

Name of the Department:- Industries & Commerce

| Sr. No. | Name of Service | Given Time Limit (Working days) | Designated Officer | First Grievances Redressal Authority | Second Grievances Redressal Authority |
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| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Boiler Registration under the Indian Boiler Act, 1923 | 22 days | Chief Inspector of Boilers | Additional Director, Industries | Director Industries & Commerce |
| 2 | Renewal of Boiler Registration under the Indian Boiler Act. 1923 | 7 days | Chief Inspector of Boilers | Additional Director, Industries | Director Industries & Commerce |
| 3 | Approval for modification, alteration, repair of boiler under Indian Boiler Act, 1923 | 10 days | Chief Inspector of Boilers | Additional Director, Industries | Director Industries & Commerce |
| 4 | Provisional License for processing under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) Order, 1987. | 20 days | Additional Director | Director Industries & Commerce | Principal Secretary, Industries & Commerce |
| 5 | Provisional License for trading and Lubricating Oils and Greases (Processing Supply and Distribution Regulation) Order, 1987 | 20 days | Additional Director | Director Industries & Commerce | Principal Secretary, Industries & Commerce |
| 6 | License for processing under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) Order, 1987 | 20 days | Additional Director | Director Industries & Commerce | Principal Secretary, Industries & Commerce |
| 7 | License for Trading under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) Order, 1987 | 20 days | Additional Director | Director Industries & Commerce | Principal Secretary, Industries & Commerce |
| 8 | Renewal of License for processing under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) Order, 1987 | 20 days | Additional Director | Director Industries & Commerce | Principal Secretary, Industries & Commerce |
| 9 | Renewal of License for Trading under Lubricating Oils and Greases (Processing Supply and Distribution Regulation) Order, 1987 | 20 days | Additional Director | Director Industries & Commerce | Principal Secretary, Industries & Commerce |
| 10 | Registration of Firms under Indian Partnership Act. 1932 | 03 days | District Registrar, Firms and Societies | State Registrar, Firms & Societies | Registrar General, Firms & Societies |
| 11 | Approval for change in partners under Indian Partnership Act. 1952 | 03 days | District Registrar, Firms and Societies | State Registrar, Firms & Societies | Registrar General, Firms & Societies |
| 12 | Approval for change of Registered | 03 days | District | State Registrar, | Registrar |

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| | Office under Indian Partnership Act. 1932 | | Registrar, Firms and Societies | Firms & Societies | General, Firms & Societies |
| 13 | Registration of Societies under the Haryana | 15 days | District Registrar, Firms and Societies | State Registrar, Firms & Societies | Registrar General, Firms & Societies |
| 14 | Name Approval of Societies under the Haryana Registration and Regulations of Societies Act. 2012 | 03 days | District Registrar, Firms and Societies | State Registrar, Firms & Societies | Registrar General, Firms & Societies |
| 15 | Approval of Governing body under the Haryana Registration and Regulations of Societies Act 2012 | 15 days | District Registrar, Firms and Societies | State Registrar, Firms & Societies | Registrar General, Firms & Societies |
| 16 | Approval for change in name/Registered Office of society under the Haryana Registration and Regulations of Societies Act 2012 | 07 days | District Registrar, Firms and Societies | State Registrar, Firms & Societies | Registrar General, Firms & Societies |
| 17 | Approval of amendments in bye-laws of society under the Haryana Registration and Regulations of Societies Act. 2012 | 60 days | District Registrar, Firms and Societies | State Registrar, Firms & Societies | Registrar General, Firms & Societies |
| 18 | Registration for an existing society | 15 days | District Register | State Registrar | Registrar General |
| 19 | Approval of scheme of Collegiums | 15 days | District Register | State Registrar | Registrar General |
| 20 | Change in names of the Firm | 07 days | District Register | State Registrar | Registrar General |
| 21 | Dissolution of Firm | 07 days | District Register | State Registrar | Registrar General |
| 22 | Filing of mandatory annual returns u/s 50(I) of the Haryana Registration and Regulation of Societies Act, 2012 (Act of 2012) | 30 days | District Register | State Registrar | Registrar General |
| 23 | Resolution of Governing Body/General Body meetings | 30 days | District Register | State Registrar | Registrar General |
| 24 | Submission of list of elected Collegiums members for information v/s 30(3) of the Haryana Registration and Regulation of Societies Act, 2012 (Act of 2012) | 15 days | District Register | State Registrar | Registrar General |
| 25 | Enrollment of members of Society registered under the Haryana Registration and Regulation of Societies Act, 2012(Act I of 2012) | 30 days | District Register | State Registrar | Registrar General |
| 26 | Grant in Aid management | 30 days | District Register | State Registrar | Registrar General |
| 27 | Registration of Economizer | 22 days | Chief Inspector of Boiler | Additional Director, Industries | Director Industries |
| 28 | Permission for Transfer Memorandum of Inspection Book and Registration Book of boiler within State | 10 days | Chief Inspector of Boiler | Additional Director, Industries | Director Industries |
| 29 | Permission for Transfer | 10 days | Chief Inspector | Additional | Director |

