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
1.	NO Objection Certification (NOC) for	Deputy Director/Assistant Director concerned DE&CC	05 days	Joint Director, Employment concerned province	Director Employment, J&K

	Employment				
2.	Registration of unemployed youth	Deputy Director/Assistant Director concerned DE&CC	Two (02) days	Joint Director, Employment concerned province	Director Employment, J&K

**Revenue Department**

S.No.	Name of the Service	Designated Officer (the officer who will provide the service)	Stipulated time frame for providing service	First Appellate Authority	Second Appellate Authority
1.	Copy of Voter List	Tehsildar (AERO) Concerned/Election Naib Tehsildar of the District	05 days	i. Deputy Commissioner (District Election Officer) concerned where Tehsildar is the designated authority  ii. Assistant Commr. (Revenue) (ERO) where Election Naib Tehsildar is Designated Officer	<ul style="list-style-type: none"> <li>• Chief Electoral Officer where DEO is the 1<sup>st</sup> Appellate Authority.</li> <li>• DC ((DEO) where ACR (ERO) is the 1<sup>st</sup> Appellate Authority</li> </ul>
2.	Marriage Certificate under Hindu Marriage Act	Tehsildar (Registrar) concerned	Within 05 days (including actual registration of marriage with the Tehsildar (Registrar) concerned	Additional Deputy Commissioner concerned	Deputy Commissioner concerned

By order of the Government of Jammu and Kashmir

**Sd/-**

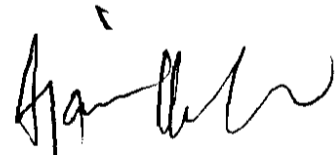
**(Sheikh Mushtaq Ahmad) IAS**  
Secretary to Government  
General Administration Department

No:GAD (PSGA)01/2012

Dated:16.07-2012

Copy to the:-

1. All Principal Secretaries to Government
2. Director General of Police, J&K.
3. Commissioner of Vigilance, J&K.
4. Chairman, J&K Special Tribunal.
5. Director General, J&K Institute of Management, Public Administration and Rural Development.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. Financial Commissioner, Revenue.
8. Principal Secretary to Hon'ble Chief Minister.
9. Principal Secretary to H.E. the Governor.
10. All Commissioners/Secretaries to Government
11. Divisional Commissioner, Kashmir/ Jammu.
12. All Heads of Departments/Managing Directors.
13. Secretary, J&K Legislative Assembly/ Council.
14. Secretary, J&K Public Service Commission
15. All Deputy Commissioners.
16. Director Estates.
17. Concerned officers.
18. Director Information.
19. Director Archives, Archaeology and Museums.
20. Secretary, J&K State Information Commission, Srinagar
21. Secretary, J&K State Accountability Commission, Srinagar
22. Secretary, J&K Services Selection Board.
23. General Manager, Government Press, Srinagar/ Jammu.
24. Special Assistant to Hon'ble Deputy Chief Minister.
25. Private Secretaries to all Hon'ble Cabinet Ministers/ Hon'ble Ministers of State.
26. Special Assistant to Advisor to Hon'ble Chief Minister.
27. OSD to Political Advisor to Hon'ble Chief Minister.
28. Principal Private Secretary to Chief Secretary.
29. Private Secretary to Commissioner/Secretary to Government, General Administration Department.
30. Private Secretary to Advocate General, J&K for information of Learned Advocate General.
31. Incharge website, GAD.
32. Government Order file/Stock file.



Deputy Secretary to Government  
Public Services Management Cell  
General Administration Department