





THE KARNATAKA SAKALA SERVICES ACT, 2011 AND (AMENDMENT) ACT, 2014

Sakala Service Compendium

CITIZEN & PERSONNEL SERVICES

100 **Departments**/ **Institutions**



1181 Services

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THE KARNATAKA SAKALA SERVICES ACT, 2011 and (Amendment) Act, 2014

(THE KARNATAKA GUARANTEE OF SERVICES TO CITIZENS BILL, 2011)

(Amended Vide Notification No. SAMVYASHAVI 32 Shasana 2012, Dated: 3.9.2012)

A Bill to provide for guarantee of services to citizens in the State of Karnataka within the stipulated time limit and for matters connected therewith and incidental thereto.

Whereas, it is expedient to provide for guarantee of services to citizens in the State of Karnataka within the stipulated time limit and for matters connected therewith and incidental thereto.

Be it enacted by the Karnataka State Legislature in the Sixty-Second Year of the Republic of India as follows: -

- **1. Short title and commencement**. (1) This Act may be called the Karnataka Guarantee of Services to Citizens Act, 2011.
- (2) It shall come into force on such date as the Government may, by notification in the official Gazette, appoint.
- 2. Definitions. In this Act, unless the context otherwise requires, -
 - (a) "Appellate Authority" means an officer appointed by the Government invested with the power to hear appeal against the orders passed by any competent officer under this Act;
 - (b) "Citizen related service" includes the service as specified in the Schedule;
 - (c) "Competent officer" means an officer appointed by the Government who shall be empowered to impose cost on the public servant defaulting or delaying the delivery of service in accordance with this Act;
 - (d) "Designated officer" means an officer specified in the Schedule who is required to provide citizen related service;
 - (e) "Government" means the Government of Karnataka;
 - (f) "Local Authority" includes any authority, municipality, municipal corporation, town panchayat, planning authority, Industrial township, Zilla Panchayat, Taluk Panchayats and Grama Panchayats and other local self-Governments constituted by law and Development Authorities or other statutory or non-statutory bodies by whatever name called for the time being invested by law to render essential service of public utility in the State or to control, manage or regulate such services within a specified local area;
 - (g) "prescribed" means prescribed by the rules made under this Act;
 - (h) "Public Authority" means the Organization or Authority or body or institution or a Local Authority established or constituted-
 - (i) by or under the Constitution in the State;
 - (ii) by any other law made by the State Legislature;
 - (iii) by notification issued or order made by the Government and includes,-

- (1) body owned, controlled or substantially financed; or
- (2) non-Governmental organization substantially financed; directly or indirectly by the Government.
- (i) "Public servant" means a person substantively appointed to any service or post of the public authority;
- (j) "Right to service" means right to obtain the citizen related services within the stipulated time specified in the Schedule;
- (k) "Schedule" means Schedule appended to this Act;
- (l) "stipulated time" means the maximum time to provide the service by the designated officer or to decide the appeal by the competent officer or Appellate Authority as specified in the Schedule.

3. Right to obtain service within stipulated time limit-

- 1) Every citizen shall have right to obtain citizen related services in the State in accordance with this Act within the stipulated time specified in the Schedule.
- 2) Every designated officer and his subordinate public servant of the Public Authority shall provide the citizen related services specified in the Schedule to the citizens eligible to obtain the service, within the stipulated time and also display the same on the notice board of their offices.
- **4. Notification of services, designated officers, competent officers, appellate authority and stipulated time limits.** The Government shall within a period of three months from the date of commencement of this Act, by notification, amend the Schedule to add new services, designated officers of every public authority or Local Authority under each Secretariat Department, competent officer and appellate authority along with stipulated time limits within which the services are rendered under this Act and may by like notification amend or vary the entries in the Schedule.

5. Providing services within the stipulated time-

- 1) The stipulated time shall start from the date when required application for scheduled service is submitted to the designated officer or to a person subordinate to him authorized to receive the application in such manner as may be prescribed. Such application shall be duly acknowledged.
- 2) The designated officer on receipt of an application under sub-section (1) shall within the stipulated time either directly provide the service or through an officer duly authorized by him or reject the application and in case of rejection of application, shall record the reasons in writing and intimate to the applicant, the information about the period of making appeal against the decision and all the details of the competent officer to whom the first appeal lies.

6. Monitoring the status of the application-

1) Every citizen having applied for any citizen related services shall be provided an application number by the concerned Public Authority, or local Authority, as the case

- may be, and shall be entitled to obtain and monitor status of his application online in accordance with such procedure as may be prescribed.
- 2) Every public authority or local Authority, as the case may be, shall maintain status of all applications governing citizen related services online and shall be duty bound to update the status of the same as per the procedure as prescribed by rules in this regard.
- **7. E-governance of services through mutual understanding.** The Government shall endeavor and encourage all the public Authorities, departments and local Authorities to enter by mutual understanding to deliver their respective citizen related services in a stipulated time or period as part of e-governance.
- **8. Payment of compensatory cost to the citizen-** Citizen having applied for such services shall be entitled to seek compensatory cost in accordance with the provisions of this Act and rules made thereunder, in case of delay or default in the delivery of such services beyond the stipulated time.
- **9. Liability to pay compensatory cost** Every designated officer or his subordinate public servant who fails to deliver the citizen related services to a citizen within the stipulated time shall be liable to pay compensatory cost at the rate of twenty rupees per day for the period of delay subject to maximum of five hundred rupees per application, in aggregate, if there is no ban or restriction from the Government to provide the same.

10. Appointment of competent officer-

- 1) The Government shall appoint by notification an officer not below the rank of Group B/C * Officer of the Government or its equivalent rank, in case of other public authority to act as Competent officer to impose cost against designated officer or his subordinate public servant defaulting or delaying the delivery of services in accordance with this Act.
- 2) Every public authority shall for the purpose of payment of cost, confer on the competent officer, the power of drawing and disbursing officer in accordance with the law, procedure and rules applicable.
- 3) On such demand of compensatory cost by the citizen at the time of delivery of citizen related services, it shall be the duty of the competent officer to pay such cost to the citizen against acknowledgement and receipt in such manner as may be prescribed.

11. Procedure governing fixing of liability-

- 1) Within a period of fifteen days of the payment of compensatory cost, the competent officer after conducting preliminary enquiry, shall issue a notice against the public servant found responsible for the delay in delivery of such citizen related services in such manner as may be prescribed, calling upon him as to why the compensatory cost paid to the citizen may not be recovered from him.
- 2) The public servant against whom such notice is issued may represent within a period of seven days from the date of receipt of such notice. In case no such representation is received, by the competent officer, within the prescribed period or explanation received, if any, is not found satisfactory, the competent officer shall be entitled to

issue debit note directing such defaulting public servant either deposit the cost as stipulated in the debit note or directing the Accounts officer concerned to debit the salary of such public servant for the amount as specified in the debit note:

Provided that if the competent officer finds reasonable and justified grounds in favour of public servant and come to the conclusion that the delay in delivery of services to the citizen was not attributable to him, but was attributable to some other public servant, it shall be lawful for the competent officer to withdraw the notice against him and issue fresh show cause notice to such other public servant as found responsible for the delay and shall follow the procedure mutatis mutandies as stipulated in this sub-section and sub-section (1) of this section.

- 3) While fixing the liability under this Act, the competent officer shall follow the principles of natural justice before passing the order in that respect.
- **12. Right of appeal by the public servant-** (1) Any public servant aggrieved by the order passed by the competent officer in accordance with sections 10 and 11 shall be entitled to file an appeal to the appellate authority against such order within a period not exceeding thirty days of the receipt of the impugned order. The order of the appellate authority shall be final and binding.
- (2) For the purpose of this Act, the Government shall appoint an officer to be the appellate authority to hear and decide appeals against the order passed by the competent officer. The appellate authority shall be an officer not below the rank of the Deputy Secretary to Government or its equivalent rank.

13. Appeal by the aggrieved citizen-

- 1) Any person, whose application is rejected under sub-section (2) of section 5 or who is not provided the service within the stipulated time, may file an appeal to the competent officer within thirty days from the date of rejection of application or the expiry of the stipulated time limit:
 - Provided that the competent officer may admit the appeal even after the expiry of the period of thirty days if he is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- 2) The competent officer may order to the designated officer to provide the service within the specified period or may reject the appeal or may impose compensatory cost according to the provisions of section 9.
- 3) An appeal against decision of competent officer shall lie to the appellate authority within sixty days from the date on which the decision was made:
 - Provided that the appellate authority may admit the appeal even after the expiry of the period of sixty days if he is satisfied that the appellant was prevented by sufficient cause from filing the appeal in time.
- 4) The appellate authority may order to the designated officer to provide the service within such period as he may specify or he may reject the appeal.

- 5) If the designated officer does not comply with sub-section (1) of section 5, then the applicant aggrieved from such non- compliance may submit an application directly to the competent officer. This application shall be disposed of in the manner as if it is the first appeal.
- 6) If the designated officer does not comply the order of providing the service under subsection (2) of this section, then the applicant aggrieved from such non-compliance may submit an application directly to the appellate authority. This application shall be disposed of in the manner of appeal.
- 7) The competent officer and the appellate authority shall while deciding an appeal under this section, have the same powers as are vested in civil court while trying a suit under the Code of Civil Procedure, 1908 (Central Act 5 of 1908) in respect of the following matters, namely: -
 - (a) requiring the production and inspection of documents;
 - (b) issuing summons for hearing to the designated officer and appellant; and
 - (c) any other matter which may be prescribed.

14. Developing culture to deliver services within fixed period-

- 1) The defaults on the part of designated officer in the time bound delivery of citizen related services as defined in this Act shall not be counted towards misconduct as the purpose and object is to sensitize the public servant towards the citizen and to enhance and imbibe a culture to deliver time bound services to the citizens.
- 2) In case of any designated officer who is a habitual and willful defaulter, without any reasonable cause and persistently failed to receive an application or has failed to provide service within the stipulated time or intentionally denied the request for the service or delayed inordinately, the head of the Public Authority concerned shall be competent to take appropriate disciplinary action after recording a finding to this effect but not before giving a show cause notice and opportunity of hearing to the defaulting officer.
- 3) To encourage and enhance the efficiency of the designated officer, a letter of appreciation for not a single default reported may be issued and entered in his Annual Performance Report by the head of the Public Authority.
- **15. Deemed service condition -** The provisions of this Act shall be deemed to be part of service conditions of the designated officer including such officer of all Public Authorities.
- **16. Supplement-** The provisions of this Act shall be supplemented to the disciplinary and financial rules and such other service rules and regulations as applicable to the employees of the Government or local Authority or public authority concerned, as the case may be, and not in derogation to such service rules and regulations governing the service condition and conduct of the government employees or the employees of the other public authority concerned.

- **17. Protection of action taken in good faith-** No suit, prosecution or other legal proceeding shall lie against any person for anything which is in good faith done or intended to be done under this Act or any rule made thereunder.
- **18. Bar of jurisdiction-** No Civil court shall have jurisdiction in respect of any matter which the competent officer or appellate authority is empowered by or under this Act to determine.

19. Power to make rules-

- 1) The Government may, after previous publication, by notification, in the official Gazette, make rules to carry out the purposes of this Act.
- 2) Every rule made or notification issued under this Act, shall be laid as soon as may be after it is made before each House of the State Legislature, while it is in session for a total period of thirty days, which may be comprised in one session or in two or more successive sessions, and if before the expiry of the session in which it is so laid or the session immediately following both Houses agree in making any modification, in the rule or notification or decide that any rule or notification should not be made, the rule or notification shall thereafter have effect only in such modified form or be of no effect, as the case may be, so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule or notification.
- **20.** Power to remove difficulties- If any difficulty arises, in giving effect to the provisions of this Act, the Government may by order, not inconsistent with the provisions of this Act, remove the difficulty:

Provided that no such order shall be made after the expiry of a period of two years from the commencement of this Act.

