

Office of the Deputy Commissioner, Kaithal

Right to Service Act, 2014

It is informed to the General Public that the Governor of Haryana has notified the different services and their time limit within which these are to be provided to citizen, on the recommendations of the Commission and has also Designated the Officers as First Grievances Redressal Authority second Redressal Authority under the Right of Service Act. The information with regard to the office of Deputy Commissioner/DM, Addl. Deputy Commissioner/ADM, Sub Divisional Officer (C)/SDM and City Magistrate/CTM, Kaithal is as under:-

Sr.No.	Name of the Department	Name of Service	Given Time Limit	Designated Officer	First Grievances Redressal Authority	Second Grievances Redressal Authority
1	2	3	4	5	6	7
1	Revenue	(i) Certified copies of all documents at Fard Centre level ii. e. Record of Rights (Jamabandi), Girdawri, Mutation, etc .	1 day	Duty Patwari 1	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division
		(ii) Certified copies of all documents at Village level i. e . Record of Rights (Jamabandi), Girdawri, mutation, etc . (if the copies sought are manual and number of pages sought is less than 5)	2 days	Patwari	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division
		(iii) Certified copies of all documents at Village level i. e . Record of Rights (Jamabandi), Girdawri, mutation, etc . (if the copies sought are manual and number of pages sought is more than 5 but less than 15)	3 days	Patwari	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division
		(iv) Certified copies of all documents at Village level i. e . Record of Rights (Jamabandi), Girdawri, mutation, etc . (if the copies sought are manual and number of pages sought is more than 15)	7 days	Patwari	Tehsildar of concerned Tehsil	SDM of the Concerned Sub Division

2	Revenue	Demarcation of Land if no standing crop .	45 days	Circle Revenue Officer	SDM of the concerned Sub - Division	Deputy Commissioner of the concerned District .
3 .	Revenue	Registration of all kinds of documents i. e . sale deed . Lease deed, GPA, Partnership Deed etc .	1 day	Sub - Registrar or Joint Sub Registrar (in case of Sub Tehsils)	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
4 .	Revenue	Certified Copies of all kinds of peviously registered documents	7 days	Sub - Registrar or Joint sub Registrar (in case of Sub Tehsils)	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
5 .	Revenue	Attestation of uncontested mutations	30 days	Circle Revenue Officer	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
6 .	Revenue	Private Partition of Land (Mutual Consent of landowners)	60 days	Circle Revenue Officer	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
7 .	Revenue	Issue of Income Certificate	15 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
8 .	Revenue	Area/Succession/ Dependent Certificate/ Counter Signature etc .	15 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
9 .	Revenue	Mortgage 1 st Charge	15 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
10 .	Revenue	Registration of Lease Deed/Conveyance Deed	1 day	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
11 .	Revenue	Conversion from lease to Free Hold	30 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
12 .	Revenue	Schedule Caste Certificate	7 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
13 .	Revenue	Backward Class Certificate	7 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
14 .	Revenue	Other Backward Caste Certificate	7 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
15 .	Revenue	Special Backward Caste Certificate	7 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District

16 .	Revenue	Tapriwas Certificate	7 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
17 .	Revenue	Vimukt Jati Certificate	7 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
18 .	Revenue	Economically Backward General Caste Certificate	7 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
19 .	Revenue	Resident Certificate	7 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
20 .	Revenue	Rural Area Certificate	7 days	Tehsildar of the concerned Sub - Division	SDM of the concerned Sub - Division	Deputy Commissioner of the Concerned District
21	Health	Certified Copies of Birth/Death Certificate – Rural Areas(already registered) For current year For previous year	14 days 30 days	Registrar (Birth & Death) of concerned PHC and CHC/ Deputy Civil Surgeon (Birth & Death of the Concerned District) .	District Registrar Births & Deaths - cum Civil Surgeon of the concerned District .	Deputy Commissioner of the Concerned District
2 2	Health/ Urban Local Bodies	Registration of Death & Birth certificate (After one year of event) after submission of complete application .	60 days (20 days each for Registrar, District Registrar, and Sub - Division Magistrate (SDM) .	Concerned Registrar/District Registrar	Sub - Divisional Magistrate/ Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
23.	Health /Urban Local Bodies	Birth and Death Certificate (Name Entry & certified copies of New Birth Certificate)	30 days	Concerned Local/ Addl . District Registrar cum Deputy Civil Surgeon as applicable	District Registrar (Birth & Deaths) - cum - Civil Surgeon of the concerned District .	Deputy Commissioner of the concerned District
24 .	Health	Correction of entry in Birth and Death Certificate after submission of complete application	30 Days .	Concerned Local/ District Registrar as applicable	District Registrar (Birth & Deaths of the concerned District .	Deputy Commissioner of the concerned District

