

**Table-I: List of 36 identified services (15 sets) alongwith Service Delivery Process & Time limits.**

#	Service Category	Name of Service	Service No.	Designated Officer	Time Limit	Service Delivery
1	Ration Cards (Food & Supply Department)	1. Issue of New Ration Card	1.a	Food Inspector /AFSO	15 days	<b>Currently Manual ;</b>  Automating under <b>Smart ration Card based PDS Project</b>
		2. Issue of Ration Card on receipt of surrender Certificate	1.b		07 days	
		3. Issue of Duplicate Ration Card	1.c		07 days	
		4. Inclusion of family member name in Ration Card	1.d		07 days	
		5. Deletion of family member name in Ration Card	1.d		07 days	
		6. Change of Address with same Jurisdiction	1.e		03 days	
		7. Change of Address including change of FPS	1.f		03 days	
		8. Issue of Surrender Certificate	1.g		01 days	
2	Certificates (Revenue)	9. Issue of SC Certificate	2	Tehsildar	07 days	<b>Computerized</b> at e-DISHA Centres <b>HARCIS</b>
		10. Issue of BC Certificate	2		07 days	
		11. Issue of OBC Certificate	2		07 days	
		12. Issue of Resident/Domicile Certificate	3		07 days	
		13. Issue of Tapriwas/Vimukt Jaati Certificate	2		07 days	
		14. Issue of Income Certificate	3		07 days	
		15. Issue of Rural Area Certificate	3		07 days	
3	Sub Registrar (Revenue)	16. Registration of Property / Land ( <b>HARIS Related all Services</b> )	10	Tehsildar	01 day	<b>Computerized / HARIS</b>
4	Land Records (Revenue)	17. Sanction of Mutation of Land ( <b>All kind of Mutations in HALRIS</b> )	11	Tehsildar	15 days	<b>Computerized / HALRIS</b>
		18. Providing Copies of Land Records ( <b>HALRIS Related all Services</b> )	12		05 days	
5	Transport Regulatory (Registering & Licensing Authorities)	19. Issuance of Learner's Driving License ( <b>Sarathi Related Services</b> )	4	SDO (Civil)	05 days	<b>Computerized / Sarathi</b>  and <b>Vahan</b>
		20. Issuance of Permanent Driving License ( <b>Sarathi Related Services</b> )	5		07 days	
		21. Renewal of Driving License	5		07 days	
		22. Issuance of Duplicate Driving License	5		07 days	
		23. Endorsement of New Class in Driving License	5		07 days	
		24. Issuance of Conductor License	5		07 days	
		25. Registration of New Vehicles ( <b>Vahan</b> )	6		07 days	
		26. Transfer of Ownership	6		07 days	
27. Issuance of NOC	6	07 days				
28. Issuance of Duplicate R.C.	6	07 days				

#	Service Category	Name of Service	Service No.	Designated Officer	Time Limit	Service Delivery
6	<b>Power</b> Electricity Connections	29. Release of New Electricity Connection	7	SDO (Electricity)	30 days	<b>Currently Manual</b>
		30. Release of Temporary Electricity Connection	8		30 days	
		31. Enhancement of Electricity Load	9		30 days	
7	<b>Public Health Engineering</b>	32. Providing New Water Connection	13	SDO (PHED)	12 days	<b>Currently Manual</b>
		33. Providing of Sewerage Connection	13		12 days	
8	<b>Birth &amp; Death (Health &amp; MCs)</b>	34. Issuance of Birth Certification (after registration)	14	EO (MC) – U/ MO (PHC) - R	03 days	<b>Currently Partially Manual / Computerized</b>
		35. Issuance of Death Certification	14		03 days	
9	<b>Building Plans ( MCs / HUDA )</b>	36. Approval of Building Plans	15	EO(MC) / HUDA	25 days	<b>Currently Manual Partially</b>

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