"KARNATAKA SAKALA SERVICES (AMENDMENT) ACT, 2014"

(NO. SAMVYASHAE 09 SHASANA 2014, Bangalore, dated: 19.11.2014.)

Ordered that the translation of ಕರ್ನಾಟಕ ಸಕಾಲ ಸೇವೆಗಳ (ತಿದ್ದುಪಡಿ) ಅಧಿನಿಯಮ, ೨೦೧೪ (೨೦೧೪ರ ಕರ್ನಾಟಕ ಅಧಿನಿಯಮ ಸಂಖ್ಯೆ:31) in the English language, be published as authorized by the Governor of Karnataka under clause (3) of Article of 348 of the Constitution of India in the Karnataka Gazette for general information.

The following translation of ಕರ್ನಾಟಕ ಸಕಾಲ ಸೇವೆಗಳ (ತಿದ್ದುಪಡಿ) ಅಧಿನಿಯಮ, ೨೦೧೪ (೨೦೧೪ರ ಕರ್ನಾಟಕ ಅಧಿನಿಯಮ ಸಂಖ್ಯೆ:31) in the English language is published in the official Gazette under the authority of the Governor of Karnataka under clause (3) of the Article 348 of the Constitution of India.

KARNATAKA ACT NO: 31 OF 2014

(First Published in the Karnataka Gazette Extra- Ordinary on the sixth day of September, 2014)

THE KARNATAK SAKALA SERVICES (AMENDMENT) ACT, 2014

(Received the assent of the Governor on the second day of September, 2014)

An Act further to amend the Karnataka Sakala Services Act, 2011.

Whereas, it is expedient to amend the Karnataka Sakala Services Act, 2011 (Karnataka Act 1 of 2012) for the purposes hereinafter appearing.

Be it enacted by the Karnataka State Legislature in the sixty fifth year of the Republic of India as follows: -

1. Short HEADING and commencement:

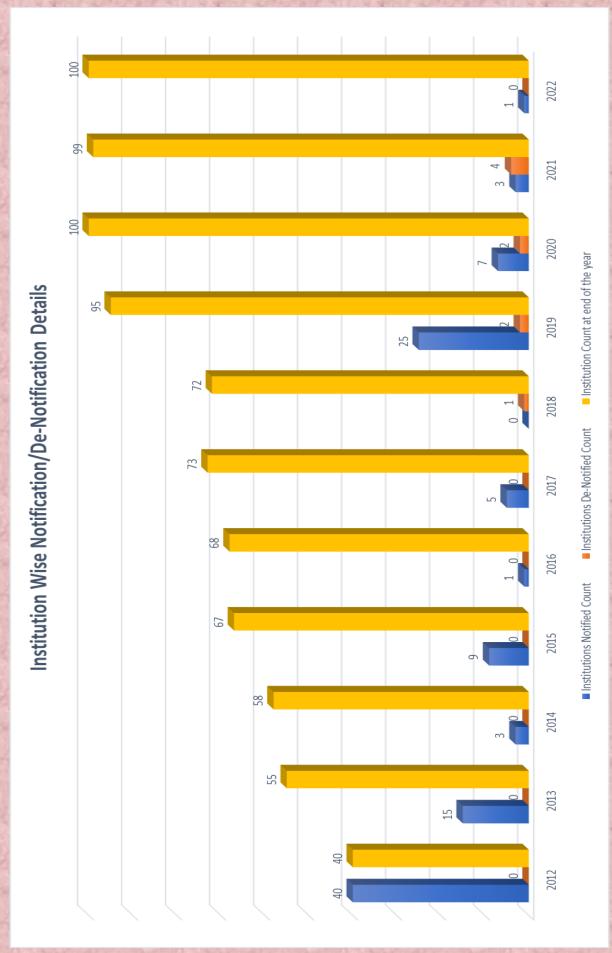
- (1) This Act may be called the Karnataka Sakala Services (Amendment) Act, 2014.
- (2) It shall come in to force at once.
- **2. Substitution of section 7:** In the Karnataka Sakala Services Act, 2011 (Karnataka Act 1 of 2012) (herein after referred to as principal Act), for section 7 the following shall be substituted, namely: -
- **"7. E-governance of services**: As a part of E-governance, the Government shall endeavor and encourage the public Authorities, to deliver their citizen related services electronically or through post in a phased manner and in such other manner as may be prescribed subject to payment of such fees as may be prescribed."
- **3. Substitution of section 9**: For section 9 of the principal Act, the following shall be substituted, namely: -
- **"9. Liability to pay compensatory cost**: Every Appellate Authority or Competent Officer or designated officer or his subordinate public servant who fails to deliver or dispose the

citizen related services or appeals of a citizen within the stipulated time shall be liable to pay compensatory cost at the rate of twenty rupees per day for the period of delay subject to a maximum of five hundred rupees per application, in aggregate, if there is no ban or restriction from the Government to provide the same."

- **4. Amendment of section 11**: In section 11 of principal Act, after sub-section (3), the following shall be inserted, namely: -
- "(4) After giving compensatory cost to the aggrieved Citizen and within thirty days thereafter, the competent officer shall update debit note in the HRMS software against the officer found guilty by following the principles of natural justice".
- **5. Amendment of section 14:** In the section 14 of the principal Act, after sub-section (3); the following shall be inserted, namely: -
- "(4) If, any Designated officer or Competent officer or Appellate Authority fails to deliver the Citizen related service or dispose appeals within the stipulated time for more than seven times, he shall subject to enquiry by the concerned disciplinary Authority and If found guilty, prepare a report against the concerned officer and submit it to the Government. The State Government after considering the report shall take action within one month from the date of receipt of the report."

The above translation of ಕರ್ನಾಟಕ ಸಕಾಲ ಸೇವೆಗಳ (ತಿದ್ದುಪಡಿ) ಅಧಿನಿಯಮ, ೨೦೧೪ (೨೦೧೪ರ ಕರ್ನಾಟಕ ಅಧಿನಿಯಮ ಸಂಖ್ಯೆ:31) be published in the official Gazette under clause (3) of the Article 348 of the Constitution of India.





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Development Department 1		S.N			Department / Institution	_		Service	Service
2 and Sewerage Board (BWSSB) 3.44 9 0 9 9 9 9 9 9 9 9		1	Development	1	Mahanagara Palike	1-3	15	0	15
City Municipal Council (CMC) 19 0 19 19 19 19 19 19				2	and Sewerage Board	3-4	9	0	9
C(MC)				3		4-7	19	0	19
S				4		7-8	19	0	19
Tansport Department Department Department Department Department Department Corporation (KSRTC) Department Sangalore Metropolitan Development Department Departmen				5		9-10	19	0	19
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8 Region Development Authority (BMRDA) 15-17 3 0 3 3 3 3 3 3 3 3				7		12-15	15	0	15
Authorities	The state of the s			8	Region Development	15-17	3	0	3
10 Supply and Drainage 18 3 0 3				9		17	1	0	1
1 Transport 1 Transport Department 19-22 25 0 25				10	Supply and Drainage	18	3	0	3
Department 1 Haisport Department 19-22 25 0 25					Total Services		122	0	122
North East Karnataka Road Transport Corporation (Kalyan Karnataka Road Transport Corporation) North West Karnataka Road Transport Corporation (NWKRTC) Karnataka State Road Transport Corporation (KSRTC) Bangalore Metropolitan Transport Corporation (BMTC) Z3 6 0 6 C 6 C 7 C 8 C 8 C 8 C 9 C 9 C 9 C 9 C 9		2		1	Transport Department	19-22	25	0	25
3 Road Transport Corporation (NWKRTC) Karnataka State Road Transport Corporation (KSRTC) Bangalore Metropolitan Transport Corporation (BMTC) 23-24 6 0 6 0 6 0 6			Department	2	Road Transport Corporation (Kalyan Karnataka Road	23	6	0	6
4 Transport Corporation (KSRTC) 24-25 6 0 6 Bangalore Metropolitan Transport Corporation (BMTC) 25 2 0 2				3	Road Transport	23-24	6	0	6
5 Transport Corporation 25 2 0 2 (BMTC)				4	Transport Corporation	24-25	6	0	6
Total Services 45 0 45			5 Transport		Transport Corporation	25	2	0	2
					Total Services		45	0	45

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3	Food, Civil Supplies, Consumer Affairs and Legal	1	Food, Civil Supplies and Consumer Affairs Department	26	3	0	3
	Metrology Department	2	Department of Legal Metrology	27-31	22	0	22
	a Charles		Total Services	安慰	25	0	25
4	Revenue Department	1	Revenue Department	32-35	51	0	51
	Department	2	Atalji Janasnehi Directorate	36-37	9	0	9
		3	Bhoomi and U.P.O.R.	37-38	5	0	5
		4	Survey Settlement and Land records Department	38-40	4	0	4
		5	Inspector General of Registration & Stamps	40-42	11	0	11
		6	Directorate of Social Security & Pensions	42	1	0	1
			Total Services		81	0	81
5	Home Department	1	Police Department	43-46	22	0	22
		2	Karnataka Fire and Emergency Services	47	4	0	4
		3	Sainik Welfare and Resettling	47	6	0	6
			Total Services		32	0	32
6	Education Department	1	Department of Pre- University Education	48	6	0	6
		2	Department of Public Instruction	49-66	15	20	35
		3	Department of Printing, Stationery and Publications	66-69	0	20	20
		4	Public Libraries Department	69	4	0	4
	tel service	5	Higher Education – "Collegiate Education"	69-71	8	10	18
		6	Technical Education Department	71-72	10	0	10
		7	Universities	73-75	30	0	30

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		8	University Finance Section	75	0	4	4
	SIZE AT.	P	Total Services	Phil	73	54	127
7	Health & Family Welfare Department	1	Health & Family Welfare Department	76-77	8	0	8
		2	Drugs Control Department	77-79	26	0	26
		3	Ayush Department	79-80	6	0	6
			Total Services		40	0	40
8	RDPR	1	RDPR	81-82	21	0	21
	Kalada Mil		Total Services	STER	21	0	21
9	Finance	1	Excise Department	83-87	39	6	45
		2	Karnataka Government Insurance Department (Directorate)/ District Insurance offices	87-97	0	47	47
			Total Services		39	53	92
10	Labour Department	1	Labour Department	98-99	12	0	12
		2	Directorate of ESIS (Medical) Services	99- 100	3	0	3
		3	Department of Factories, Boilers, Industrial Safety and Health	100- 101	10	0	10
		4	Karnataka Building Construction Workers Welfare Board	101- 103	16	0	16
			Total Services		41	0	41
11	Department of Women & Child Development	1	Department for Empowerment of Differently Abled and Senior Citizen	104- 121	5	20	25
		2	Women and Child Development Department	122	1	0	1
			Total Services		6	20	26
12	Housing Department	1	Karnataka Housing Board	123	4	0	4