25 .	Urban Local Bodies	Issue of conveyance deed in Municipal Corporation, Municipal Councils and Municipal Committees	15 days	Zonal taxation Officer in Municipal Corporation Executive Officer in concerned Municipal Council and Secretary in concerned Municipal Committees	Executive Officer/Deputy Municipal Commissioner in Municipal Corporation, Sub Divisional Magistrate of concerned Sub Division in case of Councils and Committees	Joint Commissioner in case of Corporation, Deputy Commissioner of Concerned District of case of Councils and Committees
26	Urban Local Bodies	Issue of new trade license by Municipal Corporation	15 days	Zonal taxation Officer in Municipal Corporation	Executive Officer/Deputy Municipal Commissioner in Municipal Corporation,	Joint Commissioner in case of Corporation,
27	Urban Local Bodies	Renewal of trade license by municipal corporations	12 days	Zonal taxation Officer in Municipal Corporation	Executive Officer/Deputy Municipal Commissioner in Municipal Corporation,	Joint Commissioner in case of Corporation,
28	Urban Local Bodies	Removal of solid waste from streets/Roads	2 days	Chief Sanitary Inspector in Municipal Corporation Chief Sanitary Inspector in concerned Municipal Councils and sanitary Inspector in concerned Municipal Committee	Executive Officer/Deputy Municipal Commissioner in case of Corporation Cities, Executive Officer in case of Municipal Council and Secretary in case of Municipal committee	Joint Commissioner in case of Corporation city, Sub Division Officer of Concerned Sub Division in case of Municipal Towns
29	Urban Local Bodies	Replacement of street lights	10 days .	Assistant Engineer in Corporation Cities, Junior Engineer concerned Municipal Council and Committees	Executive Engineer in case of Corporation Cities, Municipal Engineer in concerned Municipal Councils and Committees	Superintending Engineer/ Chief Engineer in case of Corporation city, Sub Division Officer of concerned sub division in concerned Municipal Councils and Committee
30	Urban Local Bodies	Water leakages/ sewerage blocked/overflow (In case of Municipal Corporation, Gurgaon and Faridabad)	2 days	Assistant Engineer in Corporation Cities in Municipal Corporation Faridabad or Gurgaon concerned	Executive Engineer in case of Municipal Corporation Faridabad and Gurgaon	Superintending Engineer/ Chief Engineer in case of Municipal Corporation Faridabad and Gurgaon
31	Urban Local Bodies	(i) Sanction of building plans in the original municipal limits for all uses and sizes except commercial/institutional uses for the sites 1000 sq . mtrs and above .	60 days .	Chief Town Planner/ Urban Local Bodies .	Sub Divisional Magistrate of concerned Sub Division in case of Municipal Councils/Committee and Commissioner , Municipal Corporation concerned in case of Municipal	The Deputy Commissioner of concerned District in case of Municipal Council/ Committee and Principal Secretary to Government Haryana, Urban Local Bodies in

