

List of Services provided offline as of now

id	Service	Department	Designated Officer	Details
1	Ration Card	FSC and CA	Tehsil Supply Officer, CAPD (Rural)/ Asstant Director (Urban)	Application on plain paper to TSO with address proof and affidavit
2	Issuance of Surrender Certificate/Duplicate Ration Card	FSC and CA	Tehsil Supply Officer, CAPD (Rural)/ Asstant Director (Urban)	Application on plain paper to TSO with address proof and affidavit
3	Inclusion of New Born Child in the Ration Card	FSC and CA	Tehsil Supply Officer, CAPD (Rural)/ Asstant Director (Urban)	Application on plain paper to TSO Birth certificate and Aadhaar card
4	Transfer/Shifting from the FP Shop to another	FSC and CA	Tehsil Supply Officer, CAPD (Rural)/ Asstant Director (Urban)	Application on plain paper to TSO with address change certificate and electricity bill
5	Dependant Certificate	Revenue	Assistant Commissioner Revenue/Additional Dy Commissioner concerned	Application on plain paper to ACR/ADC with supporting affidavit, Death certificate, Chullah with details of deceased, family details, Relation,
6	Extraction of Chulah /Chowkidar	Revenue	Naib Tehsildar Concerned	Application to concerned tehsildar with fee submission
7	Copy of FIR	Home	SHO concerned	Apply through JK eCop mobile app
8	Verification by Police Station concerned for certification of identity	Home	SHO concerned	Visit concerned Police Station
9	Verification by Police for issuance of Character Certificate	Home	SHO concerned	Apply through JK eCop mobile app
10	Copy of untraced report in accident /drowning cases	Home	SHO concerned	Visit concerned Police Station
11	Copy of untraced report in case of stolen vehicles	Home	SHO concerned	Visit concerned Police Station
12	Copy of untraced report in theft cases	Home	SHO concerned	Visit concerned Police Station
13	Post Mortem report	Health	Chief Medical Officer/Medical Superintendent /Block Medical Officer	Report can be obtained from ceoncerned hospital
14	Issuance of A contractor cards A,B,C,D Class	PWD	Superintending Engineer (SE)	Application to concerned SE with requisite documents
15	NDC from DIC (Employment purpose)	Distirct Industries Center	General Manager of the concerned DIC	Application to concerned DIC Manager with requisite documents
16	License to sell,stock or exhibit	Health	Assistant Controller Drugs of the concerned districts	Application to concerned Drug Controller with requisite documents
17	Issuance of Transfer entry (TE) advice	Finance Department (Funds Organisation)	Concerned chief Accounts Officer of the district Fund Office	Contact concerned district fund office
18	Fire reports	Home	Concerned District Officer	Application on plain paper to concerned District officer Fire and Emergency
19	Technical recommendations after risk hazard analysis, evaluation of provisions of fire safety measures and subsequent implementation	Home	Concerned District Officer	Application on plain paper to concerned District officer fire and Emergency
20	Technical recommendations after risk hazard analysis, evaluation of provisions of fire safety measures and subsequent implementation	Home	Concerned District Officer	Application on plain paper to concerned District officer fire and Emergency
21	Property certificate upto 20.00 lacs	Revenue	Tehsildar concerned	Application to concerned Tehsildar along with revenue extracts
22	Property certificate beyond 20.00 lacs	Revenue	Deputy Commissioner concerned	Application to concerned Deputy Commissioner along with revenue extracts
23	Bank Loan cases	Revenue	Tehsildar concerned	Application to concerned Tehsildar with NOC from bank and fee
24	Lien Mark/cancellation of lien	Revenue	Tehsildar concerned	Application to concerned Tehsildar along with NOC from bank and fee
25	Issuance of Horticulture Passbook	Horticulture	HDO	Application to concerned HDO along with Requisite Documents

26	Registration of Handloom weavers/artisans/units	Handloom	Assistant Director Handloom	Application to concerned AD Handloom along with Requisite Documents
27	Handicrafts unit registration	Handicrafts	Assistant Director Handicrafts	Application to concerned AD Handicrafts along with Requisite Documents
28	Handicrafts Artisan registration (for issuance of Artisan credit Card)	Handicrafts	Assistant Director Handicrafts	Application to concerned AD Handicrafts along with Requisite Documents
29	Decision (acceptance/rejection) of the of mining Lease/composite Lease/non exclusive reconnaissance Permit	Geology and Mining	District Mineral Officer	Application to concerned DMO along with Requisite Documents
30	Decision (acceptance/rejection) of the renewal application for mining Lease/composite Lease/non exclusive reconnaissance Permit	Geology and Mining	District Mineral Officer	Application to concerned DMO along with Requisite Documents
31	Inspection of trees marked for felling on private land	Forest	Range Officer	Contact concerned Range Officer
32	Grant of Transportation Permission for forest produce extracted	Forest	Divisional forest Officer	Contact concerned DFO
33	Provisional fire NOC	Fire and Emergency Services	District Officer	To know more details view view pdf below
34	Final fire NOC	Fire and Emergency Services	District Officer	To know more details view view pdf below
35	Right of Way/Road cutting Permission	PWD	Superintending Engineer	Application on plain paper to concerned SE
36	Issuance/renewal of license for selling 7 storage of seeds (Retail)	Agriculture	Chief Agriculture Officer	Application form along with residential proof, qualification proof, photograph 03 no., Principal certificate of authorised whole sale dealer, Affidavit for obey rules and regulations of Fertiliser act, Rend deed or Intikhaab, site plan and Prescribed fee 500, For more details see application form below
37	Approval for setting up and operating a Play School	Education	Chief Education Officer	
38	NOC required for setting up of explosive manufacturing, storage , slae, transport	Home	District Magistrate	Application on plain paper along with required documents to concerned District Magistrate. To know more view pdf below
39	NOC required for setting up of petroleum, diesel and naphtha storage, sale and transport	Home	District Magistrate	Application to concerned District Magistrate along with police report required documents: revenue extracts, NOC from PHE, PDD, RandB, Fire and Emergency, PCB, Concerned Tehsildar, Authority letter from company
40	License for sale of crackers	Home	District Magistrate	Application to concerned District Magistrate along with Proof of Address proof Verification report from police No objection from fire service department Report/N.O.C from local administrative authority & police authorities need to be obtained. No objection from local body Particulars of previous license if any Description of place, where the storage is intended to be carried out. No objection certificate of the tenant, if the business is intended to be carried out on the land *of tenant other than the applicant. Recent copy of Form-F of the land housing the Storage Facility. Aadhaar Card Passport size photos Shop and Establishment License as per requirement. Character verification report from concerned as per requirement.
41	Cinematography license and license for screening films	Home	District Magistrate	Application to concerned District Magistrate along with police report and requisite documents
42	Encumbrance certificate	Revenue	Tehsildar Concerned	Application to concerned tehsildar and fee submission at tehsil office
43	Measurement /demarcation of land	Revenue	Tehsildar Concerned	Application to concerned tehsildar and fee submission at tehsil office