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S.N	Secretariat Department	S. N	Department / Institution	Page No.	Citizen Service Count	Personnel Service Count	Total Service Count
		2	Karnataka Slum Development Board	123- 124	3	0	3
		3	Rajiv Gandhi Housing Corporation Limited	124	2	0	2
			Total Services		9	0	9
13	Department of Animal Husbandry	1	Fisheries Department	125- 126	10	0	10
	and Veterinary Services	2	Department of Animal Husbandry and Veterinary Services	126- 131	10	12	22
		39	Total Services		20	12	32
14	Public works Department	1	Public works Department	132- 143	8	27	35
		2	KSHIP Division/Sub- Division	144- 149	0	44	44
			Total Services		8	71	79
15	Forest, Ecology and Environment Department	1	Karnataka State Pollution Control Board	150- 152	17	0	17
		2	Forest Department	152- 156	12	21	33
			Total Services	3353	29	21	50
16	Commerce & Industries Department	1	Commerce & Industries Department	157- 160	6	0	6
	- 5000000000000000000000000000000000000	2	Mines and Geology Department	160- 161	14	0	14
		3	Karnataka Industrial Area Development Board	161- 163	15	0	15
		4	Handlooms and Textile	163- 164	4	0	4
		5	Karnataka Udyog Mitra	164	1	0	1
		6	Karnataka State Small Industries Development Corporation Limited	164- 166	14	0	14
			Total Services		54	0	54
17	Kannada, Culture & Information Department	1	Kannada and Culture Department		4	0	4
		2	Department of Archives	167	1	0	1
		3	Department of Information and Public Relations	167	1	0	1

S.N	Secretariat Department	S. N	Department / Institution	Page No.	Citizen Service Count	Personnel Service Count	Total Service Count
			Total Services		6	0	6
18	Department of Personnel & Administrative Reforms	1	Department of Personnel & Administrative Reforms	168- 172	0	21	21
			Total Services		0	21	21
19	Department of Co- operation	1	Karnataka State Warehouse Corporation	173	2	0	2
		2	Agriculture Marketing Department	173- 176	30	0	30
		3	Registrar of Co-operative Societies	177- 180	12	0	12
			Total Services		44	0	44
20	Horticulture Department	1	Department of Sericulture	181	6	0	6
		2	Horticulture Department	182	6	0	6
	AL STORY	W.A.	Total Services	Service Control	12	0	12
21	Water Resources Department	1	Water Resources Department	183- 186	0	27	27
		2	Minor Irrigation Department (Ground Water Directorate)	186- 187	6	0	6
		3	Vishweshvaraiah Jala Nigam	187- 188	4	0	4
		4	Krishna Bhagya Jala Nigam	188- 189	4	0	4
		5	CADA Directorate	189	1	0	1
		6	Kaveri Niravari Nigam	189- 190	4	0	4
		7	Karnataka Niravari Nigam	190	4	0	4
	THE RESERVE		Total Services	34)	23	27	50
22	Department of Youth Empowerment and Sports	1	Department of Youth Empowerment and Sports	191	4	0	4
			Total Services	100	4	0	4
23	Backward Classes Welfare Department	1	Backward Classes Welfare Department	192	10	0	10
		13	Total Services	200	10	0	10

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S.N	Secretariat Department	S. N	Department / Institution	Page No.	Citizen Service Count	Personnel Service Count	Total Service Count
24	Information Technology, Bio Technology and Science and Technology Department	1	Information Technology, Bio Technology and Science and Technology Department	193	2	0	2
		330	Total Services		2	0	2
25	Energy Department	1	Department of Electrical Inspectorate	194- 197	18	0	18
		2	Bengaluru Electricity Supply Company Limited	197- 198	9	0	9
		3	Mangalore Electricity Supply Company Limited	199- 202	9	0	9
		4	Gulbarga Electricity Supply Company Limited	202- 204	9	0	9
		5	Hubballi Electricity Supply Company Limited	204- 207	9	0	9
		6	Chamundeshwari Electricity Supply Company Limited	207- 209	9	0	9
			Total Services		63	0	63
26	Agriculture Department	1	Agriculture Department	210	8	0	8
			Total Services		8	0	8
27	Skill Development, Entrepreneurship and Livelihood Department	1	Department of Industrial Training and Employment	211	6	0	6
		2	Government Tool Room and Training Centre	211	3	0	3
		2	Total Services	200	9	0	9
28	Medical Education Department	1	Karnataka State Nursing Council	212	4	0	4
		2	Karnataka State Para Medical Board	212- 213	8	0	8
		3	Karnataka State Diploma in Nursing Examination Board	213- 214	7	0	7

	A STATE OF THE PARTY WATER		A STATE OF THE PARTY AND A STATE OF	4 1 1 10	March March	MIT TO SERVE	A CONTRACTOR
S.N	Secretariat Department	S. N	Department / Institution	Page No.	Citizen Service Count	Personnel Service Count	Total Service Count
		4	Rajiv Gandhi University of Health Sciences	214	5	0	5
			Total Services		24	0	24
29	Minority Welfare Haj & Wakf Department	1	Directorate of Minorities	215	7	0	7
		2	Karnataka State Board of Wakf	215	3	0	3
			Total Services	13 63	10	0	10
30	Social Welfare Department	1	Social Welfare Department	216	10	0	10
		2	Scheduled Tribe Welfare Department	217- 218	9	0	9
			Total Services		19	0	19
31	Law Department	1	Karnataka State Law University	219	13	0	13
			Total Services		13	0	13
32	Infrastructure Development Department	1	Ports and Inland Water Transport Department	220	9	0	9
			Total Services		9	0	9
33	Planning Programme Monitoring and Statistics Department	1	Karnataka Evaluation Authority	221	1	0	1
	Institution Count	100	Total Services		902	279	1181

1. URBAN DEVELOPMENT DEPARTMENT 1.1 BRUHAT BANGALORE MAHANAGARA PALIKE (BBMP) (Citizen Services)

ŕ	S.	List of Services	Designated officer	Stipulated time for	Competent	Stipulated	Appellate	Stipulat
	э. N	List of Services	Designated officer	designated officer	Officer	time for	Authority	ed time
	.,			uesignatea omeer	Officer	Competent	Additionity	for
						Officer		Appellat
								e
								Authorit
								У
-	1	Issue of Birth, Death	Medical Officer of	3 Working Days	Joint	15	Additional	30
	1							
		& Still Birth	Health/ Deputy	for event data	Director	Working	Commissioner	Working
Ġ		Certificates at	Health Officer and	available in	Statistics	Days	(Administration)	Days
		Registration centres	Superintendents	electronic media				
		within one calendar	of Major Hospitals	7 Working Days				
		year from the date of		for event data				
		registration		which is not				
				available in				
				electronic media				
	2	Issue of Birth, Death	Assistant	3 Working Days	Joint	15	Additional	30
		& Still Birth	Statistical Officer	for event data	Director	Working	Commissioner	Working
		Certificates at		available in	(Statistics)	Days	(Administration)	Days
		Registration centres		electronic media				
		after one calendar		7 Working Days				
		year from the date of		for event data				
		registration		which is not				
7				available in the				
				electronic media				
	3	Grant of trade licence	Medical Officer of	30 Working Days	Health	15	Zonal	30
		specified category	Health or Deputy		Officer	Working	Additional/Joint	Working
		under rules	Health Officer			Days	Commissioner	Days
i	4	Khatha Extract/	Assistant Revenue	3 Working Days	Additional or	15	Commissioner	30
		Certificate	Officer	for data available	Joint	Working		Working
				in electronic	Commission	Days		Days
				media	er of zone	,		ĺ
				7 Working Days	Additional or	15	Commissioner	30
i				for data not	Joint	Working		Working
				available in	Commission	Days		Days
				electronic media.	er of Zone			
	5	Sanction of Building	Assistant	30 Working Days	Additional or	15	Commissioner	30
		Plan in sites up to	Executive	3 . , .	Joint	Working		Working
		2400 sq. Ft.	Engineer		Commission	Days		Days
		Dimension for			er of Zone			
		residential single						
	6	dwelling unit. Registration of Khatas	Assistant Revenue	30 Working Days	Revenue	30	Additional/ Joint	30
p.			Officer	50 Working Days	Officer	Working	Commissioner of	Working
		THE REAL PROPERTY.		The second second	100 - CO	Days	the Division	days
L			a middle to		de to	100	and a second	

			AND PROPERTY	100000	- LUCK 175 M	CE 30 10 9 40	7 1 A 15
S.	List of Services	Designated officer	Stipulated time for	Competent	Stipulated	Appellate	Stipulat
N			designated officer	Officer	time for	Authority	ed time
					Competent		for
					Officer		Appellat
							е
							Authorit
							У
7	Transfer of Khatas	Assistant Revenue	30 Working Days	Revenue	30	Zonal	30
		Officer		Officer	Working	Additional/Joint	Working
					Days	Commissioner	days
					,		,
8	Building License	Assistant Director	30 Working Days	Joint	30	Commissioner	30
	Issuance for units	of Town Planning		Commission	Working		Working
	other than multi	of concerned zone		er/	Days		Days
	stored buildings	(Zonal Office)		Additional	S. A.V.	F. W. Albert	
				commissione		The state of the s	93.50
		ASS		r of	(3) Sept.		40,000
		4777	A STATE OF THE STATE OF	concerned		ALC: NO PERSON NAMED IN	100
				zone	47.10		E-4270
		Joint Director of	Carlot Park	Commission	CONT. N. S.	Standing	2000
		Town Planning		er	D11578	Committee -	-1-01
		(Head Office)			COLUMN TO A	Town Planning	
					Section.	and	Phone I
	RAME OF THE PARTY		P-465 BK 90		F-402/3	Development	
9	Occupancy certificate	Division	30 Working Days	Town	07	Commissioner	15
		Commissioner		Planning	Working	(CCs)	Working
	TT-12-12-12-12-12-12-12-12-12-12-12-12-12-	10 30 ST	130-7-201-22	Officer	Days	10 But 18 TV	Days
10	Comment Contifi						
10	Commencement Certific			21.6			
	Sanction of	Assistant Director of Town Planning	30 Working days	Chief	30	Additional/Joint	30
	Commencement	(East, West, South,	The state of the	Engineer	Working	Commissioner	Working
6	Certificate for	Mahadevapura,	A CONTRACTOR OF THE PARTY OF TH	(East,	Days	(East,	Days
	Residential Dwelling houses /Apartment's	Rajarajeshwarinag		West,South		West,South,Mah	ALC: V
	/Non-Residential	ar, Bommanahalli,		Mahadevapu	P-40278	adevapura, Rajarajeshwarin	-
	Buildings	Yelahanka and	THE RESERVE OF	ra, Rajarajeshw	10000000	San Control of the Co	ST. Lake
	Dullulligs	Dasarahalli)		arinagar,	-1-6-01	agar, Bommanahalli,	100
				Bommanahal	9-150	Yelahanka and	2 10.7
				li, Yelahanka	C 166	Dasarahalli)	
	MARINE STORY	M. S. S. LOW		and	7.3L016	Dasarananij	1000
		10.154,0554		Dasarahalli)	2000		THE SECOND
11	Registration / Renewal	of contractor's License					
	Registration /	Executive Engineer	30 Working Days	Chief	30	Special	30
	Renewal of	(Project- Central -	JO WOIKING Days	Engineer	Working	Commissioner	Working
1	contractor's License	1)	READ BUT OF	((Project-	Days	(Project)	Days
	contractor 5 Electise	-/		Central)	Days	(i rojece)	Buys
	D- 250 100 100 100			The second second second	THE RESERVE OF THE PERSON NAMED IN		CO
12	Tree Canopy	Deputy	125 Working Days	Special	60	Commissioner	60
12	Tree Canopy Management	Deputy Conservator of	125 Working Days	Special Commission	60 Working	Commissioner	Working
12	. ,		125 Working Days	· •	60 Working Days	Commissioner	
12	. ,	Conservator of	125 Working Days	Commission	Working	Commissioner	Working
12	. ,	Conservator of Forests	125 Working Days	Commission	Working	Commissioner	Working
	Management	Conservator of Forests	15	Commission	Working Days	Chief Engineer	Working Days
	Management Road Cutting Permission	Conservator of Forests	15 Working	Commission er (Forest)	Working Days 07 Working		Working Days
	Management Road Cutting Permission Domestic Road	Conservator of Forests n (Public) Assistant	15	Commission er (Forest)	Working Days		Working Days
	Management Road Cutting Permission Domestic Road	Conservator of Forests n (Public) Assistant Executive Engineer	15 Working	Commission er (Forest)	Working Days 07 Working		Working Days 07 Working

