



**GOVERNMENT OF JAMMU AND KASHMIR**  
**GENERAL ADMINISTRATION DEPARTMENT**  
**(Public Services Management Cell)**  
Civil Secretariat, Srinagar.

**NOTIFICATION**

Srinagar, the 16<sup>th</sup> October, 2018

**SRO- 467** .- 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), and in partial modification of the notifications issued on the subject, the Government hereby notify the following services and the Designated Officers/Appellate Authorities for the purpose as under:-

**Tourism Department**

| S. No. | Name of the service                       | Designated Officer   | Stipulated time frame for providing service | First Appellate Authority | Second Appellate Authority                    |
|--------|---|--|---|---------------------------|---|
| 1.     | Registration of Hotels, Guest Houses etc. | Deputy Director, (Registration) Tourism/Assistant                            | 30 days                                     | Director, Tourism.        | Administrative Secretary, Tourism Department. |
| 2.     | Registration of Dealers                   | Director, Tourism as per the jurisdiction assigned by the Tourism Department | 30 days                                     |                           |   |
| 3.     | Registration of Travel Agents             |  | 30 days                                     |                           |   |

**Industries and Commerce Department**

| S. No. | Name of the Service   | Designated Officer                   | Stipulated time frame for providing service                                       | First Appellate Authority | Second Appellate Authority |
|--------|---|--------------------------------------|---|---------------------------|----------------------------|
| 4      | Registration of new Industrial units (provisional/ EM part-I) | General Manager of the concerned DIC | 01 day from the date of online application and issuance of dated acknowledgement. | Joint Director concerned. | Director concerned.        |

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| 5.  | Registration of firms under J&K Partnership Act, 1996 Svt. (1939 A.D)   | Director, Industries & Commerce concerned (Designated Registrar under the Act) | 30 days from the date of online application and issuance of dated acknowledgement.     | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department  |
| 6.  | Registration of Societies under J&K Registration of Societies Act, 1998 Svt. (1941 A.D)   | Director, Industries & Commerce concerned                                      | 30 days from the date of online application and issuance of dated acknowledgement      | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department  |
| 7.  | Issuance of Land Availability Certificate by SIDCO/SICOP  | General Manager concerned of SIDCO/SICOP                                       | 01 day from the date of online application and issuance of dated acknowledgement.      | Managing Director, SIDCO/SICOP                     | Special Secretary to Government, I&C Department  |
| 8.  | Issuance of Land Allotment Order by SIDCO/SICOP   | Managing Director, J&K SIDCO/SICOP as the case may be.                         | 07 days from the date of project approval by the Single Window Clearance Committee.    | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department  |
| 9.  | Building Plan Approval in Industrial Estates of J&K SIDCO/SICOP   | General Manager concerned of SIDCO/SICOP                                       | 15 days from the date of online application and issuance of dated acknowledgement.     | Managing Director, SIDCO/SICOP                     | Special Secretary to Government, I&C Department  |
| 10. | Conducting Plinth Inspection of industrial buildings/structures for issuance of Pre-Construction Certificate by SIDCO/SICOP in Industrial Estates | General Manager concerned of SIDCO/SICOP                                       | 07 days from the date of online application for plinth inspection.                     | Managing Director, SIDCO/SICOP                     | Special Secretary to Government, I&C Department. |
| 11. | Issuance of Pre-construction Certificate by SIDCO/SICOP in Industrial Estates   | General Manager concerned of SIDCO/SICOP                                       | 01 day from the date of plinth inspection.   | Managing Director, SIDCO/SICOP                     | Special Secretary to Government, I&C Department  |
| 12. | Conducting inspection for issuance of Building Completion/ Occupancy Certificate in Industrial Estates  | General Manager concerned of SIDCO/SICOP                                       | 07 days from the date of online application for inspection of completion of structure. | Managing Director, SIDCO/SICOP                     | Special Secretary to Government, I&C Department  |
| 13. | Issuance of Building Completion/ Occupancy Certificate in Industrial Estates  | General Manager concerned of SIDCO/SICOP                                       | 01 day from the date of inspection of completion.                                      | Managing Director, SIDCO/SICOP                     | Special Secretary to Government, I&C Department  |

