



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

(Administration Section)  
Civil Secretariat, Jammu/Srinagar

**NOTIFICATION**

Srinagar, the 21<sup>st</sup> July, 2011

**SRO 224** .-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:-

S. No.	Name of the Service	Designated Officer	Stipulate time frame for providing service	First Appellate Authority	Second Appellate Authority
<b>Consumer Affairs &amp; Public Distribution Department</b>					
1.	Ration Card	Tehsil Supply Officer, CAPD in Rural areas and Assistant Director in Urban areas.	30 days subject to condition that new ration cards will be issued only after Govt. of India allocates food grains as per current population of the State	Deputy Director , Food, CAPD concerned	Director, Food, CAPD concerne
2.	Issue of surrender certificate/duplicate Ration Cards	Tehsil Supply Officer, CAPD in Rural areas and Assistant Director in Urban areas	07 days	Deputy Director, CAPD concerned	Director, CAPD concerned
3.	Inclusion of a new born child in the ration card	Tehsil Supply officer, CAPD in Rural areas and Assistant Director in Urban areas	07 days after production of birth certificate from the competent authority	Deputy Director, CAPD concerned	Director, CAPD concerned

4.	Transfer/shifting from one FP Shop to another	Tehsil Supply officer, CAPD in Rural and Assistant Director in Urban areas	15 days subject to condition that the ration form new FP shop shall be issued only on commencement of the next moth.	Deputy Director, CAPD concerned	Director, CAPD concerned
<b>Power Development Department</b>					
1	Electricity Connection domestic with load 10 KW.	Assistant Executive Engineer (Electrical) concerned	30 days	Executive Engineer (Electrical) concerned	Superintending Engineer (Electrical) concerned
2	Electricity Connection domestic with load 20 KW.	Executive Engineer (Electrical) concerned	35 days	Superintending Engineer (Electrical) concerned	Chief Engineer (Electrical) concerned
3	Electricity Connection domestic with load 30 KW	Superintending Engineer (Electrical) concerned	40 days	Chief Engineer (Electrical) concerned	Development Commissioner, Power
4	Electricity Connection domestic with all loads	Chief Engineer (Electrical) concerned	45 days	Development Commissioner, Power	Divisional Commissioner concerned
5	Electricity Connection commercial with load 5 KW.	Assistant Executive Engineer concerned	30 days	Executive Engineer (Electrical) concerned	Superintending Engineer (Electrical) concerned
6	Electricity Connection commercial with load 20 KW.	Executive Engineer (Electrical) concerned	35 days	Superintending Engineer (Electrical) concerned	Chief Engineer (Electrical) concerned
7	Electricity Connection commercial with load 30 KW.	Superintending Engineer (Electrical) concerned	40 days	Chief Engineer (Electrical) concerned	Development Commissioner, Power

8	Electricity Connection commercial with load 100 KW.	Chief Engineer (Electrical) concerned	45 days	Development Commissioner, Power	Divisional Commissioner concerned
9	Electricity Connection industrial with load 10 KVA/HP.	Assistant Executive Engineer concerned	30 days	Executive Engineer (Electrical) concerned	Superintending Engineer (Electrical) concerned
10	Electricity Connection industrial with load 30 KVA/HP.	Executive Engineer (Electrical) concerned	35 days	Superintending Engineer (Electrical) concerned	Chief Engineer (Electrical) concerned
11	Electricity Connection industrial with load 100 KVA/HP.	Superintending Engineer (Electrical) concerned	40 days	Chief Engineer (Electrical) concerned	Development Commissioner, Power
12	Electricity Connection industrial with load 200 KVA/HP.	Chief Engineer (Electrical) concerned	45 days	Development Commissioner, Power	Divisional Commissioner concerned

**Public Health Engineering, Irrigation and Flood Control Department**

1.	Sanction for domestic water connection	Executive Engineer, PHE concerned	15 days	Superintendent Engineer, PHE concerned	Deputy Commissioner concerned
2.	Actual domestic water connection supply	Executive Engineer, PHE concerned	30 days	Superintendent Engineer, PHE concerned	Deputy Commissioner concerned