S.	List of Services	Designated officer	Stipulated time for	Competent	Stipulated	Appellate	Stipulat
N		J	designated officer	Officer	time for	Authority	ed time
			, .		Competent	,	for
					Officer		Appellat
					Officer		е
							Authorit
							У
14	Permission for Movie Shooting	Zonal Horticulture Superintendent	07 Working Days	Zonal Joint Commission ers	07 Working Days	Special Commissioner (Admin)	07 Working Days
15	Kutumba ID enrollment	Assistant Revenue Officer	3 Working Days (with supporting document) 7 working days (without supporting document)	Revenue Officer	15 Working Days	Deputy Commissioner (Revenue) of Zone	15 Working Days

- 1. S.N 6 & 7 inserted vide notification No. DPAR 119 NaSeKha 2012, Dated: 26/10/2012 2. S.N 7 amended vide Notification No. DPAR 197 NaSeKha 2012, Dated: 03/12/2012 3. S.N 8 inserted vide Notification No. DPAR 191 NaSeKha 2017, Dated 19.10.2017

- 4. S.N 10 to 12 inserted vide Notification No. DPAR 59 SSM 2020, Dated: 16/10/2020 5. S.N 13 inserted vide Notification No. DPAR 51 SSM 2020, Dated: 15/10/2020
- 6. S.N 14 inserted vide Notification No. DPAR 5 SSM 2021, Dated: 01/03/2021
- 7. S.N 9 inserted vide Notification No. DPAR 147 NaSeKha 2016, Dated 28.10.2016
- 8. S.N 15 inserted vide Notification No. DPAR 2 SSM 2022, Dated 26-07-.2022

1.2 BANGALORE WATER SUPPLY AND SEWERAGE BOARD (BWSSB) (Citizen Servi

S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
		officer	time for	Officer	time for	Authority	time for
			designated		Competent	•	Appellate
2			officer		Officer		Authority
1	Permission for new	Assistant	14 Working	Additional	15 Working	Chief Engineer	30 Working
	connection/Additional	Executive	Days	Chief Engineer	Days		Days
	Connection for water	Engineer					
	supply and Under						
	Ground Drainage for						
	residential buildings						
	excluding Apartments						
2	Permission for new	Assistant	42 Working	Additional	15 Working	Chief Engineer /	30 Working
	connections/ Additional	Executive	Days	Chief Engineer	Days	Engineer-in-	Days
	connections for water	Engineer				Chief	
	supply and Under		350	100000	No. of the last of the		
	Ground Drainage for	OF THE LOCAL PROPERTY.		OF THE LOCAL PROPERTY.	1000	STATE OF THE	
	multi-storied buildings.		CAMBRE				20.000
3	Clearing of blockage of	Assistant	03 Working	Executive	03 Working	Additional	04 Working
	Under Ground Drainage	Executive	Days	Engineer	Days	Chief Engineer	Days
	(UGD) pipelines and	Engineer					
	replacement of						
	Damaged/missing						
	Manhole Cover						

			THE PERSON NAMED IN	7 1 7 7 7	The second second	ALL ALLEYS	
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
4	Permission for Drilling New Borewell Within BBMP Limit	Member Secretary, Deputy Chief Engineer, BWSSB/Executive Engineer, BWSSB/Senior Geologist, District Ground Water Authority Office, Bangalore	60 Working Days	Chief Engineer(M), BWSSB/ Deputy Director, Ground Water Directorate, Government of Karnataka	15 Working Days	Engineer-in – chief, BWSSB/ Additional Director, Ground Water Directorate, Government of Karnataka	30 Working Days
5	Testing of Faulty Meters	Assistant Executive Engineer	15 Working Days	Executive Engineer	07 Working Days	Additional Chief Engineer,	15 Working Days
6	Replacement of Faulty Meters	Assistant Executive Engineer	08 Working Days	Executive Engineer	07 Working Days	Additional Chief Engineer	15 Working Days
7	Certificate of non- availability of water from water supply agency required for NOC for water abstraction from CGWA	AEE of concerned sub division	10 Working Days	Additional Chief Engineer	15 Working Days	Chief Engineer	15 Working Days
8	Transfer of Connection/Ownership (Industrial/Commercial Connections)	AEE of concerned sub division.	10 Working Days	Executive Engineer	15 Working Days	Additional Chief Engineer	15 Working Days
9	Water Supply Complaints	Assistant Executive Engineer	03 Working Days	Executive Engineer	03 Working Days	Additional Chief Engineer	04 Working Days

^{1.} S.N 2 amended vide Notification No. DPAR 13 EeKaAa 2012, Dated: 21/04/2012

1.3 MUNICIPAL CORPORATIONS OTHER THAN BBMP (Citizen Services)

	S.	List of	Designated officer	Stipulated	Competent Officer	Stipulated	Appellate	Stipulate
	N	Services		time for		time for	Authority	d time
				designate		Competent		for
				d officer		Officer		Appellate
ľ								Authority
	1	Issue of Birth,	Zonal Assistant	3 Working	Health Officer/	15 Working	Commissione	30
		Still Birth and	Commissioner/	Days for	Assistant	Days	r	Working
		Death	Medical Officer/	event	Commissioner			Days
		Certificates	Environmental	data				
			Engineer/Health	available				
			Inspector/	in				
			Assistant Health Officer	electronic				
				media				
				7 Working	Health Officer/	15 Working	Commissione	30
				Days for	Assistant	Days	r	Working
i				event	Commissioner		// /	Days

^{2.} S.N 1 to 2 amended vide notification no. DPAR 27 NaSeKha 2019 Dated: 04/05/2019

^{3.} S.N 3 inserted vide notification No. DPAR 119 NaSekha 2012, Dated: 26/10/2012

^{4.}S.N 7 inserted vide Notification No. DPAR 38 SSM 2020 Dated: 09/10/2020
5. S.N 8 inserted vide Notification No. DPAR 38 SSM 2020: Dated: 20/10/2020
6. S.N 4,5,6 and 9 inserted vide notification No. DPAR 16 SSM 2019: Dated: 04-12-2019

			A STATE OF	ALL ALL WATER	A STATE OF BUILDING		
S.	List of	Designated officer	Stipulated	Competent Officer	Stipulated	Appellate	Stipulate
N	Services		time for		time for	Authority	d time
			designate		Competent		for
			d officer		Officer		Appellate
							Authority
			data not		5 Sp. 15 White	J. J. Denil	7.50
			available		1,500 544200		1000
			11 .7		A AT LOSS	40000	3-2-
			in			WIND STAIN	Street Street
			electronic	The state of the second	200	1000	1000
			media			TO SHARE TO	
2	Grant of	Zonal Assistant	15	Health Officer/	15 Working	Commissione	30
	Trade licence	Commissioner/	Working	Assistant	Days	r	Working
	as prescribed	Medical Officer/	Days	Commissioner	,		Days
		Environmental	,-				/ -
		Engineer/Health					
		Inspector/					
		Assistant Health Officer					
3	Khatha	Zonal Assistant	3 Working	Revenue Officer/	7 Working	Commissione	30
	Extract	Commissioner/	Days for	Assistant	Days	r	Working
		Assistant Revenue	event	Commissioner		SHE STORY OF	Days
		Officer/ Revenue	data	STATE OF THE PARTY OF	100000000000000000000000000000000000000	THE RE	al set
		Inspector	available		WINE AND		No. of the last
	The state of	55 130 E 130 ASS	in	C192-28-459		1925-186W	1
			electronic		047-942-795		C100-100
li de	10000		media		1		Charles and the
*	to the state of			Revenue Officer/	7 Working	Commissione	30
	3 50	STATE OF THE PARTY	7 Working	Revenue Officer/	J		
5			Days for		Days	r	Working
	Table 5		event				Days
	ALCOHOLDS		data not				
			available				
			in				
6	A 6 30	ALCOHOL: THE PARTY OF	electronic				
	CATE OF THE PARTY	THE PART OF LAW	media				
4	Issue of	Zonal Commissioner	15	Town Planning	15 Working	Commissione	30
	Building		Working	Officer	Days	r	Working
	License	No. of the last of	Days	Officer	Duys	30.0	Days
)	License	THE RESERVE	Days	E TO STATE OF THE PARTY OF THE		A ST STORY	Days
5	Providing tap	Executive Engineer/	15	Assistant Executive	15 Working	Executive	30
9	and	Junior Engineer	Working	Engineer/	Days	Engineer	Working
	underground		Days	Town Engineer	, -		Days
	drainage		23,3	The state of the s			24,5
8	connection						
6	Occupancy	Zonal Commissioner	25	Deputy	07 Working	Commissione	15
Ä	certificate	A STATE OF STATE OF	Working	Commissioner-	Days		Working
7	Change of	Zonal Commissioner	Days 45	(Development) Deputy	15 Working	Commissione	Days 30
'	Property	2011al Colliniasionel	Working	Commissioner-	Days	r	Working
3	Ownership		Days	Revenue			Days
8	Road Cutting	Zonal Commissioner	15	Deputy	7 Working	Commissione	15
	(Right of way)		Working	Commissioner-	Days	r	Working
è	Permission	A State of the sta	Days	(Development)	300 1000		Days
	for obtaining	A CONTRACTOR OF THE PARTY OF TH	- 1 - A		THE RESERVE		
2	electricity	DENVEY STORES		CONTRACTOR OF THE PARTY	Service Services		
_	connection	LITERATURE CO. ALCOHOL	45	71	45 M. J.	Commission	20
9	NOC for Ground	Junior Engineer/Assistant	15 Working	Zonal	15 Working	Commissione	30 Working
1	Water Usage	Engineer/Assistant Executive	Working Days	Commissioner/Deput	Days	r	Working Days
	water osage	LACCULIVE	Days				Days