| <b>Handloom Development Department</b> |  |  |  |  |   |
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| 14.                                    | Registration of Handloom Weavers/Artisans/ Units   | Assistant Director Handloom of the concerned District    | 15 days  | Joint Director concerned                           | Director Handloom Development Department.       |
| 15.                                    | Sponsoring of cases under Weaver MUDRA and Micro Credit Plan schemes of the Handloom Department  | Assistant Director Handloom of the concerned District.   | 15 days  | Joint Director concerned                           | Director Handloom Development Department.       |
| 16.                                    | Registration of Handloom Cooperative Societies under J&K Self Reliant Cooperatives Act 1999.   | Director Handloom Development Department.                | 30 days  | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department |
| <b>Handicrafts Department</b>          |  |  |  |  |   |
| 17.                                    | i. Handicrafts unit registration<br><br>ii. Handicrafts Artisan registration (for issuance of Artisan Credit Card)   | Assistant Director Handicrafts of the concerned District | 30 days<br><br>15 days   | Joint Director concerned                           | Director Handicrafts                            |
| 18.                                    | Issuance of Registration-cum-Membership Certificate (RCMC) to Handicrafts Manufacturers/ Merchants for export of Handicraft items. (Under Foreign Trade Policy)  | Director Handicrafts.                                    | 30 days  | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department |
| 19.                                    | Registration under J&K Tourist Trade Act., 1978:<br><br>i. Registration of traders dealing with Handicrafts (wholesale/retail)<br><br>ii. Registration of Hawkers dealing with handicrafts items in Shikaras (Dal/Nigeen) (Validity 5 years) | Director Handicrafts                                     | 90 days from the date of online application and issuance of dated acknowledgement. | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department |

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| 20. | Registration under J&K Namdha Registration Act, 1960 (Validity 1 year)   | Director Handicrafts                 | 07 days from the date of online application and issuance of dated acknowledgement. | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department      |
| 21. | Registration of Handicrafts Industrial Cooperative Societies under J&K Self Reliant Cooperatives Act, 1999.  | Director, Handicrafts                | 30 days  | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department      |
| 22. | For decision on Land Allotment (approval/rejection) on the application by Apex Project Clearance Committee with pecuniary jurisdiction specified in Industrial Policy.               | General Manager, SIDCO/ SICOP        | 30 days  | Managing Director, SIDCO/ SICOP                    | Special Secretary, Industries & Commerce Department. |
| 23. | For decision on Land Allotment (approval/rejection) on the application by Single Window Clearance Committee at District Level pecuniary jurisdiction specified in Industrial Policy. | General Manager of the concerned DIC | 30 days  | Director concerned                                 | Special Secretary, Industries & Commerce Department. |
| 24. | For decision on Land Allotment (approval/rejection) on the application by Single Window Clearance Committee at Division Level pecuniary jurisdiction specified in Industrial Policy. | Joint Director concerned             | 30 days  | Director concerned                                 | Special Secretary Industries & Commerce Department   |
| 25. | Decision (approval/rejection) on incentives under Single Window  | General Manager of the concerned DIC | 45 days (From the date of receiving online application complete in all respects)   | Director concerned                                 | Special Secretary, Industries & Commerce Department  |

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| 26. | For decision on registration of Partnership Firm (Accept/Reject) on the application                | Director concerned                             | 10 days                                      | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department |
| 27. | For decision on registration of Societies (Accept/Reject) on the application                       | Director concerned                             | 10 days                                      | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department |
| 28. | Obtaining Water Connections (industrial) [where water connection is to be provided by SIDCO/SICOP] | General Manager Estates concerned SIDCO/ SICOP | 15 days after completion of all formalities. | Managing Director, SIDCO/SICOP                     | Special Secretary to Government, I&C Department |