					Corporation	case of Municipal Corporation
		(ii) Sanction of building plans in the original municipal limits for commercial/institutional uses for the sites 1000 sq . mtrs . To 5000 sq. mtrs .	60 days .	Chief Town Planner/ Urban Local Bodies	Director, Urban Local Bodies Department	Principal Secretary to Govt . Haryana
		(iii) Sanction of building plans in the original municipal limits for commercial /institutional uses for the sites 5000 sq . mtrs . and above .	60 days .	Chief Town Planner/ Urban Local Bodies	Director, Urban Local Bodies Department	Principal Secretary to Govt . Haryana
		(iv) Approval of building plans (up to 5 acres) of permission for change of land use cases in MC Gurgaon and Faridabad .	60 days .	Chief Town Planner, Municipal Corporation Gurgaon/ Faridabad	Commissioner Municipal Corporation Gurgaon/ Faridabad	Principal Secretary to Govt . Haryana,
		(v) Approval of building plans of permission for change of land use cases in Gurgaon & Faridabad for the site more than 5 acres, and in other municipal corporations/ councils/committee	60 days .	Chief Town Planner Urban Local Bodies Department	Director, Urban Local Bodies Department	Principal Secretary to Govt . Haryana
32	Urban Local Bodies	Renewal of Fire NOC	15 days .	Fire Station Officer	S . D . O . (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation
33	Urban Local Bodies	Issuance of Fire NOC in case of Bridling as per nomenclature of National Building code in case of a) Hostel (A - 5) less than 15 meters in height having plot area up to 4000sq . mtr . b) Education Building B)	60 days .	Fire Station Officer	S . D . O . (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the
		Less than 15 meters in height having plot area up to 8000 square meters . C) Institutional Building (C) . i) Hospital, Sanatoria and Nursing homes (C-1) less than 15 meters in height with plot area up to 4000 square meters . ii) Custodial (C - 2) and Penal and Plental (C - 3) Less than 10 meters in height with plot area up to 4000 square meters . d) Assembly Buildings			concerned corporation in case of Municipal Corporation.	concerned corporation in the case municipal Corporation.

		<p>(D - 1 to D - 5) Less than 10 meters in height with plot area up to 4000 square meters .</p> <p>e) Mercantile & Business Buildings (E,F - 1 &F - 2) Less than 15 meters in height with plot area up to 4000 square meters .</p> <p>F) Industrial Buildings (G) .</p> <p>i) Low Hazard (G - 1) Less than 15 meters in height but plot area up to 4000 square meters .</p> <p>ii) Moderate Hazard (G -2) Less than 15 meters in height but plot area up to 4000 square meters.</p> <p>iii)High Hazard (G - 3) Less than 15 meters in height but plot area up to 4000 square meters .</p> <p>g) Storage Buildings (H) Below 15 meters in height and plot area up to 4000 square meters .</p>				
34	Urban Local Bodies	<p>Issuance of Fire NOC in case of Buildings as per nomenclature of National Building code in case of</p> <p>a) Residential Buildings (A)</p> <p>(i)Dormitories (A - 3) and Apartment Houses (A - 4) 15 meters and above but not exceeding 35 meters in height .</p> <p>(ii) Hostel (A - 5) height less than 15 meters having plot area more than 4000sq. meters but less 8000 square meters .</p> <p>b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters but less 16000 square meters .</p> <p>c) Institutional Buildings (C)</p> <p>i) Hospital, Sanatoria and Nursing homes (C- 1) less than 15 meters in height but plot area above 4000 square meters but but less 8000 square meters.</p>	60 days .	Fire Station Officer	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation	Addl . Chief Secretary Urban Development Department in case of Municipal Corporation whereas Director, Urban Local Bodies in case of Municipal Councils and Committees .
		<p>ii) Custodial (C - 2) and Penal and Plental (C - 3) Less than 10 meters in height with plot area more than 4000 square meters but less 15000 square meters .</p> <p>d) Assembly Buildings (D - 1 to D - 5) Less than 10 meters in height</p>				