			The state of the s	Marie Control of the Control	Property and		THE WASTER
S.	List of	Designated officer	Stipulated	Competent Officer	Stipulated	Appellate	Stipulate
N	Services		time for		time for	Authority	d time
			designate		Competent		for
			_		· ·		
			d officer		Officer		Appellate
							Authority
		Engineer/Executive		y Commissioner			
		Engineer		(Development)			
10	Auto Trade	Health	01	Health Officer/Zonal	07 Working	Commissione	15
10	License	Inspectors/Environment	Working	Commissioner/Deput	Days	r	Working
	Renewal	al Engineer	Days	y Commissioner	Days	1042	Days
11	Road Cutting	Assistant Executive	30	Zonal	15 Working	Commissione	30
11	(Right of	Engineer/Executive	Working	Commissioner/Deput	_	r	Working
	(Right of Way)	Engineer		y Commissioner	Days		•
	Permission	Liigilieei	Days	(Development)			Days
	for OFC			(Development)			
	Laying						
12	Road Cutting	Assistant Executive	30	Zonal	15 Working	Commissione	30
12	(Right of	Engineer/Executive	Working	Commissioner/Deput	Days	r	Working
	(Right of Way)	Engineer	Days	y Commissioner	Days	1 43 - 115	Days
	Permission	LIIGIIICCI	Days	(Development)	A CONTRACTOR OF	100	Days
	for laying Gas	A-1-1-11	-1-11	(Development)	200 1000	Transfer of the	
	Pipeline	46556	- T A		TO SECURE	104 100	314-35-
13	Signage	Zonal Commissioner /	07	Deputy	15	Commissione	30
13	License for	Revenue Officer	Working	Commissioner	Working Day	r (CC's)	Working
	Advertisemen	nevenue omeer	Days	(Revenue)	S	1 (66 3)	Days
	t		Days	(nevenue)	3		Buys
14	Renewal of	Zonal Commissioner /	03Workin	Deputy	07	Commissione	15
	Signage	Revenue Officer	g Days	Commissioner	Working Day	r (CC's)	Working
	License for		0 1/1	(Revenue)	s		Days
	Advertisemen		Section 1		S. S. Albert, Day		
	t		43673	The South of the	136-7-395	12 BONT	4.36-7
15	Permission /	Zonal Commissioner /	03Workin	Deputy	07	Commissione	15
	NOC for	Revenue Officer	g Days	Commissioner	Working Day	r (CC's)	Working
	Movie		,	(Revenue)	s	, ,	Days
	shooting						-
16	Permission /	Assistant Executive	30	Zonal Commissioner	15	Commissione	30
8	Approval for	Engineer / Executive	Working	/ Deputy	Working Day	r	Working
	Mobile Tower	Engineer	Days	Commissioner	s	MI Deivi	Days
Ä	Erection	The state of the s		(Development)	THE RESERVE	Sept State	1000
17	Renewal of	Assistant Executive	07	Zonal Commissioner	15	Commissione	30
	Permission /	Engineer / Executive	Working	/ Deputy	Working Day	r	Working
	Approval for	Engineer	Days	Commissioner	S		Days
	Mobile Tower			(Development)			
	Erection						
18	Plinth	Zonal Commissioner	05	Deputy	7 Working	Commissione	15
	Inspection	THE RESERVE OF THE PARTY OF THE	Working	Commissioner	Days	r	Working
	E BULLY A	Alexander State of the second	Days	(Development)	With the Party	172	Days
19	Kutumba ID	Urban Local Bodies head	3 Working	Project Director,	15 Working	DC	15
	enrollment		Days (with	DUDC	Days	concerned	Working
			supporting			District	Days
			document)				
			7 working				
			days				
			(without				
1			supporting document)				
			uocument				

^{1.}S.N 4 6, inserted Vide Notification No. DPAR 191 NaSeKha 2017, Dated 19.10.2017

^{2.}S.N 7 to8 inserted Vide Notification No. DPAR 203 NaSeKha 2017, Dated 30.10.2017
3.S.N 4 amended (three services were combined as one) vide Notification No. DPAR 38 SAMS 2020: Dated: 30-09-2020

^{4.} S.N 9,11,12 inserted vide Notification No.DPAR38 SAMS 2020; Dated: 30-09-2020

^{5.} S.N 2 amended vide notification No. DPAR: 38 SAMS 2020; Dated: 30-09-2020

^{6.}S.N 10,13 to 17 inserted vide Notification No. DPAR 2 SSM 2020, Dated: 02-02-2021

^{7.}S.N 10 amended vide Notification No. DPAR 2 SSM 2021, Dated: 02-02-2021

^{8.} S.N 18 inserted vide Notification No. DPAR 02SSM 2021, Dated: 18-02-2021 9. S.N 6 & 4 amended vide Notification No. DPAR 02 SSM 2021; Dated: 18-02-2021

10. S.N 5 amended vide notification DPAR 38 SAMS 2020; Dated: 30-09-2020 11. S.N 1,2,3,5 inserted vide notification DPAR 13 EaKaAa 2012; Dated: 05-05-2012 12. S.N 19 inserted vide notification DPAR 2 SSM 2022; Dated: 26-07-2022

1.4 CITY MUNICIPAL COUNCIL (CMC) (Citizen Services)

1.4 CI	I Y MUNICIPAL C	OUNCIL (CM	(Citizen Servi	ices)		1.30 10	
S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
		officer	for designated	Officer	time for	Authority	time for
			officer		Competent		Appellate
					Officer		Authority
	January C. D. alla Danath	LL - del-	214/11	NA		D 1	•
1	Issue of Birth, Death	Health	3 Working Days	Municipal	15 Working	Deputy	30
	& Still Birth	Inspector	for event data	commissioner	Days	Commissioner	Working
	Certificates		available in			of District	Days
			electronic media				
			7 Working Days	Municipal	15 Working	Deputy	30
			for event data	commissioner		Commissioner	
			ATTENDED TO SECURITION AND ADDRESS.	commissioner	Days	Property and the second	Working
			not available in	The state of		of District	Days
			electronic media	BOOK TO SERVICE STATE OF THE PARTY OF THE PA	Residence in the	E PART MODERN	THE STATE OF
2	Grant of Trade	Health	15 Working Days	Municipal	15 Working	Deputy	30
	licence as	Inspector		commissioner	Days	Commissioner	Working
	prescribed.	·			,	of District	Days
3	Khatha Extract/	Revenue	3 Working Days if	Municipal	15 Working		30
3	· ·	48 C 27 C 7 C C				Deputy	
	Certificate	Officer	data is available	commissioner	Days	Commissioner	Working
		2000	in electronic	100000		of District	Days
		Managery P	7 Working Days if	Municipal	15 Working	Deputy	30
į.		ALC: SANS	data is not	commissioner	Days	Commissioner	Working
				Commissioner	Days		· ·
_	to a of D. Hallon	Accident	available in	0.0 -1-11	45 M/2 dia	of District	Days
4	Issue of Building	Assistant	15 Working Days	Municipal	15 Working	Deputy	30
	License	Executive	2 19-11 23-01	Commissioner	Days	Commissioner	Working
6		Engineer	440 March 192			District	Days
	THE RELEASE	W. C. S. S. S.	Part of the last	ALL STATES			1
		AND STAIN	STATE OF STA				Mindelle Comment
5	Providing tap and	Assistant	15 Working Days	Municipal	15 Working	Deputy	30
2	underground	Executive		Commissioner	Days	Commissioner	Working
7	drainage connection	Engineer			,	of District	Days
	dramage connection	Liigilieei				Of District	Days
6	Occupancy	Assistant	25 Working Days	Municipal	07 Working	Deputy	15
54	Certificate	Executive		Commissioner	Days	Commissioner	Working
		Engineer	SECTION BY	D. Vol. School St.	W. S. 1955 15	District	Days
7	Change of Property	Revenue	45 Working Days	Municipal	15 Working	District Deputy	30
1	Ownership	Officer	15 Working Buys	Commissioner	Days	Commissioner	Working
	Ownership	Officer		Commissioner	Days	Commissioner	_
							Days
8	Road Cutting (Right	Assistant	15 Working Days	Municipal	7 Working	District Deputy	15
S.	of way) Permission	Executive	In the state of the said	Commissioner	Days	Commissioner	Working
S.	for obtaining	Engineer		- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1	10000	2000	Days
N.	electricity	MY COLLE		Walled Land		CONT. Colum	
1	THE RESERVE OF THE PARTY OF THE	The second second		The State of the S		The state of the s	7 6 7 7 7 7 7
9	NOC for Ground	Assistant	15 Working days	Municipal	15 Working	Deputy	30
i i	Water Usage	Executive		Commissioner	Days	Commissioner	Working
		Engineer				of District	Days
		-					,
10	Auto trade license	Health	01	Municipal	07 Working	Deputy	15
	renewal	Inspector	Working Days	Commissioner	Days	Commissioner	Working
		1747		42	120000	of the District	Days
9	Carlo	West Prince Co.	COLUMN TO SERVICE SERV	THE REAL PROPERTY.			

S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
		officer	for designated	Officer	time for	Authority	time for
			officer		Competent		Appellate
					Officer		Authority
11	Road Cutting (Right	Assistant	30 Working Days	Municipal Commissioner	15 Working	Deputy	30
	of way) Permission	Executive		Commissioner	Days	Commissioner	Working
	for OFC laying	Engineer				of District	Days
12	Road Cutting (Right	Assistant	30 Working Days	Municipal	15 Working	Donutu	30
12	of way) Permission	Executive	30 WOLKING Days	Commissioner	Days	Deputy Commissioner	Working
	for laying Gas	Engineer	100000000000000000000000000000000000000		Days	of District	Days
	Pipeline	2.18.11001			W. SEAL	or District	24,5
13	Plinth Inspection	Assistant	05 Working Days	Municipal	07 Working	Deputy	15
		Executive		Commissioner	Days	Commissioner	Working
		Engineer				District	Days
	Signage License for	Revenue	07	Municipal	15 Working	Deputy	30
14	Advertisement	Officer	Working Days	Commissioner	Days	Commissioner	Working
		G.I.Idel		Commissioner	Jujo	of the District	Days
	Renewal of Signage	Revenue	03	Municipal	07 Working	Deputy	15
15	License for	Officer	Working Days	Commissioner	Days	Commissioner	Working
	Advertisement	0.00		m. (0.10 / 3/ 5 m)		of the District Deputy	Days 15
16	Permission/NOC for	Revenue	03	Municipal	07 Working	Commissioner	Working
10	Movie Shooting	Officer	Working Days	Commissioner	Days	of the District	Days
	Permission/Approval	Assistant					30
17	for Mobile tower	Executive	30	Municipal	15 Working	Deputy Commissioner	Working
17	erection	Engineer	Working Days	Commissioner	Days	of the District	Days
		_	714 11 7		45 144 11		·
18	Renewal of	Assistant	7 Working Days	Municipal	15 Working	Deputy	30
	Permission / Approval for Mobile	Executive Engineer	OF THE PARTY	Commissioner	Days	Commissioner of the District	Working Days
	Tower Erection	Liigilieei		The Real Property lies		of the District	Days
	. ower Erection	10000	9-3-2-5-1	11 11 11 11		1 - 1 - 1 - 1 - 1	
10	Markana Isa ID	Mala and Assault	2 Morking Days	Dunit	15 M/c -1.1-	DC annual	15
19	Kutumba ID enrollment	Urban Local Bodies head	3 Working Days (with supporting	Project Director, DUDC	15 Working Days	DC concerned District	15 Working
	emonnent	boules fiedu	document)	Director, DODC	Days	District	Days
1							Days
			7 working days				
1 C N	4 T		(without	. 1 10 10 2017			

- 1.- S.N 4 Inserted Vide Notification No. DPAR 191 NaSeKha 2017, Dated 19.10.2017
- 2- S.N 7&8 Inserted Vide Notification No. DPAR 203 NaSeKha 2017, Dated 30.10.2017
- 3.S.N 2 amended vide Notification No.DPAR38 SAMS 2020; Dated: 30-09-2020
- 4.S.N 4 amended (three services were combined as one) vide Notification No. DPAR 38 SAMS 2020: Dated: 30-09-2020
- 5. S.N 9-12 & 6 inserted vide Notification No. DPAR 38 SAMS 2020: Dated: 30-09-2020
- 6. S.N 13 -inserted Vide Notification No. DPAR 03 SSM 2021; Dated: 18-02-2021
- 7.S.N 14-18 inserted vide Notification No. DPAR 02 SSM 2020; Dated: 02-02-2021
- 8.S.N 10 amended vide Notification No. DPAR 03 SSM 2021, Dated: 02-02-2021
- 9. S.N 4 & 6 amended vide Notification No. DPAR 03 SSM 2021, Dated: 18-02-2021 10. S.N 5 amended vide notification DPAR 38 SAMS 2020; Dated: 30-09-2020
- 11.S.N 1,2,3, 5 inserted vide DPAR 13EaKaAa 2012; Dated: 01-03-2012 12. S.N 19 inserted vide notification DPAR 2 SSM 2022; Dated: 26-07-2022
- 13. S.N 10,14 to 17 amended vide notification DPAR 13 SSM 2022; Dated: 20-10-2022