**Geology and Mining Department**

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| 29. | Decision (acceptance/rejection) of the application for Mining Lease (ML) / Composite Lease/ Non-exclusive Reconnaissance Permit.                         | District Mineral Officer concerned | 30 days from the receipt of application complete in all respects. | Director Geology and Mining                        | Special Secretary, Industries & Commerce Department |
| 30. | Decision (acceptance/rejection) on the renewal application for Mining Lease (ML) / Composite Lease/Non-exclusive Reconnaissance Permit.                  | District Mineral Officer concerned | 90 days   | Director Geology and Mining                        | Special Secretary, Industries & Commerce Department |
| 31. | For issuing Letter of Intent from State Government to preferred bidder.  | Director Geology and Mining        | 30 days   | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department     |
| 32. | For grant of Mineral Concession submission of requisite formalities for grant of Mineral Concession after issuing Letter of Intent by successful bidder. | Director Geology and Mining        | 180 days  | Additional Secretary to Government, I&C Department | Special Secretary to Government, I&C Department     |

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## Labour and Employment Department

| S. No | Name of the Service   | Designated Officer                      | Stipulated time frame for providing service | First Appellate Authority  | Second Appellate Authority                                  |
|-------|---|---|---|--|---|
| 33.   | Registration and Renewal of Boiler under the J&K Boiler Act Svt. 1991.  | Inspector of Boilers                    | Within 45 days of completion of inspection  | Chief Inspector of Boilers (Chief Engineer, Mechanical Engineering Department) | Special Secretary, Labour & Employment                      |
| 34.   | Issuance of Registration Certificate under the Factories Act, 1948.   | Chief Inspector of Factories            | 30 days                                     | Special Secretary, Labour & Employment   | Administrative Secretary, Labour and Employment Department. |
| 35.   | Renewal of Registration under the Factories Act, 1948.  | Inspector of Factories                  | 30 days                                     | Chief Inspector of Factories   | Administrative Secretary, Labour and Employment Department. |
| 36.   | Approval of plan and permission to construct/ extend or take into use any building as a factory under the Factories Act, 1948 | Chief Inspector of Factories            | 30 days                                     | Special Secretary, Labour & Employment   | Administrative Secretary, Labour and Employment Department. |
| 37.   | Registration to Principal Employer under Jammu & Kashmir Contract Labour (Regulation and Abolition) Rules, 1972               | Assistant Labour Commissioner concerned | 15 days                                     | Additional Deputy Commissioner concerned                                       | Labour Commissioner, J&K                                    |
| 38.   | License to contractor under Jammu & Kashmir Contract labour (Regulation and Abolition) Rules, 1972.                           | Assistant Labour Commissioner concerned | 15 days                                     | Additional Deputy Commissioner concerned                                       | Labour Commissioner, J&K                                    |
| 39.   | Registration Certificate for Motor Transport undertaking under Jammu & Kashmir Motor Transport Workers Rules, 1972.           | Labour Officer concerned                | 15 days                                     | Assistant Labour Commissioner concerned  | Deputy Commissioner concerned                               |

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|-----|--|---|---------|--|--------------------------------------|
| 40. | Renewal Certificate for Motor Transport Undertaking under Jammu & Kashmir Motor Transport Workers Rules, 1972.   | Labour Officer concerned                | 15 days | Assistant Labour Commissioner concerned  | Deputy Commissioner concerned        |
| 41. | Registration Certificate to Principal Employer under Jammu & Kashmir Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1984. | Assistant Labour Commissioner concerned | 30 days | Additional Deputy Commissioner concerned | Labour Commissioner J&K              |
| 42. | License to the contractor under Jammu & Kashmir Inter-State Migrant Workmen (Regulation of Employment & Conditions of Service) Rules, 1984                       | Assistant Labour Commissioner concerned | 30 days | Deputy Labour Commissioner concerned     | Labour Commissioner J&K              |
| 43. | Shops/Establishment Registration Certificate under Jammu & Kashmir Shops and Establishments Rules, 1968.   | Labour Inspector                        | 15 days | Assistant Labour Commissioner concerned  | Deputy Labour Commissioner concerned |
| 44. | Close Day Certificate under Jammu & Kashmir Shops and Establishment Rules, 1968.   | Labour Inspector                        | 15 days | Assistant Labour Commissioner concerned  | Deputy Labour Commissioner concerned |
| 45. | Renewal of Shops/Establishment Registration Certificate under Jammu & Kashmir Shops & Establishments Rules, 1968   | Labour Inspector                        | 15 days | Assistant Labour Commissioner concerned  | Deputy Labour Commissioner concerned |
| 46. | Certificate of Standing Orders regarding Industrial Establishment under J&K, Industrial Employment (Standing Orders) Rules, 1972.                                | Deputy Labour Commissioner, concerned   | 45 days | Joint Labour Commissioner                | Labour Commissioner, J&K             |

