



Government of Jammu and Kashmir
General Administration Department
 (PSGA) Civil Secretariat, J&K.

Notification

Jammu, the 16th of March, 2023

S.O. 145.- In exercise of the powers conferred by section 4 read with section 8 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	Name of the Service	Timelines	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks
Revenue Department						
1.	Un-employment Certificate	15 days	Tehsildar	Additional Deputy Commissioner	Deputy Commissioner	
2.	Land Passbook	10 days	Tehsildar	Assistant Commissioner Revenue/SDM	Additional Deputy Commissioner	
Agriculture Production Department						
3.	E-Auctioning of saffron	45 days	Junior Extension Officer at Directorate Level	Joint Director	Director	
Health and Medical Education Department						
4.	Registration of Doctors in J&K, Medical Council	30 days (after completion of all the codal formalities by the applicant)	Registrar J&K Medical Council	Senior Most Member of J&K Medical Council	President of J&K Medical Council	
5.	Registration as Pharmacist	30 days (after completion of all the codal formalities by the applicant)	Deputy Controller Concerned	Joint Drug Controller	State Drug Controller	
6.	Age Certificate	15 days	Chief Medical Officer of the concerned District.	Dy. Director, Health Services (Hqrs), Jammu/ Kashmir	Director, Health Services, Jammu/ Kashmir	


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Department of Rural Development and Panchayati Raj						
7.	Issuance of Job Cards	15 days	1. Gram Panchayat (Secretary Panchayat & Sarpanch) 2. Where Gram Panchayat is not in place, then concerned BDO	Block Development Officer (BDO)	Additional District Programme Coordinator (ACD)	In case where BDO is issuing authority, Additional District Programme Coordinator will be first the Ist Appellate Authority and District Programme Coordinator will be the 2 nd Appellate Authority
Department of Food Civil Supplies and Consumer Affairs						
8.	Apply for Ration Card	30 days (subject to fulfilment of norms and capping figures of the District)	Concerned Tehsil Supply Officer	Assistant Director, FCS&CA of the concerned district.	Joint Director, FCS&CA in the Directorate concerned.	
9.	Ration Card Modifications	30 days	Concerned Tehsil Supply Officer	Assistant Director, FCS&CA of the concerned district.	Joint Director, FCS&CA in the Directorate concerned.	
10.	New Fair Price Shop Application	120 days	Assistant Director, concerned	Joint Director, FCS&CA in the Directorate concerned.	Director, FCS&CA concerned.	This can't be a regular service and is dependent on identification of location as per requirements under S.O 41 dated: 19-01-2023. After the identification of location for opening of FPS is established, the service shall be activated and the applicants can submit their applications online.

STATE TIMES

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Mission Youth Schemes (Finance Department)						
Livelihood Schemes						
11.	MUMKIN Livelihood Scheme	30 days	Dy. Director/Astt. Director Employment of the District	Deputy Commissioner (Chairperson DLTF Mission Youth)	Chief Executive Officer, Mission Youth	In case of districts where posts of Deputy Director Employment are in place, Deputy Director Employment shall be the Designated Officer and in respect of districts having posts of Assistant Director Employment, the concerned Assistant Director shall be the Nodal Officer
12.	TEJASWINI-Livelihood Scheme	30 days	Dy. Director/Astt. Director Employment of the District	Deputy Commissioner (Chairperson DLTF Mission Youth)	Chief Executive Officer, Mission Youth	
13.	Spurring Entrepreneurship Initiative (SEI)	30 days	Dy. Director/Astt. Director Employment of the District	Deputy Commissioner (Chairperson DLTF Mission Youth)	Chief Executive Officer, Mission Youth	
14.	SAHYTA-Financial Assistance for Youth in Distress	30 days	Deputy Commissioner (Chairperson DLTF Mission Youth)	Chief Executive Officer, Mission Youth	Director General, Codes, Finance Department	
Scholarship Schemes						
15.	HLG Super 75 Scholarship	45 days from the date of issuance of notification for grant of scholarship in a particular financial year	OSD, Mission Youth concerned	CEO, Mission Youth	Director General, Codes, Finance Department	
16.	Parvaaz Coaching Scheme	45 days from the date of issuance of notification for selection of students in a particular financial year	OSD, Mission Youth concerned	CEO, Mission Youth	Director General, Codes, Finance Department	



