Name of the Department:- Revenue

Sr.	Name of Service	Given Time	Designated	First	Second
No.		Limit	Officer	Grievances	Grievances
		(Working		Redressal	Redressal
		days)		Authority	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	45 days	Circle	SDM of the	Deputy
	crop	, .	Revenue Officer	concerned Sub-Division	Commissioner of
	Registration of all kinds of documents i.e. sale deed. Lease deed, GPA, Partnership Deed etc.	1 day	(in case of Sub Tehsils)	concerned Sub-Division	Deputy Commissioner of the concerned District
	Certified Copies of all kinds of previous1 year registered documents	7 days	Sub-Registrar or Joint Sub Registration (in case of Sub Tehsils)	concerned Sub-Division	District
	Attestation of uncontested mutations	30 days	Circle Revenue Officer	Sub-Division	Deputy Commissioner of the concerned District
	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	SDM of the	
/	issue of income certificate	15 days	the concerned		Commissioner of
			Sub-Division		
			Sub Division	Sub Division	District
8	Area/Succession/Dependent	15 days	Tehsildar of	SDM of the	
	Certificate/Counter Signature etc.	10 44,0	the concerned		Commissioner of
			Sub-Division		
					District
9	Mortgage 1 st Charge	15 days	Tehsildar of	SDM of the	Deputy
			the concerned		Commissioner of
			Sub-Division	Sub-Division	
					District
10	Registration of Lease/Conveyance	1 day	Tehsildar of		
	Deed		the concerned		Commissioner of
			Sub-Division	Sub-Division	
4.4		20 -1	Taladia a G	CDM - CH-	District
11	Conversion from lease to Free Hold	30 days	Tehsildar of		
			the concerned		Commissioner of
			Sub-Division	Sub-Division	
12	Schedule Caste Certificate	7 days	Tehsildar of	SDM of the	District
12	Scriedule Caste Certificate	7 days	the concerned		Deputy Commissioner of
			Sub-Division		
			Sub Division	Sub Division	District
13	Backward Class Certificate	7 days	Tehsildar of	SDM of the	
	Dackward Class Continuedo	, 44,5	the concerned		Commissioner of
			Sub-Division		
					District
14	Other Backward Caste Certificate	7 days	Tehsildar of	SDM of the	Deputy
		,	the concerned		Commissioner of
			Sub-Division	Sub-Division	
					District
15	Special Backward caste Certificate	7 days	Tehsildar of	SDM of the	
			the concerned		Commissioner of
			Sub-Division	Sub-Division	
16	Tannius Contificato	7 days	Toboildor of	SDM of the	District
10	Tapriwas Certificate	7 days	Tehsildar of the concerned		Deputy Commissioner of
			Sub-Division		
			Sub-Division	Sub-Division	District
17	Vimukt Jati Certificate	7 days	Tehsildar of	SDM of the	Deputy
'	Virrance Such Continuate	, adys	the concerned		Commissioner of
			Sub-Division		
			222 23.311		District
18	Economically Backward General Caste	7 days	Tehsildar of	SDM of the	Deputy
	Certificate	- / -	the concerned	concerned	Commissioner of
			Sub-Division		
					District
19	Resident Certificate	7 day	Tehsildar of		Deputy
			the concerned		Commissioner of
			Sub-Division	Sub-Division	
					District