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|-----|--|---|---------|--|---|
| 47. | Registration Certificate to Trade Union under J&K Trade Union Regulation 1972. | Labour Commissioner J&K   | 30 days | Special Secretary, Labour & Employment | Administrative Secretary, Labour & Employment Department              |
| 48. | Registration of BOC workers.   | Assistant Labour Commissioner, concerned                              | 30 days | Deputy Labour Commissioner concerned   | CEO/Secretary J&K Building & Other Construction Workers Welfare Board |
| 49. | Maternity Benefit  | Assistant Labour Commissioner, concerned                              | 15 days | Deputy Labour Commissioner concerned   | CEO/Secretary J&K Building & Other Construction Workers Welfare Board |
| 50. | Funeral Assistance   | Assistant Labour Commissioner, concerned                              | 30 days | Deputy Labour Commissioner concerned   | CEO/Secretary J&K Building & Other Construction Workers Welfare Board |
| 51. | Death Benefit  | CEO/Secretary J&K Building & Other Construction Workers Welfare Board | 30 days | Labour Commissioner J&K                | Administrative Secretary, Labour & Employment Department              |
| 52. | Medical Assistance to Beneficiaries  | Assistant Labour Commissioner, concerned                              | 30 days | Deputy Labour Commissioner concerned   | CEO/Secretary J&K Building & Other Construction Workers Welfare Board |
| 53. | Lower Education Assistance (upto Rs.20000)                                     | Assistant Labour Commissioner concerned                               | 45 days | Deputy Labour Commissioner concerned   | CEO/Secretary J&K Building & Other Construction Workers Welfare Board |



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|-----|--|---|---------|--------------------------------------|--|
| 54. | Educational Assistance (Above Rs.20000)  | CEO/Secretary J&K Building & Other Construction Workers Welfare | 30 days | Labour Commissioner J&K              | Administrative Secretary, Labour & Employment Department |
| 55. | Marriage Assistance  | CEO/Secretary J&K Building & other Construction Workers Welfare | 45 days | Labour Commissioner J&K              | Administrative Secretary, Labour & Employment Department |
| 56. | Chronic Disease  | CEO/Secretary J&K Building & other Construction Workers Welfare | 30 days | Labour Commissioner J&K              | Administrative Secretary, Labour & Employment Department |
| 57. | Registration certificate to Principal Employer under the J&K Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Rules 2006 | Assistant Labour Commissioner concerned                         | 15 days | Deputy Labour Commissioner concerned | Labour Commissioner, J&K                                 |
| 58. | License to contractor under J&K Building and Other Construction Workers (Regulation of Employment & Conditions of Service) Rules, 2006.                            | Assistant Labour Commissioner concerned                         | 15 days | Deputy Labour Commissioner concerned | Labour Commissioner, J&K                                 |

### Forest, Environment and Ecology Department

| S. No | Name of the Service   | Designated Officer                  | Stipulated time frame for providing service | First Appellate Authority           | Second Appellate Authority             |
|-------|---|-------------------------------------|---|-------------------------------------|--|
| 59.   | Inspection of trees marked for felling on Private/Proprietary Land                                | Range Officer concerned             | 10 days                                     | Divisional Forest Officer concerned | Conservator of Forests concerned       |
| 60.   | Grant of Transportation permission for forest produce extracted from the Private/Proprietary land | Divisional Forest Officer concerned | 15 days                                     | Conservator of Forests concerned    | Chief Conservator of Forests concerned |