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Social Welfare Department						
17.	Ladli Beti	15 days	Child Development Project Officer (CDPO)	District Programme Officer (DPO)	Additional District Development Commissioner (ADDC)	
		15 days	District Programme Officer (DPO)	Additional District Development Commissioner (ADDC)	Deputy Commissioner	
		15 days	Deputy Commissioner	Divisional Commissioner	Administrative Secretary, Social Welfare Department	
18.	Marriage Assistance Scheme (MAS)	15 days	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	Deputy Commissioner	
		15 days	Deputy Commissioner	Divisional Commissioner	Administrative Secretary, Social Welfare Department	
19.	Old Age Pension	15 days	Tehsil Social Welfare Officer (TSWO)	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	
		15 days	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	Deputy Commissioner	
		15 days	Director	Divisional Commissioner	Administrative Secretary, Social Welfare Department	
20.	Women Distress	15 days	Tehsil Social Welfare Officer (TSWO)	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	
		15 days	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	Deputy Commissioner	
		15 days	Director	Divisional Commissioner	Administrative Secretary, Social Welfare Department	
21.	Specialy Persons	15 days	Tehsil Social Welfare Officer (TSWO)	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	

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		15 days	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	Deputy Commissioner	
		15 days	Director	Divisional Commissioner	Administrative Secretary, Social Welfare Department	
22.	Transgender (Integrated Social Security Scheme) (Pension)	15 days	Tehsil Social Welfare Officer (TSWO)	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	
		15 days	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	Deputy Commissioner	
		15 days	Director	Divisional Commissioner	Administrative Secretary, Social Welfare Department	
23.	Pension for victims of Militancy	30 days	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	Deputy Commissioner	
		30 days	Executive Director	Deputy Commissioner	Divisional Commissioner	
24.	Marriage Assistance to Young Widows and Grown up daughters of victims of militancy	30 days	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	Deputy Commissioner	
		30 days	Executive Director	Deputy Commissioner	Divisional Commissioner	
25.	Providing of Motorized Tricycle (scooty)	30 days	District Social Welfare Officer (DSWO)	Additional District Development Commissioner (ADDC)	Deputy Commissioner	
		30 days	Executive Director	Deputy Commissioner	Divisional Commissioner	
26.	Post Matric Scholarship to Pahari Speaking Students	15 days	INO (School/ College)	Additional District Development Commissioner (ADDC)	Deputy Commissioner	
		15 days	DNO (District Social Welfare Officer- DSWO)	Additional District Development Commissioner (ADDC)	Deputy Commissioner	
		15 days	Secretary	Divisional Commissioner	Administrative Secretary, Social Welfare Department	

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Science and Technology Department

27.	Grid Connected Rooftop Solar (Residential)	60 days	Assistant Engineer, JAKEDA	Executive Engineer JAKEDA	Chief Executive Officer, JAKEDA	
28.	PM-KUSUM	120 days	Assistant Engineer, JAKEDA	Executive Engineer JAKEDA	Chief Executive Officer, JAKEDA	

School Education Department

29.	Submission of online application for Class-9 th registration	After submission of online application for registration for class 9 th , the registration number is generated and provided to the concerned institution within 30 days of termination of services.	Assistant Secretary, Registration	Joint Secretary, Registration	Secretary, JKBOSE	
30.	Submission of online application for Xerox of Answer Scripts.	Within 10 days from submission of fee	Assistant Secretary, Secrecy	Joint Secretary, Secrecy	Secretary, JKBOSE	
31.	Submission of online inter Board Migration (Eligibility) request.	Provided through electronic mode immediately after receipt of payment	Assistant Secretary, Registration	Joint Secretary, Registration	Secretary, JKBOSE	
32.	Submission of online application for registration of Class 11 th and 12 th	Immediately after receipt of fee	Assistant Secretary, Registration	Joint Secretary, Registration	Secretary, JKBOSE	
33.	Submission of online PCA (Examination forms)	The roll numbers are assigned to the eligible candidates within 30 days after termination of services.	Assistant Secretary, Examination	Joint Secretary, Examination	Secretary, JKBOSE	

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Tourism Department						
34.	Application for Registration of a Hotel/Restaurant/ Guest House/House Boat/Dhaba/Tea Stall under Tourism Act. 1978/82/2011.	30 days	Deputy Director, (Registration) Tourism/ Assistant Director, Tourism as per the jurisdiction assigned by the Tourism Department	Director Tourism Jammu/ Kashmir	Administrative Secretary, Tourism Department	
35.	Application for Registration of a Travel Agent/Adventure and Sport Tour Operator/ Hajj and Umrah Service Operator/Tourist Taxi and Tourist Coach Operator under Tourist Act. 1978/82/2011.	30 days	-do-	-do-	-do-	
36.	Application for Registration of a Taxi Shikara Boat Owner/Bathing Boat Owner/Dandi Owner/Pony wala/Motor Launch Owner/Tourist Guide/Camping Agent/Camping Equipment's Vendor Under Tourist Trade Act. 1978/82/2011.	30 days	-do-	-do-	-do-	
37.	Application Form for Registration of a Dealer Under Tourist Trade Act. 1978/82/2011.	30 days	-do-	-do-	-do-	
38.	Application Form for Renewal of a Hotel/Guest House/House Boat/Dhaba/Tea Stall Under Tourist Trade Act. 1978/82/2011.	30 days	-do-	-do-	-do-	