1.5 TOWN MUNICIPAL	COUNCIL (T	MC) (Citizen	Services)

1		WN MUNICIPAL					COST PERAS	
	S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
			officer	for designated	Officer	time for	Authority	time for
				officer		Competent		Appellate
L						Officer		Authority
	1	Issue of Birth,	Health	3 Working Days	Chief Officer	15 Working	Project	30
		Death & Still Birth	Inspector	for event data		Days	Director, DUDC	Working
		Certificates		available in				Days
				electronic media				
				7 Working Days	Chief Officer	15 Working	Project	30
				for event data	1000	Days	Director, DUDC	Working
				not available in	2022/28/405	Mark Carlo		Days
L				electronic media	762-400	A STATE OF THE STA	CONTRACTOR OF THE PARTY OF THE	ST-10-1-20
	2	Grant of Trade	Health	15 Working Days	Chief Officer	15 Working	Project	30
		Licence as	Inspector			Days	Director/DUDC	Working
L		prescribed.						Days
	3	Khatha	Revenue	3 Working Days if	Chief Officer	15 Working	Project	30
		Extract/Certificate	Officer	data is available	Mary Street Street	Days	Director, DUDC	Working
			49333	in electronic	3 84,6339	THE REAL PROPERTY.	100 104 100 100	Days
			A 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	media	Wat Silvery		STATE THE	
				7 Working Days if	Chief Officer	15 Working	Project	30
			100	data is not		Days	Director, DUDC	Working
j		AND THE REAL PROPERTY.	PLANT STATE	available in				Days
L				electronic media				
	4	Issue of Building	Junior	15 Working Days	Chief Officer	15 Working	Project Director	30
		License	Engineer			Days	DUDC	Working
b		7 5 5 5 5	18 23 18 18 18 18 18 18 18 18 18 18 18 18 18	136	200 115	A 16-7-39	200 513	Days
		State Inches						
H	5	Providing tap and	Junior	15 Working Days	Chief Officer	15 Working	Project	30
	,	underground	Engineer	15 Working Days	Ciliei Officei	Days	Director, DUDC	Working
		drainage	Liigiileei			Days	Director, DODC	Days
		connection						Days
		connection						
1	6	Occupancy	Junior	25 Working Days	Chief Officer	07 Working	Project Director	15
	-	Certificate	Engineer			Days	DUDC	Working
		The second second		min many	- March 1			Days
1		BOTH S. L. WELLS			The last to be seen the	3 5 7 7 6 6	A STATE OF THE REAL PROPERTY.	
1	7	Change	Dougrana	AE Working Day	Chief Officer	1E Merkins	Drainet Directs	20
	7	Change of	Revenue	45 Working Days	Chief Officer	15 Working	Project Director	30
		Property	Officer			Days		Working
		Ownership						Days
	8	Road Cutting	Junior	15 Working Days	Chief Officer	7 Working	Project Director	15
		(Right of way)	Engineer	Contract of the	235 35	Days		Working
		Permission for	2000000	The same of the sa	Develage	1	200000	Days
		obtaining						
		electricity	5 3 5 0	the first of the		The second second	25 0 0 0 m	
L		connection	The Marie Control	the same of the			The state of the s	Acres 1 P
	9	NOC for Ground	Junior	15 Working days	Chief Officer	15 Working	Project Director	30
		Water Usage	Engineer			Days	DUDC	Working
								Days
	10	Auto Trade License	Health	1 Working Days	Chief Officer	7 Working	Project	15
		Renewal	Inspectors	Call and Line	(3) (RXX)	Days	Director, DUDC	Working
				No. of the last of				Days
			12 12 13 A	The same of the	2223145	The second	7//	
4							1.11	

Г	S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
			officer	for designated	Officer	time for	Authority	time for
				officer		Competent		Appellate
L						Officer		Authority
	11	Road Cutting	Junior 	30 Working Days	Chief Officer	15 Working	Project Director DUDC	30
		(Right of way)	Engineer			Days	DODC	Working
		Permission for OFC laying						Days
L	10			2014	ol : t ott:	45.14	2 : :2: :	22
	12	Road Cutting (Right of way)	Junior Engineer	30 Working Days	Chief Officer	15 Working	Project Director DUDC	30 Working
		Permission for	Eligilleei		74776	Days	5050	Days
		laying Gas Pipeline		10 mm 2 mm	475 750	A STATE OF		Days
┢	13	Plinth Inspection	Junior	05 Working Days	Chief	07 Working	Project Director	15
	13	Filliti ilispection	Engineer	05 Working Days	Officer	Days	DUDC	Working
			Eligilicei		Officer	Days	5050	Days
┢	14	Signage License for	Revenue	7 working Days	Chief Officer	15 Working	Project	30
		Advertisement	officer			Days	Director, DUDC	Working
			4333					Days
			4.000		and the same	A CONTRACTOR OF THE PARTY OF TH	The Property	57,400
l	15	Renewal of	Revenue	3 Working Days	Chief Officer	7 Working	Project	15
		Signage License for	officer			Days	Director, DUDC	Working
		Advertisement						Days
ù	16	Permission / NOC	Revenue	3 Working Days	Chief Officer	7 Working	Project	15
		for Movie shooting	officer			Days	Director, DUDC	Working
		Table 1						Days
				1 44 4		A. EVE		1 43
	17	Permission /	Junior	30 Working Days	Chief Officer	15 Working	Project	30
		Approval for	Engineer			Days	Director, DUDC	Working
		Mobile Tower Erection						Days
L								
	18	Renewal of	Junior	7 Working Days	Chief Officer	15 Working	Project	30
		Permission / Approval for	Engineer			Days	Director, DUDC	Working Days
		Mobile Tower	3 30 0		3000		3 30 0	Days
		Erection		THE RESERVE				15/5/5/2019
	19	Kutumba ID	Urban Local	3 Working Days	Project	15 Working	DC concerned	15
		enrollment	Bodies head	(with supporting	Director, DUDC	Days	District	Working
				document)				Days
				7 working days				
				(without				
				supporting				
				document)				
-	0 11 4	- Inserted Vide Notificat	N. DDAD 404 I	1 0 1/1 0047 D ()	10.10.0017			

1. - S.N 4 - Inserted Vide Notification No. DPAR 191 NaSeKha 2017, Dated 19.10.2017

^{2.} S.N 7 & 8 inserted Vide Notification No. DPAR 203 NaSeKha 2017, Dated 30/10/2017

^{3.}S.N 2 amended vide Notification No.DPAR38 SAMS 2020; Dated: 30-09-2020

^{4.}S.N 4 amended (three services were combined as one) vide Notification No. DPAR 38 SAMS 2020: Dated: 30-09-2020

^{5.} S.N 9-12 &6 inserted vide Notification No. DPAR 38 SAMS 2020: Dated: 30-09-2020

^{6.} S.N 13 -inserted Vide Notification No. DPAR 03 SSM 2021; Dated: 18-02-2021 7.S.N 14-18 inserted vide Notification No. DPAR 3 SSM 2021: Dated: 02-02-2021

^{8.}S.N 10 amended vide Notification No. DPAR 3 SSM 2021, Dated: 02-02-2021

^{9.} S.N 4 & 6 amended vide Notification No. DPAR 03 SSM 2021, Dated: 18-02-2021

^{10.} S.N 5 amended vide notification DPAR 38 SAMS 2020; Dated: 30-09-2020 11.S.N 1,2,3, 5 inserted vide DPAR 13EaKaAa 2012; Dated: 01-03-2012

^{12.} S.N 19 inserted vide notification DPAR 2 SSM 2022; Dated: 26-07-2022

1 6 TC	OWN PANCHAYA	AT (TP) (Citize	en Services)	The sale			10132
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Issue of Birth, Death & Still Birth Certificate	Health Officer	3 Working Days if event data is available in electronic media.	Chief Officer	15 Working Days	Project Director, DUDC	30 Working Days
			7 Working Days if event data is not available in electronic media	Chief Officer	15 Working Days	Project Director, DUDC	30 Working Days
2	Grant of Trade Licence as prescribed.	Health Inspector	15 Working Days	Chief Officer	15 Working Days	Project Director, DUDC	30 Working Days
3	Khatha Extract/Certificate	Revenue Inspector	3 Working Days if data is available in electronic media	Chief Officer	15 Working Days	Project Director, DUDC	30 Working Days
			7 Working Days if data is not available in electronic media	Chief Officer	15 Working Days	Project Director, DUDC	30 Working Days
4	Issue of Building License	Junior Engineer	15 Working Days	Chief Officer	15 Working Days	Project Director DUDC	30 Working Days
5	Providing tap and underground drainage connection	Junior Engineer	15 Working Days	Chief Officer	15 Working Days	Project Director, DUDC	30 Working Days
6	Occupancy Certificate	Junior Engineer	25 Working Days	Chief Officer	07 Working Days	Project Director DUDC	15 Working Days
7	Change of Property Ownership	Revenue Inspector	45 Working Days	Chief Officer	15 Working Days	Project Director	30 Working Days
8	Road Cutting (Right of way) Permission for obtaining electricity connection	Junior Engineer	15 Working Days	Chief Officer	7 Working Days	Project Director	15 Working Days
9	NOC for Ground Water Usage	Junior Engineer	15 Working days	Chief Officer	15 Working Days	Project Director DUDC	30 Working Days
10	Auto Trade License Renewal	Health Inspectors	1 Working Days	Chief Officer	7 Working Days	Project Director, DUDC	15 Working Days
11	Road Cutting (Right of way) Permission for OFC laying	Junior Engineer	30 Working Days	Chief Officer	15 Working Days	Project Director DUDC	30 Working Days
12	Road Cutting (Right of way) Permission for laying Gas Pipeline	Junior Engineer	30 Working Days	Chief Officer	15 Working Days	Project Director DUDC	30 Working Days

S.N		2	6.1 1 . 1.1		Cut I i I		Cut I I I
5.N	List of Services	Designated officer	Stipulated time for designated	Competent Officer	Stipulated time for	Appellate Authority	Stipulated time for
		Officer	officer	Officer	Competent	Authority	Appellate
			Officer		Officer		Authority
13	Plinth Inspection	Junior	05 Working Days	Chief	07 Working	Project Director	15 Working
13	Fillitifilispection	Engineer	OS WOIKING Days	Officer	Days	DUDC	Days
	6: 1:		7.1// /: 5	All of the last of the		A Printer of Section 6 in	
14	Signage License	Revenue	7 Working Days	Chief Officer	15 Working	Project	30 Working
	for Advertisement	Inspector	11 1000000		Days	Director, DUDC	Days
15	Renewal of	Revenue	3 Working Days	Chief Officer	07 Working	Project	15 Working
	Signage License	Inspector			Days	Director, DUDC	Days
	for Advertisement						
16	Permission / NOC	Revenue	3 Working Days	Chief Officer	7 Working	Project	15 Working
	for Movie	Inspector			Days	Director, DUDC	Days
	shooting			227	The second second		- Children
17	Permission /	Junior	30 Working Days	Chief Officer	15 Working	Project	30 Working
	Approval for	Engineer			Days	Director, DUDC	Days
	Mobile Tower						
	Erection						
18	Renewal of	Junior	7 Working Days	Chief Officer	15 Working	Project	30 Working
	Permission /	Engineer			Days	Director, DUDC	Days
	Approval for		HE WAS THE	1000		610 F 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	1000
	Mobile Tower	120 July 200		CONTRACTOR		STREET, STATE OF THE PARTY OF T	
1	Erection				2000		200
19	Kutumba ID	Urban Local	3 Working Days	Project	15 Working	DC concerned	15 Working
	enrollment	Bodies head	(with supporting	Director, DUDC	Days	District	Days
			document)				
			7 working days				
			(without				
			supporting				
9			document)				