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**J&K STATE POLLUTION CONTROL BOARD (SPCB)**

| S. No. | Name of the Service   | Designated Officer   | Stipulated time frame for providing service  | First Appellate Authority                                | Second Appellate Authority  |
|--------|---|--|--|--|---|
| 61.    | a) Issuance of Consent (CTE and CTO) and Authorization for Hazardous and other Wastes, Bio-Medical Waste and e-Waste. | <b>Orange &amp; Red Category__Member Secretary, J&amp;K SPCB</b> | a) Four months as envisaged in<br>i) Water (Prevention and Control of Pollution) Act, 1974.<br><br>ii) Air (Prevention and Control of Pollution) Act, 1981 and relevant rules made under Environment (Protection) Act, 1986. | <b>Orange &amp; Red Category__ Chairman J&amp;K SPCB</b> | <b>Orange &amp; Red Category__ Administrative Secretary Forest, Ecology &amp; Environment</b> |
|        | b) Registration of Producers or Brand Owners/ Recyclers of Plastic Waste and Manufacturers of Plastic raw materials.  | <b>Green Category__Regional Director, SPCB.</b>                  | b) 90 days as per Plastic Waste Management (Amendment) Rules, 2018.  | <b>Green Category__ Member Secretary, J&amp;K SPCB</b>   | <b>Green Category__ Chairman, J&amp;K SPCB</b>  |

**Fire and Emergency Services**

| S. No. | Name of the Service | Designated Officer         | Stipulated time frame for providing service | First Appellate Authority                             | Second Appellate Authority                           |
|--------|---------------------|----------------------------|---|---|--|
| 62.    | Provisional NOC     | District Officer concerned | 20 days                                     | Director/ Director General, Fire & Emergency Services | Administrative Secretary, Home Department            |
| 63.    | Final NOC           | District Officer concerned | 20 days                                     | Joint Director concerned                              | Director/ Director General Fire & Emergency Services |

**Public Works (R&B) Department**

| S. No. | Name of the Service                    | Designated Officer                 | Stipulated time frame providing the service | First Appellate Authority         | Second Appellate Authority |
|--------|--|------------------------------------|---|-----------------------------------|----------------------------|
| 64.    | Right of Way / Road Cutting Permission | Executive Engineer (R&B) concerned | 24 Days                                     | Superintending Engineer concerned | Chief Engineer concerned   |

**Department of Food, Civil Supplies and Consumer Affairs**

| S. No. | Name of the Service   | Designated Officer       | Stipulated time frame for providing the service | First Appellate Authority   | Second Appellate Authority |
|--------|---|--------------------------|---|-----------------------------|----------------------------|
| 65.    | Issuance/ Renewal of Licence to Manufacturer of weights and Measures          | Area Inspector concerned | 30 days   | Deputy Controller concerned | Joint Controller concerned |
| 66.    | Issuance/ Renewal of Licence to Dealer of Weights and Measures                | Area Inspector concerned | 30 days   | Deputy Controller concerned | Joint Controller concerned |
| 67.    | Issuance/ Renewal of Licence to Repair of Weights and Measures                | Area Inspector concerned | 30 days   | Deputy Controller concerned | Joint Controller concerned |
| 68.    | Registration as Manufacturer/Packer/ Importers Under Package Commodity Rules. | Area Inspector concerned | 30 days   | Deputy Controller concerned | Joint Controller concerned |

**Finance Department**

| S. No. | Name of the Service                         | Designated Officer  | Stipulated time frame providing the service | First Appellate Authority                          | Second Appellate Authority |
|--------|---|---|---|--|----------------------------|
| 69.    | Permit to service liquor on social occasion | 1. Dy. Excise Commissioner (Executive) Jammu for Jammu Division | 24 hours                                    | Dy. Excise Commissioner (Accounts) concerned Jammu | Excise Commissioner J&K.   |

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|  |  | 2. Dy. Excise Commissioner (Executive) Kashmir for Kashmir Division<br>3. ETO. Leh for Ladakh |  |  |  |
|--|--|---|--|--|--|