		<p>with plot area more than 4000 square meters but less 8000 square meters.</p> <p>e) Mercantile & Business Buildings (E,F - 1 & F - 2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>F) Industrial Buildings (G). i) Low Hazard (G - 1) less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters .</p> <p>ii) Moderate Hazard (G - 2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters .</p> <p>iii) High Hazard (G - 3) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters.</p> <p>g) Storage Buildings (H) Below 15 meters in height with plot area above 4000 square meters but less than 8000 square meters .</p>				
35	Urban Local Bodies	<p>Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of (a) Hostel (A - 5) less than 15 meters in height having plot area up to 4000 square meters. b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters. c) Industrial Buildings (C) .i) Hospital, Sanatoria and Nursing homes (C- 1) less than 15 meters in height with plot area above 4000 square meters.</p> <p>ii) Custodial (C - 2) and Penal and Plental (C - 3) Less than 10 meters in height with plot area up to 4000 square meters .</p> <p>d) Assembly Buildings (D - 1 to D - 5) Less than 10 meters in height with plot area up to 4000 square meters .</p> <p>e) Mercantile & Business Buildings (E,F - 1 & F - 2) Less than 15 meters in height with plot area up to 4000 square meters .</p> <p>F) Industrial Buildings (G) .</p> <p>i) Low Hazard (G - 1) less than 15 meters in height but plot area up</p>	60 days .	Fire Station Officer	S . D . O . (C) of the concerned Sub Division in case of Municipal Committee and Council, Joint Commissioner of the concerned corporation in case of Municipal Corporation.	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation.

		<p>to 4000 square meters .</p> <p>ii) Moderate Hazard (G -</p> <p>-</p> <p>2) Less than 15 meters in height but plot area up to 4000 square meters .</p> <p>iii) High Hazard (G - 3) Less than 15 meters in height but plot area up to 4000 square meters .</p> <p>g) Storage Buildings (H) Below 15 meters in height and plot area up to 4000 square meters .</p>				
36	Urban Local Bodies	<p>Approval and renewal of fire fighting scheme in case of Building as per nomenclature of National Building code in case of</p> <p>a) Residential Buildings (A) (i) Dormitories (A - 3) and Apartment Houses (A - 4) 15 meters and above but not exceeding 35 meters in height .</p> <p>(ii) Hostel (A - 5) height less than 15 meters having plot area more than 4000sq. meters but less 8000 square meters .</p> <p>b) Education Building (B) height less than 15 meters in height having plot area more than 8000 square meters but less 16000 square meters .</p> <p>c) Institutional Buildings (C)</p> <p>i) Hospital, Sanatoria and Nursing homes (C- 1) less than 15 meters in height but plot area above 4000 square meters but but less 8000 square meters .</p> <p>ii) Custodial (C - 2) and Penal and Pental (C - 3) Less than 10 meters in height with plot area more than 4000 square meters but less 15000 square meters</p> <p>d) Assembly Buildings (D - 1 to D - 5) Less than 10 meters in height with plot area more than 4000 square meters but less 8000 square meters .</p> <p>e) Mercantile & Business Buildings (E,F - 1 & F - 2) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters .</p> <p>F) Industrial Buildings (G)</p> <p>i) Low Hazard. (G - 1) less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters .</p> <p>ii) Moderate Hazard (G - 2) Less than 15 meters</p>	60 days .	Fire Station Officer	Deputy Commissioner of Concerned District in case of Municipal Committee and Council, Commissioner of the concerned corporation in the case municipal Corporation	Addl . Chief Secretary Urban Development Department in case of Municipal Corporation whereas Director, Urban Local Bodies in case of Municipal Councils and Committees .

		in height with plot area above 4000 square meters but less 8000 square meters . iii)High Hazard (G - 3) Less than 15 meters in height with plot area above 4000 square meters but less 8000 square meters . g) Storage Buildings (H) Below 15 meters in height with plot area above 4000 square meters but less than 8000 square meters .				
37	Transport	(i) Issuance of Learner Driving License (Sarathi Related Services)	5 days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(ii) Issuance of Permanent Driving License (Sarathi Related Services)	7 days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(iii) Renewal of Driving License	37 days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(iv) Issuance of Duplicate driving license	7 days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(v) Endorsement of new class in Driving License	7 days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
38	Transport	Issuance of Conductor License	7 days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
39	Transport	(i) Registration of New Vehicles (VAHAN)	7 days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(ii) Transfer of ownership	37 days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(iii) Issuance of NOC	7 Days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(iv) Issuance of duplicate RC	7 days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(v) Tax Clearance Certificate	7 Days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
		(vi) HPA Addition/Deletion	7 days	SDO(C) - cum - RA/RTA of concerned authority	ADC Of concerned District	DC of Concerned District
40	Food and Supplies	(i) Issue of New Ration Card on receipt of D- I form i. e . Application Form for all Categories	22 Days	Inspector Incharge/ AFSSO	District Food & Supplies Controller	Deputy Commissioner
		(ii) Issuance of new ration card on receipt of surrender Certificate	15 days	Inspector Incharge/ AFSSO	District Food & Supplies Controller	Deputy Commissioner
		(iii) Issuance of duplicate ration card .	15 days	Inspector Incharge/ AFSSO	District Food & Supplies Controller	Deputy Commissioner
		(iv) Inclusion/ Deletion of family member	15 days	Inspector Incharge/ AFSSO	District Food & Supplies	Deputy Commissioner

