

Sr. No.	Name of Department	Name of Service	Time Limit of Providing Service
1.	Agriculture Department	Soil Testing Sample	60 days after receipt of application.
2.	Animal Husbandry	Artificial Insemination	On receipt of request for artificial Insemination and examine the concerned cow/buffalo within two hours after examination.
		Issuance of Health Fitness Certificate	Maximum 7 days.
		Post mortem of live stock	Maximum 72 hours
3.	Co-Operation	Registration of Co-operative Society under H.P. Co-Operative Society Act.,1968	Within 21 days
4.	Environment, Science & Technology	Grant of consent to establish Green and Orange categories of industries not requiring environmental clearance located in notified industrial areas/ estates falling in the delegated powers of Senior Environmental Engineers/Regional Officers of HPPCB under Water Act, 1974 and Air Act., 1981	Within 15 days on receipt of complete application in all respect by Senior Environmental Engineer/Environmental Engineer Concerned.
		Grant of consent to establish Green and Orange categories of industries not requiring environmental clearance located in notified industrial areas/ estates falling in the delegated powers of Senior Environmental	Within 40 days on receipt of complete application in all respect by Senior Environmental Engineer/Environmental Engineer Concerned.

		Engineers/Regional Officers of HPPCB under Water Act, 1974 and Air Act., 1981	
		Grant of consent to establish Green and Orange categories of industries not requiring environmental clearance located in notified industrial areas	Within 15 days on receipt of complete application in all respect by Senior Environmental Engineer/Environmental Engineer Concerned.
5.	Forest Department	Grazing Permits	Within 24 hours on receipt of application by Range Officer(Concerned) from the grazer.
		Compensation to be paid for killing domestic animals by wildlife and for injuries inflicted/ Killing of human beings.	Within 24 hours on receipt of application i.e, Pradhan's report and post or medical report.
		TD to Disaster Suffers.	1 st Sept. to 31 st Dec. of the year. Within 60 days from the receipt of application by DFO duly recommended by the SDM concerned.
		Grant of T.D to Right Holders.	By 15 th April of the year.
6.	Health Department	Issuance of Medical Certificate	Same day during working hours.
		Disability Certificate	Within 30 days
		Postmortem Report	Within 72 working hours of conducting Post mortem.
		OPD Slips/Tickets	Within 30 minutes.
		Emergency Call attending	Within 1 hours.
		Discharge of Patient	Within 4 hours and 30 minutes on request of

			patient's attendant.
		Lab. Testing report routine	Same day by 3PM.
		Lab testing report emergency	Same day within 2 hours(if test is feasible in two hours).
7.	Home Department F Branch	Service/Public Service	7 days.
		Issue of NOC for fire safety	30 days.
		Fire Safety Training	As per the time frame indicated in the request or 30 days.
8.	Home A	Supply of copy of FIR	Immediately after registration of FIR
		Passport verification (Regular)	15 days after receipt of application in Police Station
		Passport verification (Tatkaal)	7 day after receipt of application on S.P. Office.
		Verification of character and antecedents when requested for the employer/ Organization	Within 15 days
		NOC FOR PETROL PUMP, GAS AGENCY, Hotel & Bar etc.	Within 15 days
		Arms License	Within 15 days after the personal appearance.
		Transfer of Arms License	Within 15 days after the personal appearance.
		Missing Report	Immediately after receipt of the written complaints.
		Police Assistance through SMS No. 9459100100	Action within 24 hours.
		Action on online complaints.	24 hours subject to internet connectivity.
		On line compounding of Traffic offences	Immediately.

9.	Housing Department	Enquiring regarding instalments/dues.	Two weeks.
		Mortgage Permission	Within Two Weeks
		No dues Certificate regarding maintenance charges.	Within Two Weeks
		Conveyance Deed	One Week.
		Issuance of possession letter	One Week.
		Registration of Conveyance Deed	Eight Week.
		Sanction of Building plants	Four Weeks
		Completion Certificate	Two Weeks
		Refund	Four Weeks.
		Water Sewerage connection	Four Weeks.
		Transfer of allotment of House/Plot/Flat.	Six Weeks.
		10.	IPH Department
Failure of power supply	One day.		
Minor breakdown in pumping machinery due to greasing, gland packing pump including checking of alignment and replacement of Nuts, Bolts, Screws etc.	Three days.		
Breakage of existing fittings, union valve, line. Etc.	Five days.		
11.	Panchayat Raj Department	Registration of Births and Deaths and issuance of certificate	Within 24 hours.
		Issuance of BPL Certificate	

		Issuance of Ration Card	Within 24 hours
12.	Social Justice and Empowerment Department	Issuance of Identity Cards to Senior Citizens	Three days from the receipt of the complete application with requisite documents.
13.		Issuance of Disability Cards to persons Disabilities	Three days from the receipt of the complete application with requisite documents in the office of District Welfare Officer.
14.		Relief under Scheduled Castes and Scheduled Tribes	On the receipts documents from police/ Court, the concerned District Welfare.
15.		Disbursement of Stipend to the trainees under the training & Proficiency in Computer Applications to SC's/ST's /OBC's and Minorities.	The amount stipend to the eligible trainees will be disbursed by 15 th of every month by crediting the amount of scholarship in the bank account of trainee provided the candidate has 85% attendance in that month and has secured 50% marks in the monthly test.
16.	TCP	Certificate that land is not in Planning / Special Area	3 Working days.
		Change of land use	60days.
		Site Inspection	7 days.
		Intimation of Observation	15 days
		Development Permission	60 days
		Intimation of Observation	15 days
		Complaint regarding detection of	30days.

		unauthorized construction deviation from approved plan & action thereof	
		Supplying copy of record	7 days.
17.	Transport Department	Composition of offences	60 days.
		Registration of Vehicles	6 working days after submission of complete paper and required fee/late fee etc.
		Learner Driving License/ Conductor License	6 working days after submission of complete paper and required fee/late fee etc.
		Permanent Driving License/ Conductor license	6 working days after submission of complete paper and required fee/late fee etc.
		Registration of Vehicles	6 working days after submission of complete paper and required fee/late fee etc.
18.			