- 1.- S.N 4 Inserted Vide Notification No. DPAR 191 NaSeKha 2017, Dated 19.10.2017
- 2. S.N 7 & 8 inserted Vide Notification No. DPAR 203 NaSeKha 2017, Dated 30/10/2017
- 3.S.N 2 amended vide Notification No.DPAR38 SAMS 2020; Dated: 30-09-2020
- 4.S.N 4 amended (three services were combined as one) vide Notification No. DPAR 38 SAMS 2020: Dated: 30-09-2020
- 5. S.N 9-12 & 6 inserted vide Notification No. DPAR 38 SAMS 2020: Dated: 30-09-2020
- 6. S.N 13 -inserted Vide Notification No. DPAR 03 SSM 2021; Dated: 18-02-2021
- 7.S.N 14-18 inserted vide Notification No. DPAR 3 SSM 2021: Dated: 02-02-2021
- 8.S.N 10 amended vide Notification No. DPAR3 SSM 2021, Dated: 02-02-2021
- 9. S.N 4 & 6 amended vide Notification No. DPAR 03 SSM 2021, Dated: 18-02-2021
- 10. S.N 5 amended vide notification DPAR 38 SAMS 2020; Dated: 30-09-2020
- 11.S.N 1,2,3 5 inserted vide DPAR 13EaKaAa 2012; Dated: 01-03-2012
- 12. S.N 19 inserted vide notification DPAR 2 SSM 2022; Dated: 26-07-2022
- 13. S.N 15 amended vide notification DPAR 13 SSM 2022; Dated: 20-10-2022

1.7 BANGALORE DEVELOPMENT AUTHORITY (BDA) (Citizen Services)

S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
		officer	for designated	Officer	time for	Authority	time for
			officer		Competent		Appellate
					Officer		Authority
	0 11 11 1	20.40	45.11/. 1: 5	- ··	45.14		45
1.	Building plan	30x40 and	15 Working Days	Executive	15 Working	Engineer	15
	approval for sites	below:		Engineer	Days	Member	working
	and Civic	Assistant					days
	Amenities Sites in	Executive					
	BDA Layouts and	Engineer					
	BDA approved	Above 30x40		Engineer Officer		Engineer	
	private layouts not	and below		THE RESERVE		member	
	handed over to	40x60:					
	BBMP, yet.	Executive		DESCRIPTION OF THE PARTY OF THE			
		Engineer				<i>f</i>	

			The state of the s	6 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	THE MARCHINE	ALE ALL MARK	COLOR MARCH
S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
		officer	for designated	Officer	time for	Authority	time for
			officer		Competent	•	Appellate
			omeer		· ·		
					Officer		Authority
		Above 60x40:		Engineer		Commissioner	
		Engineer		member		Commissioner	
		Officer		member			
	D. Haller Dlan		2014/4-1: D	F	45 14/- 11	C	45
2.	Building Plan	Engineer	30 Working Days	Engineer	15 Working	Commissioner	15
	approval for sites	Officer		member	Days		working
	in BDA layouts and			WIT STRONG	1960 (1900)	WILL STORY	days
	BDA approved		0.0713933	1217 540	3-238673	40724	1-2-200
	private layouts,		(Sept. 518)	- () 5 / S ()	100000000000000000000000000000000000000		10-13-12
	not handed over to			Service Contracts		THE RESERVE	
	BBMP yet, where			Control of the second	STATE OF THE STATE	The state of the s	CONTRACTOR AND ADDRESS OF THE PARTY OF THE P
	the height of the		100 C C C C C C C C C C C C C C C C C C		1200		
	proposed building		ACTUAL DESIGNATION OF THE PARTY		Windson Live		CONTRACTOR OF THE PARTY OF THE
	is upto 15 meters.			- March 100 to	in the same	The state of the s	Acres 100
	-		AND REPORT OF THE PARTY OF THE	201 63-19	SECTION IN	2 2 W 63 m	95 S. C. A.
3.	Building Plan	Engineer	30 Working Days	Engineer	15 Working	Commissioner	15
	approval for sites	Officer		member	Days		working
	in BDA layouts and						days
	BDA approved						
	private layouts,						
	not handed over to						
	BBMP, yet, where						
	height of the						
	proposed building						
	is above 15 meters						
<u> </u>	Ohtoinina	Danishi	07 Madding Davis	Canadani	15 Manhine	Camanianianan	15
4.	Obtaining Possession	Deputy	07 Working Days	Secretary	15 Working	Commissioner	15
i.		Secretary			Days		working
5	Certificate in	ALCOHOL: NO.		CONTRACTOR OF STREET			days
	respect of cases	The second second	St. Control of the Control	Charles and the		The state of the state of	
	where site has		STATE OF THE STATE	100000000000000000000000000000000000000	A STATE OF THE PARTY OF THE PAR		
	been allotted on	WILL STORY	NAME OF STREET	WIT STONES	ASSESSMENT OF THE PARTY OF THE	WILL THE STATE OF	WA 16 10 10
Š.	Lease cum Sale	4 21 10 4	Part and the part has	12110 9 40	1-2015	4.0112.4	1-1-200
1	basis and Lease –		Contract of the	- 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	100000000000000000000000000000000000000		19-1-2
	cum-sale deed	CONTRACTOR AND ADDRESS.		MARKET CONTRACTOR		THE OWNER	
Ä	agreement (LCSA)	THE REAL PROPERTY.			THE PARTY OF THE		
	is executed.		NAME OF BRIDE		100 THE		
5.	Obtaining khatha	Revenue	15 Working Days	Deputy	15 Working	Secretary	15
	for properties in	Officer –East		Secretary-1	Days		Working
0	BDA Layouts and	Revenue		Deputy	,		Days
8	BDA approved	Officer-West		Secretary-3			,
	private layouts,	Revenue		Deputy			
	not handed over to	Officer-North		Secretary-4			
	BBMP yet.	Revenue		Deputy			
2	23 , 66.	Office -South		Secretary-2			
6.	Obtaining transfer	Revenue	30 Working Days	Deputy	15 Working	Secretary	15
J.	of Khatha	Officer –East	22 11 21 11 11 18 24 73	Secretary-1	Days	2 3 G. C. G. Y	Working
	following death of	Revenue	The second second	Deputy	Duys	237 12745	Days
9	a property owner	Officer -West	S-52-2-12-12-12-12-12-12-12-12-12-12-12-12-	Secretary-3		Salar Salar	34,3
	or based on the	Revenue	AND ADDRESS.	Deputy	Company of the State of the Sta	- NO. 15	August 1975
	WILL of the	Officer-North		Secretary-4		8.30 11 -	
	deceased.	Revenue	OR BUT THE TANK	Deputy	Section 1	THE RESERVE OF THE PERSON OF T	
	ueceaseu.	Officer-South	1 2 - ENT	Secretary-2	F F - 20	Sec. 130 Sec.	LIFE FEE
7.	Obtaining Khatha		20 Working Days		15 Working	Socretary	15
/.	Obtaining Khatha	Revenue	30 Working Days	Deputy	15 Working	Secretary	
No.	Transfer for	Officer –East		Secretary-1	Days		Working
	properties sold or	Revenue		Deputy			Days
6	gifted in respect of	Officer -West		Secretary-3			
7	those properties in	Revenue		Deputy			
	BDA layouts or	Officer-North		Secretary-4			
	BDA approved	Revenue		Deputy			
	private layouts.	Office -South		Secretary-2		7/17	

	S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
			officer	for designated	Officer	time for	Authority	time for
				officer		Competent	,	Appellate
				Officer		Officer		
						Officer		Authority
\vdash	8.	To obtain	Engineer	12 Working Days	Engineer	15 Working	Commissioner	15
	٥.	'Commencement	officer	12 Working Days	Member	Days	Commissioner	Working
		Certificate' for	Officer	11.1	Wiember	Days		Days
		beginning the			the second	12000	The state of the s	Days
		construction work		A COURT			STATE OF THE STATE OF	
		in respect of cases		The state of the s	THE TOTAL OF STREET		THE REAL PROPERTY AND ADDRESS OF THE PARTY AND	CO COLUMN
		where Building		医图主题 (4)				
		plan approval is			2022/35/405	STATE OF THE STATE		The sales
		already obtained.				100000000000000000000000000000000000000		S. 13 hr 40
\vdash	9.	To obtain					Commissioner	
	9.		Facinose	12 Working Davis	Fnaincer	15 Morling	Commissioner	15
		'Occupancy	Engineer Officer	12 Working Days	Engineer Member	15 Working		
		Certificate' for the	Officer		Member	Days		Working
		buildings						Days
		completed.						
L								
	10.	To obtain approval	Joint Director	30 Working days	Town Planner	15 Working	Commissioner	15
		for Subdivision of a		Company of the second	member	Days	1 2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	Working
		site or	CONTRACTOR AND		MANUFACTURE OF THE PARTY OF THE		CONTRACTOR OF THE	Days
Ä		Amalgamation of	THE STAR			TOTAL STREET	THE SAL	B. BEALT
		sites in BDA				SECTION STATE		Contract of the Contract of th
ò		layouts and BDA	3-3-2	THE REAL PROPERTY.			3-32/	1000
		approved private						SERVICE SERVICE
		layouts.	and the state of	7250-7256	and the state of t	319.1123	Red Land Control	72.50.0
	11.	Sending required	Assistant	7 Working Days	Joint Director	15 Working	Town planner	15
		information to	Director			Days	Member	Working
		_						
		Revenue						Days
		Revenue Department in						
		Department in						
		Department in respect of those cases where citizens have						
		Department in respect of those cases where citizens have applied for						
		Department in respect of those cases where citizens have						
		Department in respect of those cases where citizens have applied for						
		Department in respect of those cases where citizens have applied for alienation of land						Days
	12	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section	Joint Director	30 Working Days	Town Planner	15 Working	Commissioner	Days 15
	12	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act	Joint Director	30 Working Days	Town Planner member	15 Working Days	Commissioner	Days 15 Working
	12	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining	Joint Director	30 Working Days		-	Commissioner	Days 15
	12	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement	Joint Director	30 Working Days		-	Commissioner	Days 15 Working
	12	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the	Joint Director	30 Working Days		-	Commissioner	Days 15 Working
	12	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change	Joint Director	30 Working Days		-	Commissioner	Days 15 Working
_	12	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is	Joint Director	30 Working Days		-	Commissioner	Days 15 Working
	12	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change	Joint Director	30 Working Days		-	Commissioner	Days 15 Working
		Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved.			member	Days		15 Working Days"
	12	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved.	Town Planning	120 Working	member Commissioner,	Days 15 Working	Additional Chief	15 Working Days"
		Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved. Approval for change of land use			member Commissioner, Bangalore	Days	Additional Chief Secretary,	15 Working Days"
		Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved.	Town Planning	120 Working	member Commissioner, Bangalore Development	Days 15 Working	Additional Chief Secretary, Urban	15 Working Days"
		Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved. Approval for change of land use	Town Planning	120 Working	member Commissioner, Bangalore	Days 15 Working	Additional Chief Secretary, Urban Development	15 Working Days"
	13	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved. Approval for change of land use in BDA limits	Town Planning Member	120 Working Days	Commissioner, Bangalore Development Authority.	Days 15 Working Days	Additional Chief Secretary, Urban Development Department	15 Working Days"
		Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved. Approval for change of land use in BDA limits Single /Multiple	Town Planning Member Town planner	120 Working	Commissioner, Bangalore Development Authority. Commissioner,	Days 15 Working Days	Additional Chief Secretary, Urban Development Department Metropolitan	15 Working Days"
	13	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved. Approval for change of land use in BDA limits Single /Multiple Plot layout	Town Planning Member	120 Working Days	Commissioner, Bangalore Development Authority.	Days 15 Working Days	Additional Chief Secretary, Urban Development Department Metropolitan Commissioner,	15 Working Days" 15 Working Days 15 Working
	13	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved. Approval for change of land use in BDA limits Single /Multiple	Town Planning Member Town planner	120 Working Days	Commissioner, Bangalore Development Authority. Commissioner,	Days 15 Working Days	Additional Chief Secretary, Urban Development Department Metropolitan Commissioner, Bangalore	15 Working Days"
	13	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved. Approval for change of land use in BDA limits Single /Multiple Plot layout	Town Planning Member Town planner	120 Working Days	Commissioner, Bangalore Development Authority. Commissioner,	Days 15 Working Days	Additional Chief Secretary, Urban Development Department Metropolitan Commissioner,	15 Working Days" 15 Working Days 15 Working
	13	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved. Approval for change of land use in BDA limits Single /Multiple Plot layout	Town Planning Member Town planner	120 Working Days	Commissioner, Bangalore Development Authority. Commissioner,	Days 15 Working Days	Additional Chief Secretary, Urban Development Department Metropolitan Commissioner, Bangalore Metropolitan	15 Working Days" 15 Working Days 15 Working
	13	Department in respect of those cases where citizens have applied for alienation of land with the revenue authorities. As per Section 14a(3) of KTCP Act 1961, obtaining commencement certificate for the land where change of land use is already approved. Approval for change of land use in BDA limits Single /Multiple Plot layout	Town Planning Member Town planner	120 Working Days	Commissioner, Bangalore Development Authority. Commissioner,	Days 15 Working Days	Additional Chief Secretary, Urban Development Department Metropolitan Commissioner, Bangalore Metropolitan Region	15 Working Days" 15 Working Days 15 Working