20	Rural Area Certificate	7 days	Tehsildar of	SDM of the	Deputy
		, .	the concerned		Commissioner of
			Sub-Division	Sub-Division	the concerned
					District
21	Provision for jalsa/Public	5 days	District	Divisional	
	Meeting/Jaloos/Shobha Yatra/Chhath	•	Magistrate/	Commission	
	Puja/Marriage		Deputy	er	
	(Applicable only in case of obtaining of		Commissioner		
	NOCs from S.P., SDM, MC Fire)				
	Permission for Funfair/Circus/Magic	5 days	District	Divisional	
	Show (Applicable only in case of		Magistrate/	Commission	
	obtaining of NOCs from S.P., SDM, MC		Deputy	er	
	Fire, Excise Deptt)	F J	Commissioner		
_	Permission for	5 days	District	Divisional	
	Tournaments/Games(Applicable only		Magistrate/	Commission	
	in case of obtaining of NOCs from		Deputy	er	
	S.P., SDM, MC Fire, Excise Deptt) Loudspeakers/DJ Permission for	3 days	Commissioner Sub Divisional		Divisional
	Jalsa/Public Meeting/Jaloos/Shobha	J uays	Magistrate	Commission	Commissioner
	Yatra/Chhath		Magistrate	er	Commissioner
	Puja/Marriage(Applicable only in case			<u> </u>	
	of obtaining of NOCs from local				
	S.H.O.)				
25	Loudspeaker/DJ Permission for	3 days	Sub Divisional	Deputy	Divisional
	Funfair/Circus/Magic Show (Applicable	,	Magistrate	Commission	Commissioner
	only in case of obtaining of NOCs from			er	
	local S.H.O.)				
	Loudspeaker/DJ Permission for	3 days	Sub Divisional		Divisional
	Touranments/Games(Applicable only		Magistrate	Commission	Commissioner
	in case of obtaining of NOCs from local			er	
	S.H.O.) Permission for Loudspeaker/DJ	3 days	Sub Divisional	Deputy	Divisional
	(Applicable only in case of obtaining of	3 days	Magistrate	Commission	Commissioner
	NOCs from local S.H.O.)		Magistrate	er	Commissioner
	Permit/Permission for Vehicles during	As per	District	Divisional	Chief Electoral
	Parliamentary Election of obtaining of	direction of	Magistrate/		Officer, Haryana
	NOCs from S.P.	Election	Deputy	er	
[[Commission	Commissioner		
29	S.D.M. during Assembly/State Election	As per	Magistrate	Commission	Chief Electoral
	Campaign. (Applicable only in case of	direction of		er	Officer, Haryana
	obtaining of NOCs from local S.H.O.)	Election			
		Commission		_	
	Permission of Loudspeaker on Vehicle	. As per	Sub Divisional		Chief Electoral
	during Assembly/State Election	direction of	Magistrate		Officer, Haryana
	Campaign. (Applicable only in case of	Election		er	
	obtaining of NOCs from local S.H.O.)	Commission	District	Divisional	Chief Electoral
	Permission of Loudspeaker on Vehicle during Parliamentary Election	As per direction of	District		Officer, Haryana
	Campaign. (Applicable only in case of	Election	Magistrate/ Deputy	er	Officer, fial yalla
	obtaining of NOCs from local S.H.O.)	Commission	Commissioner		
	Property Dealer License	5 days	District	Divisional	Secretary
52	Troporty Dealer Election	5 days	Collector	Commission	Revenue
1 1					1.0.0.00
				er	

			Collector	Commission	Revenue
				er	
34	Hindu Dogra Community Certificate	7 days	Tehsildar/Naib		Deputy
			Tehsildar	Divisional	Commissioner
				Magistrate-	
				cum SDO	
35	Appointment of Degistration of deads	Cama day	Sub	(Civil)	Donuty
33	Appointment of Registration of deeds	Same day		SDO (Civil)-	Deputy Commissioner-
	from CSC(Maximum 10 appointment per day per Tehsil subject to		Registrar/Join t Sub	Registrar	
	maximum 2 appointment per CSC)		Registrar	Registrar	cum-Registrar
36	Online Appointment for Registration of	Same day	Sub	SDO (Civil)-	Deputy
30	Deeds (Maximum 10 appointment)	Same day	Registrar/Join		Commissioner-
	beeds (Flaximani 10 appointment)		t Sub	Registrar	cum-Registrar
			Registrar	registrai	cam region ai
37	Deed Writing for instruments like sale,	Same day	Sub	SDO (Civil)-	Deputy
	conveyance, mortgages, lease/rent	,	Registrar/Join		Commissioner-
	etc.		t Sub	Registrar	cum-Registrar
			Registrar		
38	Deed Writing for instruments like	Same day	Sub	SDO (Civil)-	Deputy
	Power of attorney, will, authority to		Registrar/Join		Commissioner-
	adopt, adoption deed, divorce deed,		t Sub	Registrar	cum-Registrar
20	agreements etc.		Registrar	000 (0: :1)	
39	Deed Writing for instruments like	Same day	Sub	SDO (Civil)-	Deputy
	Release, transfer deed, gift deed,		Registrar/Join		Commissioner-
	partition and other documents.		t Sub	Registrar	cum-Registrar
40	Cocond Cony	Cama day	Registrar	CDO (Civil)	Doputy
40	Second Copy	Same day	Sub Registrar/Join	SDO (Civil)-	Deputy Commissioner-
			t Sub	Registrar	cum-Registrar
			Registrar	Registral	cum-negistral
			i Negisti ai	l l	