

Compendium of Services

S No	Service	Department	Designated Officer
1	Issuance/renewal of license for fertilizers (Retail)	Agriculture	Chief Agriculture Officer
2	Issuance/renewal of license for selling 7 storage of seeds (Retail)	Agriculture	Chief Agriculture Officer
3	NOC for employment	DE and CC	Assistant Director concerned DE and CC
4	Registration of unemployed youth	DE and CC	Assistant Director concerned DE and CC
5	Decision (approval/rejection) on incentives under Single window	Distirct Industries Center	General Manager DIC
6	For decision of Land allotment (approval/rejection) on the application by single Window Clearance Committee at district Level	Distirct Industries Center	General Manager DIC
7	NDC from DIC (Employment purpose)	Distirct Industries Center	General Manager of the concerned DIC
8	Registration of new industrial units (Formal /EM part-II)	Distirct Industries Center	General Manager of the concerned DIC
9	Registration of new industrial units (Provisional /EM part-I)	Distirct Industries Center	General Manager of the concerned DIC
10	Approval for setting up and operating a Play School	Education	Chief Education Officer
11	Copy of Voter List	Election	Tehsildar (AERO) concerned/ election Naib Tehsildar of the District
12	Issuance of Transfer entry (TE) advice	Finance Department (Funds Organisation)	Concerned chief Accounts Officer of the district Fund Office
13	Final fire NOC	Fire and Emergency Services	District Officer
14	Provisional fire NOC	Fire and Emergency Services	District Officer
15	Grant of Transportation Permission for forest produce extracted	Forest	Divisional forest Officer
16	Inspection of trees marked for felling on private land	Forest	Range Officer
17	Inclusion of New Born Child in the Ration Card	FSC and CA	Tehsil Supply Officer, CAPD (Rural)/ Asstant Director (Urban)
18	Issuance of Surrender Certificate/Duplicate Ration Card	FSC and CA	Tehsil Supply Officer, CAPD (Rural)/ Asstant Director (Urban)
19	Ration Card	FSC and CA	Tehsil Supply Officer, CAPD (Rural)/ Asstant Director (Urban)

20	Transfer/Shifting from the FP Shop to another	FSC and CA	Tehsil Supply Officer, CAPD (Rural)/ Asstant Director (Urban)
21	Decision (acceptance/rejection) of the of mining Lease/composite Lease/non exclusive reconnaissance Permit	Geology and Mining	District Mineral Officer
22	Decision (acceptance/rejection) of the renewal application for mining Lease/composite Lease/non exclusive reconnaissance Permit	Geology and Mining	District Mineral Officer
23	Handicrafts Artisan registration (for issuance of Artisan credit Card)	Handicrafts	Assistant Director Handicrafts
24	Handicrafts unit registration	Handicrafts	Assistant Director Handicrafts
25	Registration of Handloom weavers/artisans/units	Handloom	Assistant Director Handloom
26	Sponsoring of cases under Weaver MUDRA and Micro Credit Plan schemes of the Handloom Department	Handloom	Assistant Director Handloom
27	Disability certificate	Health	Chief Medical Officer
28	License to sell,stock or exhibit	Health	Assistant Controller Drugs of the concerned districts
29	Medical Fitness Certificate	Health	Chief Medical Officer/Medical Superintendent /Block Medical Officer
30	Medical illness Certificate	Health	Chief Medical Officer/Medical Superintendent
31	Post Mortem report	Health	Chief Medical Officer/Medical Superintendent /Block Medical Officer
32	Registration for provisional/permanent certificate for clinical establishment	Health	District registering authority headed by District Magistrate
33	Registration under PC and PNDT Act	Health	Chief Medical Officer
34	Cinematography license and license for screening films	Home	District Magistrate
35	Copy of FIR	Home	SHO concerned
36	Copy of untraced report in accident /drowning cases	Home	SHO concerned
37	Copy of untraced report in case of stolen vehicles	Home	SHO concerned
38	Copy of untraced report in theft cases	Home	SHO concerned
39	Fire reports	Home	Concerned District Officer
40	License for sale of crackers	Home	District Magistrate

41	NOC required for setting up of explosive manufacturing, storage , slae, transport	Home	District Magistrate
42	NOC required for setting up of petroleum, diesel and naptha storage, sale and transport	Home	District Magistrate
43	Technical recommendations after risk hazard analysis, evaluation of provisions of fire safety measures and subsequent implementation	Home	Concerned District Officer
44	Technical recommendations after risk hazard analysis, evaluation of provisions of fire safety measures and subsequent implementation	Home	Concerned District Officer
45	Verification by Police for issuance of Character Certificate	Home	SHO concerned
46	Verification by Police Station concerned for certification of identity	Home	SHO concerned
47	Issuance of Horticulture Passbook	Horticulture	HDO
48	Birth/Death Certificate	Housing and Urban Development	Registration/Health Officer
49	Building Permission for construction of house from Municipal /Committee	Housing and Urban Development	Additional Deputy Commissioner
50	Building permission for construction of house/commercial /establishment	Housing and urban Development	Executive Officer
51	Final completion inspection /occupancy certificate	Housing and urban Development	Khilafwarzi Inspector
52	Issuance of license for Rehri to be operated within the limits of MC	Housing and urban Development	Executive Officer MC
53	Issuance of license/ NOC for running Trades/Units	Housing and urban Development	Executive Officer MC
54	NOC for construction of house from Nazool	Housing and Urban Development	Tehsildar /Nazool
55	NOC for construction of house from PHE	Housing and Urban Development	Executive Engineer
56	NOC for construction of house from Power Development Department	Housing and Urban Development	Executive Engineer
57	Plinth Level inspection of permitted house/industries /other	Housing and urban Development	Khilafwarzi Inspector
58	Electricity Connection commercial with load 20 KW	Kashmir Power Development Corporation Limited	Executive Engineer (Electrical)
59	Electricity Connection commercial with load 30 KW	Kashmir Power Development Corporation Limited	Superintending Engineer (Electrical)
60	Electricity Connection commercial with load 5 KW	Kashmir Power Development Corporation Limited	Assistant Executive Engineer (Electrical)
61	Electricity Connection domestic with load 10 KW	Kashmir Power Development Corporation Limited	Assistant Executive Engineer (Electrical)

