



**Government of Jammu and Kashmir  
General Administration Department**

Civil Secretariat, Jammu

**Subject: Business Reform Action Plan (BRAP), 2018 under Ease of Doing Business (EoDB) and inclusion of services thereof (Online only).**

**Circular No. 52-GAD of 2018**

**Dated: 14-12-2018**

In order to provide transparent, efficient and hassle free services to the citizens of the State and to regulate business environment in the Government Departments, various services have been notified as public services from time to time under the Jammu and Kashmir Public Services Guarantee Act, 2011. Such notified public services have to be provided to the eligible citizens of the state within the specified time period.

Further, in line with the stated policy of Government to facilitate business environment in the State, the Government has taken various measures which include framing of regulations as would make services accessible to the citizens.

To provide a conducive business environment under the Business Reforms Action Plan 2018 (BRAP), the Government has decided to provide services having direct bearing on the business environment in '**Online Mode**', to the extent possible, so that the stake holders can avail such services in a hassle free manner. The concerned Departments have already notified through Government Order the details of the service(s) which shall be provided in '**Online Mode**' indicating therein also the documents/formalities required to be fulfilled to avail the service.

Now, therefore, it is notified for information of all concerned that the services forming Annexure to this Circular shall be provided solely '**Online Mode only**' by the Departments as indicated against each service.

**Sd/-**

(Hilal Ahmad)IAS

**Commissioner/Secretary to Government**

No:- GAD/PSGA/01/2018

Dated: 14-12-2018

Copy to the:-

1. All Financial Commissioners.

2. Vice Chairman & Director General, J&K IMPARD.
3. Director General of Police, J&K.
4. All Principal Secretaries to the Government.
5. Principal Secretary to the Hon'ble Governor.
6. Principal Secretary to Government, Election Department, J&K, Jammu.
7. All Commissioner/Secretaries to Government.
8. Divisional Commissioner, Jammu/Kashmir.
9. Director Anti Corruption Bureau, J&K, Jammu.
10. Chairman, J&K Special Tribunal.
11. All Heads of Departments/Managing Directors.
12. Director, Information, J&K for wide publicity in the leading news papers as well as electronic media.
13. All Deputy Commissioners.
14. Director, Estates Department.
15. Director, Archives, Archaeology and Museums.
16. Managing Directors of all Public Sector Undertakings.
17. Private Secretary to Advisor (K/G/S) to the Hon'ble Governor.
18. Private Secretary to the Chief Secretary.
19. Private Secretary to Commissioner/Secretary to Government, GAD.
20. Circular file/Website.

  
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(Jaffar Hussain Sheikh)

**Under Secretary to the Government.**







### **Annexure to Circular No.52-GAD of 2018**

S.No	Name of the Service	Name of departments
1.	Registration of Hotels, Guest Houses etc	<b>Tourism Department</b>
2.	Registration of dealers	-do-
3.	Registration of Travel Agents etc.	-do-
4.	Issuance/Renewal License for selling & storage of seed (Retail/Wholesale).	<b>Agriculture Production Department</b>
5.	Issuance/renewal of License for Fertilizers (Retail/Wholesale)	-do-
6.	Certificate of Registration for manufacturing of Physical/Granulated Mixture of Macro & Micro-Nutrient Fertilizers, Organic Fertilizers and Bio-Fertilizers.	-do-
7.	Issuance/Renewal of License to manufacture/Sell/Storage of Pesticides/Insecticides/Fertilizers.	-do-
8.	Issuance/Renewal of License to Manufacturer of Weights and Measures	<b>Department of Food Civil Supplies and Consumer Affairs</b>
9.	Issuance/Renewal of License to dealer of weights and measures	-do-
10.	Issuance/Renewal of License to repair of weights and measures	-do-
11.	Registration as Manufacturer/Packer/Importers Under Package Commodity Rules	-do-
12.	Registration certificates/licenses/cards, financial assistances, notices, challans, fines, penalties, inspection/verification reports etc as also the returns filed by the occupiers/unit holders/employers, applications/payments/fees made by the applicants.	<b>Labour and Employment Department</b>
13.	Grant of permission to transport timber/firewood obtained from trees felled during the course of establishment of an industrial unit w.e.f 30-09-2018	<b>Forest Ecology and Environment Department</b>
14.	Change in land use (CLU) for conversion to industrial use for land outside of Industrial Parks/Estates/Industrial Development Corporations (IDC)	<b>Housing and Urban Development Department</b>
15.	Accreditation Programs for professional including Architects and Structural Engineers	-do-
16.	Construction Permits/Permissions	-do-
17.	Inspection by Building Proposal Office/relevant agency as part of Building Plan Approval Process	-do-
18.	Inspection by Building Proposal Office/relevant agency as part of obtaining certificate, if any, for Plinth Level Inspection	-do-
19.	Completion and Occupancy Certificate and Inspection by Building Proposal Office/relevant agency as part of obtaining Occupancy/Completion Certificate	-do-