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39.	Application for Renewal of a Travel Agent/Adventure and Sport Tour Operator/Hajj and Umrah Service Operator/Tourist Taxi and Tourist Coach Operation Under Tourist Trade Act. 1978/82/2011.	30 days	Deputy Director, (Registration) Tourism/ Assistant Director, Tourism as per the jurisdiction assigned by the Tourism Department	Director Tourism Jammu/ Kashmir	Administrative Secretary, Tourism Department	
40.	Application for Renewal of a Taxi Shikara Boat Owner/Bathing Boat Owner/Dandi Owner/Pony wala/Motor Launch Owner/Tourist Guide/Camping Agent/Camping Equipment's Vendor Under Tourist Trade Act. 1978/82/2011.	30 days	-do-	-do-	-do-	
41.	Application Form for Renewal of a Dealer Under Tourist Trade Act. 1978/82/2011.	30 days	-do-	-do-	-do-	

Housing and Urban Development Department

Jammu Municipal Corporation (JMC)

42.	Application for Correction in the Existing Birth Record and Issuance of Certificate	30 days	Health Officer (Registrar Vital & Statistics), JMC	Joint Commissioner (Adm.), JMC	Commissioner, JMC	
43.	Application for Issuance of Non-Availability Certificate of Birth Record	30 days	Health Officer (Registrar Vital & Statistics), JMC	Joint Commissioner (Adm.), JMC	Commissioner, JMC	
44.	Application for Correction in the Existing Death Record and Issuance of Certificate	30 days	Health Officer (Registrar Vital & Statistics), JMC	Joint Commissioner (Adm.), JMC	Commissioner, JMC	
45.	Application for Issuance of Non-Availability Certificate of Death Record	30 days	Health Officer (Registrar Vital & Statistics), JMC	Joint Commissioner (Adm.), JMC	Commissioner, JMC	
46.	Application for Registration of Pet Dog	30 days	Municipal Veterinary Officer, JMC	Joint Commissioner (Health & Sanitation), JMC	Commissioner, JMC	

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47.	Application for no objection certificate for commercial establishments for Municipal Corporation only	20 days	Deputy Commissioner (North), JMC	Joint Commissioner (Enforcement & Revenue), JMC	Commissioner, JMC	
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Srinagar Municipal Corporation (SMC)

48.	Application for Correction in the Existing Birth Record and Issuance of Certificate	30 days	Health Officer, SMC	Joint Commissioner (S), SMC	Commissioner, SMC	
49.	Application for Issuance of Non-Availability Certificate of Birth Record	30 days	Health Officer, SMC	Joint Commissioner (S), SMC	Commissioner, SMC	
50.	Application for Correction in the Existing Death Record and Issuance of Certificate	30 days	Health Officer, SMC	Joint Commissioner (S), SMC	Commissioner, SMC	
51.	Application for Issuance of Non-Availability Certificate of Death Record	30 days	Health Officer, SMC	Joint Commissioner (S), SMC	Commissioner, SMC	
52.	Application for Registration of Pet Dog	30 days	Municipal Veterinary Officer, SMC	Joint Commissioner (S), SMC	Commissioner, SMC	
53.	Application for no objection certificate for commercial establishments for Municipal Corporation only	20 days	Joint Commissioner (Planning), SMC	Commissioner, SMC	Divisional Commissioner, Kashmir	

Urban Local Bodies Jammu/Kashmir (ULBJ/ULBK)

54.	Application for Correction in the Existing Birth Record and Issuance of Certificate	30 days	Chief Executive Officer/Executive Officer	Additional Deputy Commissioner Concerned	Deputy Commissioner Concerned	
55.	Application for Issuance of Non-Availability Certificate of Birth Record	30 days	Chief Executive Officer/Executive Officer	Additional Deputy Commissioner Concerned	Deputy Commissioner Concerned	
56.	Application for Correction in the Existing Death Record and Issuance of Certificate	30 days	Chief Executive Officer/Executive Officer	Additional Deputy Commissioner Concerned	Deputy Commissioner Concerned	
57.	Application for Issuance of Non-Availability Certificate of Death Record	30 days	Chief Executive Officer/Executive Officer	Additional Deputy Commissioner Concerned	Deputy Commissioner Concerned	

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58.	Application for Registration of Pet Dog	30 days	Chief Executive Officer/Executive Officer	Additional Deputy Commissioner Concerned	Deputy Commissioner Concerned	
Transport Department						
59.	Transfer of ownership of vehicle	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
60.	Addition of Hypothecation	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
61.	Cancellation of Hypothecation	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
62.	Change of Address in Registration Certificate	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
63.	Duplicate Registration Certificate	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
64.	Fresh Learner License (Aadhar Based)	03 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
65.	Issuance of Duplicate Registration Certificate	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
66.	Change of Address in Registration Certificate	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	