62	Electricity Connection domestic with load 20 KW	Kashmir Power Development Corporation Limited	Executive Engineer (Electrical)
63	Electricity Connection domestic with load 30 KW	Kashmir Power Development Corporation Limited	Superintending Engineer (Electrical)
64	Electricity Connection industrial with load 10 KVA/HP	Kashmir Power Development Corporation Limited	Assistant Executive Engineer (Electrical)
65	Electricity Connection industrial with load 100 KVA/HP	Kashmir Power Development Corporation Limited	Superintending Engineer (Electrical)
66	Electricity Connection industrial with load 30 KVA/HP	Kashmir Power Development Corporation Limited	Executive Engineer (Electrical)
67	Close Day Certificate under Jammu and Kashmir Shops and establishment Rules	Labour and Employment	Labour Inspector
68	Funeral Assistance	Labour and Employment	Assistant Labour Commissioner
69	License to contractor under Jammu and Kashmir Building and other	Labour and Employment	Assistant Labour Commissioner
70	License to contractor under Jammu and Kashmir Contract	Labour and Employment	Assistant Labour Commissioner
71	License to contractor under Jammu and Kashmir Contract inter state Migrant	Labour and Employment	Assistant Labour Commissioner
72	Lower Education Assistance	Labour and Employment	Assistant Labour Commissioner
73	Maternity Benefit	Labour and Employment	Assistant Labour Commissioner
74	Medical Assistance to Beneficiaries	Labour and Employment	Assistant Labour Commissioner
75	Registration of BOC workers	Labour and Employment	Assistant Labour Commissioner
76	Registration certificate for motor Transport	Labour and Employment	Labour Officer
77	Registration certificate to Principal Employer under Jammu and Kashmir under Building	Labour and Employment	Assistant Labour Commissioner
78	Registration Certificate to Principal Employer under Jammu and Kashmir Contract inter state Migrant	Labour and Employment	Assistant Labour Commissioner
79	Registration to Principal Employer under Jammu and Kashmir Contract	Labour and Employment	Assistant Labour Commissioner
80	Renewal certificate for motor Transport	Labour and Employment	Labour Officer
81	Renewal of shops /Establishment Registration certificate under J and K .	Labour and Employment	Labour Inspector
82	Shops/Establishment Registration certificate	Labour and Employment	Labour Inspector

83	Actual Domestic Water connection supply	PHE	Executive Engineer (PHE)
84	Sanction for domestic water connection	PHE	Executive Engineer (PHE)
85	Issuance of A contractor cards A,B,C,D Class	PWD	Superintending Engineer (SE)
86	Right of Way/Road cutting Permission	PWD	Superintending Engineer
87	Attestation of mutation	Revenue	Tehsildar
88	Bank Loan cases	Revenue	Tehsildar concerned
89	Copy of mutation	Revenue	Tehsildar
90	Demarcation of land	Revenue	Naib Tehsildar
91	Dependant Certificate	Revenue	Assistant Commissioner Revenue/Additional Dy Commissioner concerned
92	Domicile Certificate	Revenue	Tehsildar
93	Encumbrance certificate	Revenue	Tehsildar Concerned
94	Extract of Aks Massivi/Latha	Revenue	Naib Tehsildar
95	Extract of Fard Intikhab	Revenue	Naib Tehsildar
96	Extract of Girdawari	Revenue	Naib Tehsildar
97	Extract of Jamabandi	Revenue	Naib Tehsildar
98	Extraction of Chulah /Chowkidar	Revenue	Naib Tehsildar Concerned
99	Extraction of Tatima Shajra	Revenue	Naib Tehsildar
100	Income Certificate	Revenue	Tehsildar
101	Inheritance mutation	Revenue	Naib Tehsildar /Tehsildar Concerned
102	Legal Heir Certificate	Revenue	Tehsildar concerned
103	Lien Mark/cancellation of lien	Revenue	Tehsildar concerned

104	Marriage Certificate under Hindu Marriage Act	Revenue	Tehsildar (Registrar)
105	Measurement /demarcation of land	Revenue	Tehsildar Concerned
106	Property certificate beyond 20.00 lacs	Revenue	Deputy Commissioner concerned
107	Property certificate upto 20.00 lacs	Revenue	Tehsildar concerned
108	Reserved category certificate	Revenue	Tehsildar
109	Driving Licence	Transport	Regional Transport Officer/Assistant Regional Transport Officer Concerned
110	Issuance of Fitness certificate of vehicles	Transport	RTO/ARTO
111	Learners Driving Licence	Transport	Regional Transport Officer/Assistant Regional Transport Officer Concerned
112	Registration of Vehicle	Transport	Regional Transport Officer/Assistant Regional Transport Officer Concerned
113	Renewal of driving license issued by the State Licensing Authority	Transport	RTO/ARTO