**Revenue Department**

1	State Subject Certificate (PRC)	Assistant Commissioner (Rev)/ Additional Deputy Commissioner/SDM concerned	30 days	Deputy Commissioner concerned	Divisional Commissioner concerned
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2	Reserved Category Certificates	Tehsildar concerned	15 days	Additional Deputy Commissioner concerned	Deputy Commissioner concerned
3	Dependent Certificate	Assistant Commissioner (Rev)/ Additional Deputy Commissioner concerned	30 days	Deputy Commissioner concerned	Divisional Commissioner concerned
4	Extract of Fard Intikhab	Naib Tehsildar concerned	10 days	Assistant Commissioner (Revenue) concerned	Additional Deputy Commissioner concerned
5	Extract of Girdawari.	Naib Tehsildar concerned	10 days	Tehsildar concerned	Additional Deputy Commissioner concerned
6	Extract of Aks Masavi/Latha	Naib Tehsildar concerned	10 days	Tehsildar concerned	Additional Deputy Commissioner concerned
7	Extract of Jamabandi	Naib Tehsildar concerned	10 days	Assistant Commissioner (Revenue) concerned	Additional Deputy Commissioner concerned
8	Attestation mutations	Tehsildar concerned	30 days	Additional Deputy Commissioner concerned	Deputy Commissioner concerned
9	Inheritance Mutation	Naib Tehsildar/Tehsildar concerned	30 days from the date of intimation/application to the mutation attesting officer	Additional Deputy Commissioner concerned	Deputy Commissioner concerned

10	Copy of mutation	Tehsildar concerned	10 days	Additional Deputy Commissioner concerned	Deputy Commissioner concerned
11	Demarcation of Land	Naib Tehsildar concerned	30 days	Tehsildar concerned	Additional Deputy Commissioner concerned
12	Extract of Tatima Shajra	Naib Tehsildar concerned	30 days	Assistant Commissioner (Revenue) concerned	Additional Deputy Commissioner concerned
13	Extract of Chulah /Chowkidara	Naib Tehsildar concerned	10 days	Tehsildar concerned	Additional Deputy Commissioner concerned
14	Income Certificate	Tehsildar concerned	30 days	Additional Deputy Commissioner concerned	Deputy Commissioner Concerned

**Transport Department**

1	Learners driving license	Regional Transport Officer/Assistant Regional Transport officer concerned	15 days	Deputy Commissioner concerned	Transport Commissioner, J&K
2	Driving License.	Regional Transport Officer/Assistant Regional Transport Officer concerned	30 days	Deputy Commissioner concerned	Transport Commissioner, J&K
3	Registration of Vehicles	Regional Transport Officer/Assistant Regional Transport Officer concerned	30 days	Deputy Commissioner concerned	Transport Commissioner, J&K

### Housing & Urban Development Department

1	Birth/Death Certificate	Registrar/Health Officer concerned	30 days	Joint Municipal Commissioner (Adm) concerned	Municipal Commissioner concerned
2	NOC for construction of house from Srinagar Development Authority	Secretary, Srinagar Development Authority	30 days	Vice Chairman, SDA	Divisional Commissioner concerned
3.	NOC for construction of house from Jammu Development Authority	Secretary, Jammu Development Authority	30 days	Vice Chairman, JDA	Divisional Commissioner concerned
4.	NOC for construction of house from Town Planning Organization.	Chief Town Planner	30 days	Divisional Commissioner concerned	Administrative Secretary, H&UDD
5.	NOC for construction of house from Power Development Department	Executive Engineer concerned	30 days	Superintending Engineer Concerned	Deputy Commissioner concerned
6.	NOC for construction of house from PHE.	Executive Engineer concerned	30 days	Superintending Engineer Concerned	Deputy Commissioner concerned
7.	NOC for construction of house from Nazool.	Tehsildar/Nazool concerned	30 days	Additional Deputy Commissioner concerned	Deputy Commissioner Concerned

8.	Building permission for construction of house from Municipal Corporation, Srinagar	Joint Commissioner (Adm)/Planning	30 days	Municipal Commissioner Srinagar	Administrative Secretary, H&UD
9.	Building permission for construction of house from Municipal Corporation, Jammu	Joint Commissioner (Adm)/Planning	30 days	Municipal Commissioner Jammu	Administrative Secretary, H&UD Department
10	Building permission for construction of house from Municipal Council/Committee.	Executive Officer concerned	30 days	Additional Deputy Commissioner Concerned	Deputy Commissioner Concerned

By order of the Government of Jammu and Kashmir.

Sd/-

**(Mohammad Sayeed Khan) IAS**  
Commissioner / Secretary to Government  
General Administration Department

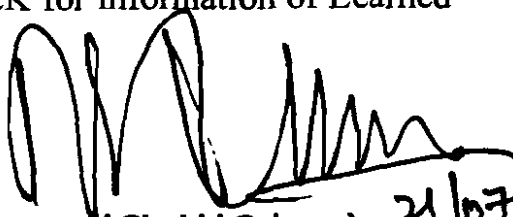
No:GAD (Adm)66/2011-V

dated: 21.07.2011

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.

  
(Mohammad Shahid Saleem) 21/07/2011  
Deputy Secretary to Government  
General Administration Department