		(v) Change of address within same jurisdiction	15 days	Inspector Incharge/ AFSSO	Controller District Food & Supplies Controller	Deputy Commissioner
		(vi) Change of address including change of FPS	15 days	Inspector Incharge/ AFSSO	District Food & Supplies Controller	Deputy Commissioner
		(vii) Issuance of surrender certificate /Ration Card/Member Migration/ Ration Card Transfer Application/Surrender of Ration Card Application Form	7 days	Inspector Incharge/ AFSSO	District Food & Supplies Controller	Deputy Commissioner
		(viii) Ration Card Data Correction and Household Head modification	7 days	Inspector Incharge/ AFSSO	District Food & Supplies Controller	Deputy Commissioner
41	Home	Registration of Marriage under Hindu Marriage Act - from the expiry of 15 days notice period	3 days .	Tehsildar (in Rural Area)	Sub Divisional Magistrate	Deputy Commissioner
				Secretary, Municipal Committee (in Urban Area)	Sub Divisional Magistrate	Deputy Commissioner
				Deputy/Joint Municipal Commissioner (in Municipal Corporation)	Municipal Commissioner	Deputy Commissioner
42	Home	a) Renewal of Arms License (if the license is presented before the expiry date and the license issuing district is the same where service has been sought) .	15 days	Sub Divisional Magistrate (except Panchkula, Faridabad, Gurgaon& Ambala Districts)	District Magistrate	-----
				Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	-----
				Deputy Commissioner Of Police (Panchkula)	Commissioner of Police	----- -----
				Sub Divisional Magistrate (Ambala rural area)	District Magistrate	
		Deputy Commissioner Police (Ambala Urban Area)	Commissioner of Police	-----		
		b) Renewal of Arms License(if presented after every alternative cycle of 6 years, where police verification is necessary)	22 days	District Magistrate (except Panchkula, Faridabad Gurgaon & Ambala Districts)	Divisional Commissioner	-----
				Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Panchkula)	Commissioner of Police	Divisional Commissioner
				Sub Divisional Magistrate (Ambala Rural area)	District Magistrate	Divisional Commissioner
				Deputy	Commissioner	Divisional

				Commissioner of Police(A m b a l a Urban Area)	of Police	Commissioner
43	Home	Addition/Deletion of weapon (if the license issuing district is the same where service has been sought) . From the expiry of the mandatory notice period of 45 days as provided under the Arms Act .	07 days .	District Magistrate (except Faridabad, Panchkula, Ambala & Gurgaon Districts)	Divisional Commissioner	-----
				Joint Commissioner of Police (Gurgaon Faridabad Districts)	Commissioner of police	Divisional Commissioner
				Deputy Commissioner of Police (Panchkula)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Ambala Rural Area)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Ambala UrbanArea)	Commissioner of Police	Divisional Commissioner
44	Home	Extension of purchase period of weapon, (within permissible time period and if the license issuing district is the same where services has been sought) .	07 days	District Magistrate (except Panchkula, Ambala, Faridabad & Gurgaon Districts)	Divisional Commissioner	-----
				Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Panchkula)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Ambala Rural Area)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Ambala Urban Area)	Commissioner of Police	Divisional Commissioner
45	Home	Registration of Foreigners (Arrival and Departure)	Immediate	Assistant Commissioner of Police (Hq .) Ambala & Panchkula Districts	Deputy Commissioner of Police Ambala/ Panchkula	Commissioner of Police
				Assistant Commissioner of Police/HQ Gurgaon & Faridabad Districts Foreigners Registration Officer (FRO)	Deputy Commissioner of Police Gurgaon and Faridabad	Commissioner of Police
				Deputy Superintendent of Police (HQ) (except Ambala, Panchkula, Faridabad & Gurgaon Districts)	Superintendent of police	Range IG