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67.	Renewal of Route Permits	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
68.	Online Issuance of Good Permits (Fresh)	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
69.	Online Hypothecation Termination	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
70.	Online Hypothecation Endorsement	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
71.	Online NOC Certificate	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
72.	Mobile Number Updation	07 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	In case of Driving License no approval is required. In case of Registration Certificate approval is accorded.
73.	Online Issuance of Temporary permission	03 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	The applicant has to apply three (03) days prior to the starting of the trip.
74.	Renewal of fitness certificate of commercial vehicles	20 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	Timeline starts after production of vehicle for physical inspection


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75.	Online Renewal of Registration (Non Commercial)	20 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	Timeline start after production of Vehicle for physical inspection.
76.	Withdrawal of application	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	Timeline start after application in case of vahan services. In case of Sarathi Services applicants have to do on their own.
77.	Change of Address in Learner License	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
80.	Replacement of Driving License	30 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
81.	Change of Biometrics in Driving License	30 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
82.	Online Issuance of Driving School License	30 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	Timeline start after uploading of complete/ requisite documents.
83.	Online Renewal of Driving School License	30 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	Timeline start after uploading of complete/ requisite documents.


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84.	Online International Driving Permit	07 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
85.	Online extract of driving license	07 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
86.	Online Change of Address in Driving License	30 days	Assistant Regional Transport Officer of the Concerned District.	Regional transport Officer	Additional Commissioner, J&K, Jammu.	
87.	Change in Name in Driving License	30 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
88.	Surrender of class of Driving License	20 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
89.	Additional Endorsement of Driving License	30 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	Timeline start after conduct of Driving License Test.
90.	Issuance of Trade Certificate	30 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	Timeline start after uploading of complete /requisite documents
91.	Renewal of Trade Certificate	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	Timeline start after uploading of complete /requisite document

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92.	Issuance of pollution checking centres	30 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	After receiving the report from pollution control board.
93.	Renewal of pollution checking centres	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	Timeline start after receiving the report from pollution board.
94.	Alteration of Vehicles	20 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	Timeline Start after production of vehicle for physical inspection.
95.	Conversion of vehicle	20 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	Timeline start after production of vehicle for physical inspection.
96.	Transfer of ownership of vehicle	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
97.	Addition of Hypothecation	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
98.	Cancellation of Hypothecation	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	


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99.	Change of Address in Registration Certificate	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
100.	Duplicate Registration Certificate	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
101.	Fresh Learner License (Aadhar Based)	03 days	Assistant Regional Transport Officer of the Concerned District	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	
102.	Issuance of Duplicate Registration Certificate	15 days	Assistant Regional Transport Officer of the Concerned District.	Regional Transport Officer	Additional Transport Commissioner, J&K, Jammu.	

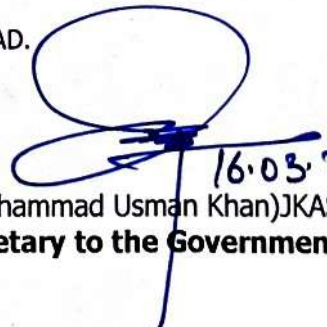
By order of the Lieutenant Governor.

Sd/-
(Sanjeev Verma) IAS,
Commissioner/Secretary to the Government.
Dated:16.03.2023

GAD-PSGA/2/2023-09-GAD

Copy to the:

1. Learned Advocate General, J&K.
2. All Financial Commissioners (Additional Chief Secretaries).
3. Director General of Police, J&K.
4. All Principal Secretaries to the Government.
5. Director General, J&K IMPA&RD.
6. All Commissioners/Secretaries to the Government.
7. Principal Secretary to the Lieutenant Governor.
8. Chief Electoral Officer, J&K.
9. Principal Resident Commissioner, J&K Government, New Delhi.
10. Joint Secretary (Jammu Kashmir & Ladakh), Ministry of Home Affairs, GoI.
11. Chairperson J&K, Special Tribunal.
12. Divisional Commissioner, Kashmir/Jammu.
13. All Heads of Departments/Managing Directors.
14. All Deputy Commissioners.
15. Director Information, J&K.
16. Director, Archives, Archaeology and Museums.
17. Secretary, J&K Public service Commission/BoPEE/SSB.
18. Director Estates, Srinagar/Jammu.
19. General Manager, Government Press, Jammu/Srinagar for wide publicity of the notification.
20. Private Secretary to the Chief Secretary.
21. Private Secretary to Advisor (B) to the Lieutenant Governor.
22. Private Secretary to Commissioner/Secretary to the Government, GAD.
23. In-charge website, GAD.
24. Notification/Stock file.


(Dr. Mohammad Usman Khan)JKAS,
Deputy Secretary to the Government.