**Agriculture Production Department**

| S. No. | Name of the Service   | Type of Service | Designated Officer                               | Stipulated time frame for providing the service | First Appellate Authority                            | Second Appellate Authority                                  |
|--------|---|-----------------|--|---|--|---|
| 70.    | Issuance/ Renewal of License for selling & storage of seeds   | Wholesale       | Joint Director Agriculture (Extension) concerned | 15 Days after completion of all the formalities | Director Agriculture concerned                       | Administrative Secretary, Agriculture Production Department |
|        |   | Retail          | Chief Agriculture Officer concerned              | 15 Days after completion of all the formalities | Director Agriculture concerned                       | Administrative Secretary, Agriculture Production Department |
| 71.    | Issuance/ Renewal of License for Fertilizers  | Wholesale       | Joint Director Agriculture (Extension) concerned | 15 Days after completion of all the formalities | Director Agriculture concerned                       | Administrative Secretary, Agriculture Production Department |
|        |   | Retail          | Chief Agriculture Officer concerned              | 15 Days after completion of all the formalities | Director Agriculture concerned                       | Administrative Secretary, Agriculture Production Department |
| 72.    | Certificate of Registration for manufacturing of Physical/ Granulated Mixture of Macro & Micro-Nutrient Fertilizers, Organic Fertilizers and Bio-Fertilizers. | --              | Director Agriculture concerned                   | 15 Days after completion of all the formalities | Special Secretary, Agriculture Production Department | Administrative Secretary, Agriculture Production Department |
| 73.    | Renewal of License to manufacture/ Sell/Storage of  | Manufacturing   | Plant Protection Officer concerned               | 30 days after completion of all formalities     | Director Agriculture concerned                       | Administrative Secretary, Agriculture Production            |

|  |                        |   |   |                                      |   |            |
|--|------------------------|---|---|--------------------------------------|---|------------|
| Pesticides/<br>Insecticide/<br>Fertilizers |                        |   |   |                                      |   | Department |
|  | Selling and<br>Storage | Plant<br>Protection<br>Officer<br>concerned | 30 days after<br>completion of<br>all formalities | Director<br>Agriculture<br>concerned | Administrative<br>Secretary,<br>Agriculture<br>Production<br>Department |            |

### Revenue Department

| S. No | Name of the Service    | Designated Officer  | Stipulated time frame for providing service | First Appellate Authority                | Second Appellate Authority    |
|-------|------------------------|---------------------|---|--|-------------------------------|
| 74.   | Legal Certificate Heir | Tehsildar concerned | 20 days                                     | Assistant Commissioner Revenue concerned | Deputy Commissioner concerned |

### J&K Employees Provident Fund Organization

|     |  |  |         |  |  |
|-----|--|--|---------|--|--|
| 75. | Allotment of Provident Fund Code of establishment.           | Additional Provident Fund Commissioner concerned | 15 days | Provident Fund Commissioner, J&K                 | Administrative Secretary, Labour and Employment Department |
| 76. | Allotment of Account number to subscribers                   | Assistant Provident Fund Commissioner concerned  | 15 days | Additional Provident Fund Commissioner, J&K      | Provident Fund Commissioner, J&K                           |
| 77. | Settlement of claims of Employees Provident Fund subscribers | Assistant Provident Fund Commissioner concerned  | 30 days | Additional Provident Fund Commissioner concerned | Provident Fund Commissioner, J&K                           |

### Housing & Urban Development Department

| S. No | Name of the Service   | Designated Officer                 | Stipulated time frame for providing service | First Appellate Authority       | Second Appellate Authority       |
|-------|---|------------------------------------|---|---------------------------------|----------------------------------|
| 78.   | Building permission for construction of house/commercial establishment/industrial and other admissible units from Municipal Corporation Srinagar. | Joint Commissioner (Adm)/ Planning | 30 days                                     | Municipal Commissioner Srinagar | Divisional Commissioner, Kashmir |