46	Home	NOC for Fairs/Melas/Exhibition/ Sport Events etc .	05 days	Sub Divisional Magistrate (except, Panchkula, Faridabad & Gurgaon & Ambala Districts)	Deputy Commissioner	Divisional Commissioner
47	Home	Verification for renewal of Arms License .	22 days	Joint Commissioner of Police (Gurgaon & Faridabad Districts)	Commissioner of Police	Divisional Commissioner
				DCP (Panchkula & Ambala Districts)	Commissioner of Police	Divisional Commissioner
				Sub Divisional Magistrate/City Magistrate (except Faridabad, Panchkula, Gurgaon & Ambala Districts)	District Magistrate	Divisional Commissioner
48	Home	NOC for issuance/renewal of License of Arms Dealers .	15 days	Joint Commissioner of Police, Faridabad & Gurgaon Districts .	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police, Ambala & Panchkula Districts)	Commissioner of Police	Divisional Commissioner
				District Magistrate (except Panchkula, Ambala, Faridabad & Gurgaon)	Divisional Commissioner	-----
49	Home	Issuance of NOC for setting up of Petrol Pump, Cinema Hall etc .	15 days	District Magistrate, (except Panchkula, Ambala, Faridabad & Gurgaon	Divisional Commissioner	-----
				Commissioner of Police for Faridabad, Gurgaon, Ambala & Panchkula Districts	Divisional Commissioner	-----
50	Home	Verification for fresh Arms License	30 days	Deputy Commissioner (except Panchkula Faridabad ,Gurgaon& Ambala Districts)	Divisional Commissioner	-----
				Joint Commissioner of Police (Gurgaon & Faridabad Disrticts)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Panchkula)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of Police (Ambala Rural Areal)	Commissioner of Police	Divisional Commissioner
				Deputy Commissioner of	Commissioner	Divisional Commissioner

				Police (Ambala Urban Area)	of Police	
51	Social Justice and Empower ment	Ladli Social Security Allowance Scheme	120 days	District Social Welfare officer of the concerned District	Addl . Deputy C o m m i s s i o n e r of the concerned District	Deputy Commissioner of the concerned District
52	Social Justice and Empower ment	Old age Samman allowance (Pension Scheme)	120 days	District Social Welfare officer of the concerned District	Addl . Deputy C o m m i s s i o n e r of the concerned District	Deputy Commissioner of the concerned District
53	Social Justice and Empower ment	Handicapped Pension	120 days	District Social Welfare officer of the concerned District	Addl . Deputy C o m m i s s i o n e r of the concerned District	Deputy Commissioner of the concerned District
54	Social Justice and Empower ment	Haryana Pension to Widows and destitute Women scheme (Widow Pension)	120 days	District Social Welfare officer of the concerned District	Addl . Deputy C o m m i s s i o n e r of the concerned District	Deputy Commissioner of the concerned District
55	Social Justice and Empower ment	Financial Assistance to destitute children scheme	120 days	District Social Welfare officer of the concerned District	Addl . Deputy C o m m i s s i o n e r of the concerned District	Deputy Commissioner of the concerned District
56	Social Justice and Empower ment	Financial Assistance to Kashmiri Migrant families Scheme	120 days	District Social Welfare officer of the concerned District	Addl . Deputy C o m m i s s i o n e r of the concerned District	Deputy Commissioner of the concerned District
57	Social Justice and Empower ment	Financial Assistance to Non school going disabled children	120 days	District Social Welfare officer of the concerned District	Addl . Deputy C o m m i s s i o n e r of the concerned District	Deputy Commissioner of the concerned District
58	Social Justice and Empower ment	Dwarf allowance Scheme	120 days	District Social Welfare officer of the concerned District	Addl . Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District
59	Social Justice and Empower ment	Eunuch allowance Scheme	120 days	District Social Welfare officer of the concerned District	Addl . Deputy Commissioner of the concerned District	Deputy Commissioner of the concerned District