  
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20.	Provisional NOC (No Demand Certificate)		<b>Fire &amp; Emergency (Home Department)</b>
21.	Renewal NOC (No Demand Certificate)		<b>-do-</b>
22.	Final NOC (No Demand Certificate)		<b>-do-</b>
23.	For obtaining License/Renewal of Retail sale & wholesale establishments under the provisions of the Drugs & Cosmetics Act, 1940 & Rules 1945		<b>Health and Medical Education Department</b>
24.	Authorization under Plastic Waste (Management) Rules, 2018 and e-Waste (Management ) Rules, 2016		<b>Pollution Control Board</b>
25.	Obtaining electricity connection		<b>Power Development Department</b>
26.	Name of Licence	Description	<b>Finance Department</b>
27.	JKEL-1	Wholesale Trade license	<b>-do-</b>
28.	JKEL-1A	Wholesale Trade license Manufacturer outside State	<b>-do-</b>
29.	JKEL-1B	License to manufacturers/suppliers located outside the State/attorney holders who in the State or a citizen of the State seeking independent license who has authorized letter from either foreign liquor brands owning company or from the authorized importer in India for the purpose of registration of any foreign liquor brand/possession and wholesale of BIO/Imported Foreign Liquor	<b>-do-</b>
30.	JKEL-1W	License to manufacturers/suppliers located outside the State for possession & wholesale of Wine/Indian/BIO Bottled in Origin	<b>-do-</b>
31.	JKEL-2	Wine Shop	<b>-do-</b>
32.	JKEL-3	Bar with Hotel license	<b>-do-</b>
33.	JKEL-3A	Bar with Hotel and Banquet Hall License	<b>-do-</b>
34.	JKEL-4	Bar with Restaurant License	<b>-do-</b>
35.	JKEL-4A	Bar with Restaurant/Hotel License in Kargil/Leh	<b>-do-</b>
36.	JKEL-4B	Seasonal Bar License is granted to Hotels, Restaurants and Tour Operators at camping sites in the Districts of Leh/Kargil only	<b>-do-</b>
37.	JKEL-4C	Bar with Banquet Hall	<b>-do-</b>
38.	JKEL-5	Wholesale or retail of foreign liquor in a military canteen including unit run military canteen or those run by parliamentary forces	<b>-do-</b>

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39.	JKEL-5A	Master Canteen	-do-
40.	JKEL-6	Bottling Plant	-do-
41.	JKEL-7	Club	-do-
42.	JKEL-7A	Retail vend of Beer in a Bar	-do-
43.	JKEL-7B	Officers Mess	-do-
44.	JKEL-7C	Beer Bar License at Leh-Ladakh	-do-
45.	JKEL-12	License for possession and wholesale/retail sale of Denatured Spirit/Special Denatured Spirit/Methylated Spirit/Rectified Spirit/Plain Spirit	-do-
46.	JKEL-13	License for possession and use of Absolute Alcohol/Denatured Spirit/Rectified Spirit/Plain Spirit for industrial use.	-do-
47.	JKEL-14	License for possession and use of Absolute Alcohol/Denatured Spirit/Rectified Spirit/Plain Spirit/Methylated Spirit by Government Institutions. Educational, Scientific and Research Organization.	-do-
48.	JKEL-15	Molasses License	-do-
49.	D-2	Distillery License	-do-
50.	B-1	Brewery License	-do-
51.	W-2	Bonded Warehouse	-do-
52.	NP-5	Narcotic Drugs License	-do-
53.	Miscellaneous	Permit to serve liquor on social occasions at Private places, Banquet halls, Party halls and Restaurants etc.	-do-
54.	Registration of new Industrial units (provisional/EM part-I)	<b>Industries and Commerce Department</b>	
55.	Registration of new Industrial units (Formal/EM part-II)	-do-	
56.	Registration of firms under J&K Partnership Act, 1996 SVT. (1939.A.D)	-do-	
57.	Registration of Societies under J&K Registration of Societies Act, 1998 Svt. (1941 A.D)	-do-	
58.	Issuance of Land Availability Certificate by SIDCO/SICOP	-do-	
59.	Issuance of Land Allotment Order by SIDCO/SICOP	-do-	
60.	Approval of Building Plan	-do-	
61.	Conducting Plinth Inspection of industrial buildings/structures for issuance of Pre-Construction Certificate by SIDCO/SICOP in Industrial Estates	-do-	
62.	Issuance of Pre-construction Certificate by SIDCO/SICOP in Industrial Estates	-do-	
63.	Conducting inspection for issuance of Building Completion/Occupancy Certificate in Industrial	-do-	

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	Estates	
64.	Issuance of Building Completion/Occupancy Certificate in Industrial Estates	-do-
65.	Land Allotment (approval/rejection) on the application by Apex Project Clearance Committee with pecuniary jurisdiction specified in Industrial Policy	-do-
66.	Land Allotment (approval/rejection) on the application by Single Window Clearance Committee at District Level pecuniary jurisdiction specified in Industrial Policy	-do-
67.	Land Allotment (approval/rejection) on the application by Single Window Clearance Committee at Division Level pecuniary jurisdiction specified in Industrial Policy	-do-
68.	Decision (approval/rejection) on incentives under Single Window	-do-
69.	Decision (Accept/rejection) on registration of Partnership Firm on application.	-do-
70.	Decision (Accept/Reject) on registration of Societies on application	-do-
71.	Obtaining Water Connections (industrial) [where water connection is to be provided by SIDCO or SICOP]	-do-
72.	Decision (acceptance/rejection) on the application for Mining Lease (ML/Composite Lease/Non-exclusive Reconnaissance Permit	<b>Geology and Mining Department</b>
73.	Decision (acceptance/rejection) on the renewal application for Mining Lease (ML) /Composite Lease/Non-exclusive Reconnaissance Permit	-do-
74.	Issuing Letter of Intent to preferred bidder	-do-
75.	Grant of Mineral Concession after issuing Letter of Intent	-do-



(Jaffar Hussain Sheikh)

**Under Secretary to the Government.**



