

Name of the Department:- Revenue

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) Certified copies of all documents at Fard Centre level i.e. Record of Rights (Jambandi), Girdawri, Mutation, etc.	1 day	Patwari	Tehsildar of concerned Tehsil	SDM of the concerned Sub Division
	(ii) Certified copies of all documents at Village level i.e. Record of Rights (Jambandi), Girdawri, Mutation, etc. (if the copies sought are manual and number of pages sought is less than 5)	2 days	Patwari	Tehsildar of concerned Tehsil	SDM of the concerned Sub Division
	(iii) Certified copies of all documents at Village level i.e. Record of Rights (Jambandi), Girdawri, Mutation, etc. (if the copies sought are manual and number of pages sought is less than 15)	3 days	Patwari	Tehsildar of concerned Tehsil	SDM of the concerned Sub Division
	(iv) Certified copies of all documents at Village level i.e. Record of Rights (Jambandi), Girdawri, Mutation, etc. (if the copies sought are manual and number of pages sought is less than 15)	7 days	Patwari	Tehsildar of concerned Tehsil	SDM of the concerned Sub Division
2	Demarcation of Land if no standing crop	45 days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
3	Registration of all kinds of documents i.e. sale deed. Lease deed, GPA, Partnership Deed etc.	1 day	Sub-Registrar or Joint Sub Registration (in case of Sub Tehsils)	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
4	Certified Copies of all kinds of previous 1 year registered documents	7 days	Sub-Registrar or Joint Sub Registration (in case of Sub Tehsils)	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
5	Attestation of uncontested mutations	30 days	Circle Revenue Officer	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
6	Private Partition of Land (Mutual Consent of land owners)	60 days	Circle Revenue	SDM of the concerned	Deputy Commissioner of

			Officer	Sub-Division	the concerned District
7	Issue of Income Certificate	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
8	Area/Succession/Dependent Certificate/Counter Signature etc.	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
9	Mortgage 1 st Charge	15 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
10	Registration of Lease/Conveyance Deed	1 day	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
11	Conversion from lease to Free Hold	30 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
12	Schedule Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
13	Backward Class Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
14	Other Backward Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
15	Special Backward caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
16	Tapriwas Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
17	Vimukt Jati Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
18	Economically Backward General Caste Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
19	Resident Certificate	7 day	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District

20	Rural Area Certificate	7 days	Tehsildar of the concerned Sub-Division	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
21	Provision for jalsa/Public Meeting/Jaloos/Shobha Yatra/Chhath Puja/Marriage (Applicable only in case of obtaining of NOCs from S.P., SDM, MC Fire)	5 days	District Magistrate/ Deputy Commissioner	Divisional Commissioner	
22	Permission for Funfair/Circus/Magic Show (Applicable only in case of obtaining of NOCs from S.P., SDM, MC Fire, Excise Deptt)	5 days	District Magistrate/ Deputy Commissioner	Divisional Commissioner	
23	Permission for Tournaments/Games(Applicable only in case of obtaining of NOCs from S.P., SDM, MC Fire, Excise Deptt)	5 days	District Magistrate/ Deputy Commissioner	Divisional Commissioner	
24	Loudspeakers/DJ Permission for Jalsa/Public Meeting/Jaloos/Shobha Yatra/Chhath Puja/Marriage(Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
25	Loudspeaker/DJ Permission for Funfair/Circus/Magic Show (Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
26	Loudspeaker/DJ Permission for Touranments/Games(Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
27	Permission for Loudspeaker/DJ (Applicable only in case of obtaining of NOCs from local S.H.O.)	3 days	Sub Divisional Magistrate	Deputy Commissioner	Divisional Commissioner
28	Permit/Permission for Vehicles during Parliamentary Election of obtaining of NOCs from S.P.	As per direction of Election Commission	District Magistrate/ Deputy Commissioner	Divisional Commissioner	Chief Electoral Officer, Haryana
29	S.D.M. during Assembly/State Election Campaign. (Applicable only in case of obtaining of NOCs from local S.H.O.)	As per direction of Election Commission	Magistrate	Commissioner	Chief Electoral Officer, Haryana
30	Permission of Loudspeaker on Vehicle during Assembly/State Election Campaign. (Applicable only in case of obtaining of NOCs from local S.H.O.)	As per direction of Election Commission	Sub Divisional Magistrate	Deputy Commissioner	Chief Electoral Officer, Haryana
31	Permission of Loudspeaker on Vehicle during Parliamentary Election Campaign. (Applicable only in case of obtaining of NOCs from local S.H.O.)	As per direction of Election Commission	District Magistrate/ Deputy Commissioner	Divisional Commissioner	Chief Electoral Officer, Haryana
32	Property Dealer License	5 days	District Collector	Divisional Commissioner	Secretary Revenue
33	Renewal of Property Dealer License	5 days	District	Divisional	Secretary

			Collector	Commissioner	Revenue
34	Hindu Dogra Community Certificate	7 days	Tehsildar/Naib Tehsildar	Sub Divisional Magistrate-cum SDO (Civil)	Deputy Commissioner
35	Appointment of Registration of deeds from CSC(Maximum 10 appointment per day per Tehsil subject to maximum 2 appointment per CSC)	Same day	Sub Registrar/Join t Sub Registrar	SDO (Civil)-cum-Deputy Registrar	Deputy Commissioner-cum-Registrar
36	Online Appointment for Registration of Deeds (Maximum 10 appointment)	Same day	Sub Registrar/Join t Sub Registrar	SDO (Civil)-cum-Deputy Registrar	Deputy Commissioner-cum-Registrar
37	Deed Writing for instruments like sale, conveyance, mortgages, lease/rent etc.	Same day	Sub Registrar/Join t Sub Registrar	SDO (Civil)-cum-Deputy Registrar	Deputy Commissioner-cum-Registrar
38	Deed Writing for instruments like Power of attorney, will, authority to adopt, adoption deed, divorce deed, agreements etc.	Same day	Sub Registrar/Join t Sub Registrar	SDO (Civil)-cum-Deputy Registrar	Deputy Commissioner-cum-Registrar
39	Deed Writing for instruments like Release, transfer deed, gift deed, partition and other documents.	Same day	Sub Registrar/Join t Sub Registrar	SDO (Civil)-cum-Deputy Registrar	Deputy Commissioner-cum-Registrar
40	Second Copy	Same day	Sub Registrar/Join t Sub Registrar	SDO (Civil)-cum-Deputy Registrar	Deputy Commissioner-cum-Registrar