|     |   |  |  |   |  |
|-----|---|--|--|---|--|
| 79. | Building permission for construction of house/commercial establishment/industrial and other admissible units from Municipal Corporation Jammu.                                      | Joint Commissioner (Adm)/ Planning                             | 30 days  | Municipal Commissioner Jammu                | Divisional Commissioner, Jammu                                       |
| 80. | Building permission for construction of house/commercial establishment/industrial and other admissible units for Municipal Council/Committee.                                       | Executive Officer  | 30 days  | Additional Deputy Commissioner concerned    | Deputy Commissioner concerned  |
| 81. | Plinth Level inspection of permitted house/commercial establishment/industrial and other admissible Units after the date of intimation in the limits of JMC/SMC as the case may be. | Enforcement Officer concerned                                  | 7 days   | Joint Commissioner (Adm)/Planning           | Commissioner Municipal Corporation Jammu/Srinagar as the case may be |
| 82. | Final completion inspection/occupancy Certificate of permitted House industrial/other admissible Units after the date of intimation in the limits of JMC/SMC as the case may be.    | Enforcement Officer concerned                                  | 8 days (7 days for inspection and 1 day for issuance of certificate) | Joint Commissioner (Adm)/Planning           | Commissioner Municipal Corporation Jammu/Srinagar as the case may be |
| 83. | Plinth Level inspection of permitted house/industrial/other admissible Units after the date of intimation in Municipal Council/Committees   | Khilafwarzi Inspector concerned                                | 7 days   | Executive Officer concerned                 | Additional Deputy Commissioner concerned.                            |
| 84. | Final completion inspection/occupancy Certificate of permitted house/industrial/other admissible Units after the date of intimation in Municipal Council/Committees                 | Khilafwarzi Inspector concerned                                | 8 days (7 days for inspection and 1 day for issuance of certificate) | Executive Officer concerned                 | Additional Deputy Commissioner concerned.                            |
| 85. | Issuance of license/NOC for running trade within the limits of Municipal Corporation Jammu/Srinagar as the case may be  | Chief Revenue Officer/Assistant Commissioner (Revenue) SMC/JMC | 30 days (from the date of receipt of clearance from UTEIC)           | Joint Commissioner (Adm)/Planning concerned | Commissioner JMC/SMC as the case may be                              |

|     |  |  |   |   |   |
|-----|--|--|---|---|---|
| 86. | Issuance of License for Rehri to be operated within the limits of JMC/SMC as the case may be                         | Chief Revenue Officer/Assistant Commissioner (Revenue) SMC/JMC | 30 days   | Joint Commissioner (Adm)/Planning concerned | Commissioner JMC/SMC as the case may be |
| 87. | Issuance of License/NOC for running Trades/Units within the limit of Municipal Committee/Council as the case may be. | Executive Officer concerned                                    | 30 days (from the date of clearances/ NOCs from department) | Additional Deputy Commissioner concerned    | Deputy Commissioner concerned           |
| 88. | Issuance of license for Rehri to be operated within the limits of Municipal Committees/Councils as the case may be   | Executive Officer concerned                                    | 30 days   | Additional Deputy Commissioner concerned    | Deputy Commissioner concerned           |

By order of the Government of Jammu & Kashmir.

**Sd/-**  
(Hilal Ahmad) IAS  
Commissioner/Secretary to the Government  
Dated: 16.10.2018

No.GAD/PSGA/05/2017

Copy to the:

1. All Financial Commissioners.
2. VC/Director General, J&K Institute of Management, Public Administration and Rural Development.
3. Director General of Police, J&K.
4. Principal Secretary to the Hon'ble Governor.
5. Principal Resident Commissioner, J&K Government, New Delhi.
6. All Principal Secretaries to the Government.
7. Chief Electoral Officer, J&K.
8. All Commissioner/Secretaries to the Government.
9. Divisional Commissioner, Jammu/Kashmir.
10. All Heads of Departments/Managing Directors.
11. Secretary, J&K Public Service Commission.
12. Director Estates.
13. Director Information, J&K.
14. All Deputy Commissioners.
15. Director Archives, Archaeology and Museums.
16. Director, State Motor Garages, J&K.
17. Secretary, J&K Legislative Assembly/Council.
18. Secretary, J&K Services Selection Board.
19. General Manager, Government Press, Srinagar/Jammu.

20. Private Secretary to the Hon'ble Advisor (V/K/G).
21. Private Secretary to the Chief Secretary.
22. Private Secretary to Commissioner/Secretary to the Government, GAD.
23. In-charge website, GAD.
24. Order file/Stock file.

  
(Soheel Noor Shah)KAS  
Additional Secretary to the Government  
