

Name of the Department:- Food Supplies

Sr. No.	Name of Service	Given Time Limit (Working days)	Designated Officer	First Grievances Redressal Authority	Second Grievances Redressal Authority
1	2	3	4	5	6
1	i) Issue of New Ration Card on receipt of D-1 form i.e. Application Form for Categories	22 days	Inspector Incharge /AFSO	District Food & Supplies Controller	Deputy Commissioner
	ii) Issuance of new ration card on receipt of surrender Certificate	15 days	Inspector Incharge/AFSO	District Food & Supplies Controller	Deputy Commissioner
	iii) Issuance of duplicate ration card.	15 days	Inspector Incharge/AFSO	District Food & Supplies Controller	Deputy Commissioner
	iv) Inclusion/Deletion of family member	15 days	Inspector Incharge/AFSO	District Food & Supplies Controller	Deputy Commissioner
	v) Change of address within same jurisdiction	15 days	Inspector Incharge/AFSO	District Food & Supplies Controller	Deputy Commissioner
	vi) Change of address including change of FPS	15 days	Inspector Incharge/AFSO	District Food & Supplies Controller	Deputy Commissioner
	vii) Issuance of surrender certificate/Ration Card/Member Migration/Ration Card Transfer Application/Surrender of Ration Card Application Form	7 days	Inspector Incharge/AFSO	District Food & Supplies Controller	Deputy Commissioner
	viii) Ration Card Data Correction and Household Head modification	7 days	Inspector Incharge/AFSO	District Food & Supplies Controller	Deputy Commissioner
2	i) Constitute a team for measurement of distance parameters to constitute a joint team of concerned Halq a Patwari/ Kanoon go and Nayab Tehsildar/Tehsildar of the Revenue Deptt. And Food & supplies Deptt. (Nor below than AFSSO rank) for measurement of the purposed brick kilnsite in view of the clause 4 (iii) of	4 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department

	the Haryana Control of Bricks Supplies Order, 1972.				
	ii) Measurement Report of distance parameters Team will measurement the distance of the applicant or the authorized representative of the applicant and submit his report.	15 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department
	iii) Approval for construction of Brick Kiln Approval/Clearance for construction of Brick Klin (Chimney & Vessel) under clause 3A of Form 'A' of the Haryana Control of Bricks Supplies Order, 1972 according to the guidelines of the Haryana Pollution Control Board. If the conditions of the distance parameters will be found as per provisions of the Control Order (clause 4 (iii)). The applicant will be informed whether the distance parameters will not found as per the Haryana Control of Bricks Supplies Order, 1972.	7 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department
	iv) Issuance of Brick Kiln License for manufacturing and selling Bricks To issue Brick Kiln license for manufacturing and selling Bricks. Application/Brick Kiln owner will operate his Brick Kiln only after getting Permit of Mines & Geology Deptt. Consent of Haryana Pollution Control Board and License of Controlled Area from District Town Planer if the Sites of the Brick Kiln falls in controlled area. Otherwise NOC of District Town Planner/Municipal Corporation	7 days	Concerned District Food & Supplies Controller	District Magistrate	Director General/ Director Food & Supplies Department
3	Issuance of Licence of Dealer	30 days	Deputy Director/Joint Director/Additional Director	Controller Legal Metrology	Administrative Secretary of the Department

			(as the case may be)		
4	Renewal of Licence of Dealer	30 days	Deputy Director/Joint Director/Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
5	Issuance of Licence of Repairer	30 days	Deputy Director/Joint Director/Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
6	Renewal of Licence of Repairer	30 days	Deputy Director/Joint Director/Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
7	Issuance of Licence of Manufacturer	30 days	Deputy Director/Joint Director/Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department
8	Renewal of Licence of Manufacturer	30 days	Deputy Director/Joint Director/Additional Director (as the case may be)	Controller Legal Metrology	Administrative Secretary of the Department