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| | Memorandum of Inspection Book and Registration Book of boiler outside State | | of Boiler | Director, Industries | Industries |
| 30 | Certificate of Boiler Manufacturer unit | 15 days | Chief Inspector of Boiler | Additional Director, Industries | Director Industries |
| 31 | Certificate of Boiler Repairer | 15 days | Chief Inspector of Boiler | Additional Director, Industries | Director Industries |
| 32 | Renewal of Certificate of Boiler Repairer | 7 days | Chief Inspector of Boiler | Additional Director, Industries | Director Industries |
| 33 | Certificate of Boiler Weldor | 10 days | Chief Inspector of Boiler | Additional Director, Industries | Director Industries |
| 34 | Renewal of Weldor Certificate | 10 days | Chief Inspector of Boiler | Additional Director, Industries | Director Industries |
| 35 | Boiler Operation Engineer (BOE) Certificate | 30 days | Chief Inspector of Boiler | Additional Director, Industries | Director Industries |
| 36 | Boiler Attendant Certificate | 30 days | Chief Inspector of Boiler | Additional Director, Industries | Director Industries |
| 37 | Marketing Development Assistance | | Additional Director, Industries and Commerce | Director Industries and Commerce | Principal Secretary, Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 38 | Testing Equipment Assistance Scheme | | Additional Director | Director Industries and Commerce | Principal Secretary, Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 39 | Credit Rating Scheme | | Additional Director | Director Industries and Commerce | Principal Secretary, Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 40 | Energy Audit Scheme | | Additional Director | Director Industries and Commerce | Principal Secretary, Industries and |

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| | | | | | Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 41 | Assistance for Environment Compliance | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 42 | Design Clinic Scheme | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 43 | Credit Linked Interest Subsidy Scheme | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 44 | Safety Audit Scheme | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 45 | Water Audit Scheme | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 46 | Quality Certification Assistance Scheme | | Additional Director | Director Industries and | Principal Secretary. |

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| | | | | Commerce | Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 47 | Stamp Duty Refund Scheme | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 48 | Electricity Duty/Open Access Charges Exemption | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 49 | Freight Assistance Scheme | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 50 | Interest subsidy for Micro, Small and Medium Enterprises (MSME) | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 51 | Employment Generation Subsidy | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 52 | Assistance Technology Acquisition | | Additional | Director | Principal |

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| | | | Director | Industries and Commerce | Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| 53 | Investment Subsidy on Value Added Tax (VAT)/State Goods & Services Tax (SGST) | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| 54 | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| | Patent Registration Scheme | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| 55 | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| | Primary Processing Centre Scheme | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| 56 | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| | Re-imbursment of Expenses Incurred for E-Commerce Linkages | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| 57 | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |
| | Claiming Interest Subsidy for Artisan | | Additional Director | Director Industries and Commerce | Principal Secretary. Industries and Commerce |
| | i) Letter of Approval | 30 days | | | |
| 58 | ii) Letter of Sanction | 07 days | | | |
| | iii) Disbursement | 07 days | Senior Accounts Officer/Accounts Officer | Additional Director | Director Industries and Commerce |