S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
		officer	for designated	Officer	time for	Authority	time for
			officer		Competent		Appellate
					Officer		Authority
15	Execution of sale	Deputy	30 Working Days	Secretary,	07 Working	Commissioner,	07
15	Execution of sale Deed after expiry	Deputy Secretary	30 Working Days	Secretary, Bangalore	07 Working Days	Commissioner, Bangalore	07 Working
15			30 Working Days		U	,	0,
15	Deed after expiry		30 Working Days	Bangalore	U	Bangalore	Working
15	Deed after expiry of Lease-cum-sale-		30 Working Days	Bangalore Development	U	Bangalore Development	Working

- 1. S.N 1 to 12 inserted vide Notification No. DPAR 119 NaSeKha 2012, Dated: 26/10/2012 2...S.N 13 inserted Vide Notification No. DPAR 191 NaSeKha 2017, Dated 19.10.2017 3. S.N 14 inserted Vide Notification No. DPAR 4 SSM 2022, Dated 06.09.2022

- 4. S.N 15 inserted Vide Notification No. DPAR 9 SSM 2022, Dated 06.09.2022

1.8 BANGALORE METROPOLITAN REGION DEVELOPMENT AUTHORITY (BMRDA) (Citizen

Service	ANGALORE METR <mark>res)</mark>	OF OLITAN KEC	JION DE VELO	I WILIVI AOTI	IORITT (D	WINDA) (CIUZ	<u>-11</u>
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Approval for change of land use in BMRDA limit	Member secretary, Planning Authorities.	120 Working Days	Metropolitan Commissioner, BMRDA	15 Days	Additional Chief Secretary, Urban Development Department	15 Days
2	Approval for Change of land use in Urban Development Authorities/Planning Authorities/Municipal Planning Authorities	Member secretary, Planning Authorities.	120 Working Days	Secretary, Urban Development Department	15 Days	Additional Chief Secretary, Urban Development Department	15 Days
3	Plan approval for differen	ent purpose					
a	Draft Multi Plot Plan/Single Plot Plan/Development Plan Approval (Under Section 17(1) (2) & 2(a) of Karnataka Town and Country Planning Act 1961)	Joint Director of Town and Country Planning/Member Secretary of respective Planning Authority	120 Working Days	Metropolitan Commissioner, Bengaluru Metropolitan Region Development Authority. (B.M.R.D.A)	15 Working Days	Additional Chi ef Secretary to Government, Urban Develo pment Depart ment.	15 Working Days

CN	list of Construct	Designated	Cation along the state of	Community	Calmandata	A	Calmidate	1
S.N	List of Services	Designated officer	Stipulated time for designated	Competent Officer	Stipulated time for	Appellate Authority	Stipulated time for	
		omee.	officer	Omeer	Competent	ridenoney	Appellate	
					Officer		Authority	
		Deputy Director			THE REAL PROPERTY.		126 /10	
		of Town and						
		Country						
		Planning/Member						
		Secretary					Owner.	
		Commissioner,						
		Urban	10		10			
		Development						
		Authority,						
		Ramanagara.	400000		ACC. 200		No. of Con-	
b	Site Release/Final	Joint Director of	120 Working	Metropolitan	15	Additional Chi	15	١
	Layout Plan Approval	Town and	Days	Commissioner,	Working	ef Secretary to Government,	Working	
	(Under Section (2b)	Country		Bengaluru	Days	Urban Develo pment Depart	Days	
	of Karnataka Town	Planning/Member		Metropolitan		ment.		
	and Country Planning	Secretary of		Region				
	Act 1961)	respective		Development				
		Planning		Authority.				
		Authority		(B.M.R.D.A))				
		Deputy Director						
		of Town and						
		Country						
		Planning/Member						
		Secretary						
		Commissioner,						
		Urban						
		Development						
		Authority,						
		Ramanagara.						
С		Joint Director of	120 Working	Metropolitan	35534	Additional Chi ef Secretary to		
		Town and	Days	Commissioner,		Government,		

S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
		officer	for designated	Officer	time for	Authority	time for
			officer		Competent		Appellate
					Officer		Authority
	Sub Division	Country		Bengaluru	77.5	Urban Develo	15
	/Amalgamation of	Planning/Member	48-0 E340 M	Metropolitan	15 Workin	pment Depart ment.	Working
	Amaigamation of	Fiaming/Weimbei		Wietropolitari	g Days	ment.	WOIKING
	Sites	Secretary of	1/1	Region	3 17		Days
				0	200 A.S.		2112
		respective		Development			
		Planning		Authority.			9000
		Authority		(B.M.R.D.A)			0.00
		Deputy Director o					
		f Town and Count					158 200
		ry Planning/Mem ber Secretary					
		ber secretary	A STATE OF THE STA	The state of the s	A STATE		1 33
							STEEL STORY
		Commissioner,	47.17 3 3 3	FER SERVE	STATE OF		17.40 CE
		Urban		Str. II	200	K. T. S. A.	
		Development	100	2000			
				23			
		Authority,	The state of the s	211	Mary Con		
		Ramanagara.					
	15			23 15 1	5.5	81230113	-55

- S.N 1 to 2 inserted Vide Notification No. DPAR 191 NaSeKha 2017, Dated 19.10.2017
 S.N 3 inserted Vide Notification No. DPAR 66 SSM 2020, Dated 21-12-2022

1.9 URBAN DEVELOPMENT AUTHORITIES (Citizen Services)

S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
		officer	for designated	Officer	time for	Authority	time for
			officer		Competent	•	Appellate
					Officer		Authority
1	Approval for Change	Commissioner,	120 Working	Secretary,	15 Days	Additional	15 Days
	of land use in Urban	Urban	Days	Urban		Chief Secretary,	
	Development	Development		Development		Urban	
	Authorities/Planning	Authorities.		Department		Development	
	Authorities/Municipal					Department	
	Planning Authorities						
	S.N 1	1 Approval for Change of land use in Urban Development Authorities/Planning Authorities/Municipal	officer Approval for Change Commissioner, of land use in Urban Urban Development Development Authorities/Planning Authorities. Authorities/Municipal	officer for designated officer 1 Approval for Change Commissioner, 120 Working of land use in Urban Urban Days Development Development Authorities/Planning Authorities. Authorities/Municipal	officer for designated officer 1 Approval for Change Commissioner, 120 Working Secretary, of land use in Urban Urban Days Urban Development Development Development Authorities/Planning Authorities. Authorities/Municipal	officer for designated officer time for Competent Officer 1 Approval for Change Commissioner, 120 Working Secretary, 15 Days of land use in Urban Urban Days Urban Development Development Development Authorities/Planning Authorities. Department	officer for designated officer Competent Officer 1 Approval for Change Commissioner, 120 Working Secretary, 15 Days Additional Of land use in Urban Days Urban Development Development Development Development Development Authorities/Planning Authorities. Authorities/Municipal Department Department Department Department Department

^{1.} S.N 1 inserted Vide Notification No. DPAR 191 NaSeKha 2017, Dated 19.10.2017

1.10 Karnataka Urban Water Supply and Drainage Board (Citizen Services)

SI.	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
No		Officer	time for	officer	time for	authority	time for
			designated		competent		Appellate
			officer		officer		authority
1	Permission for new	Assistant	07	Executive	07 Working	Chief	10
	connection/additional	Executive	Working	Engineer	Days	Engineer	Working
	connection for water supply	Engineer	Days				Days
2	Permission for new	Assistant	04	Executive	07 Working	Chief	07 Working
	connection/additional	Executive	Working	Engineer	Days	Engineer	Days
	connection for ground water	Engineer	Days	17 (40 SEA)	ACCOUNTS NO	was offered	157 LEVE 15
	drainage		STEEL STATE		1 100 40	COOPE	
3	Certificate of non-availability	Assistant	04	Executive	07 Working	Chief	07 Working
	of water from water supply	Executive	Working	Engineer	Days	Engineer	Days
	agency required for NOC for	Engineer	Days				
	water abstraction from						
	CGWA						

^{1.} S.N 1-3 inserted Vide Notification No. DPAR 42 SSM 2020, Dated 06.10.2020

2. TRANSPORT DEPARTMENT

2.1 TRA	ANSPORT DEPA	ARTMENT (Citizen S	ervices)		De-+0.75	1000	S-35-40
S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
			time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
1	Learning License	Deputy Commissioner	03 Working	Joint	30 Working	Commissioner	30
		for Transport / Senior	Days	Commissioner	Days	for Transport	Working
		Regional Transport Officer (Sr. R.T.O) /		for Transport (J.C.T.)		(C.T.)	Days
		Regional Transport		(3.0.1.)			
		Officer (R.T.O) /					
		Assistant Regional					
		Transport Officer					
		(A.R.T.O)					
2	Driving License	Deputy Commissioner for Transport / Senior	15 Working	Joint Commissioner	30 Working	Commissioner for Transport	30 Working
		Regional Transport	Days	for Transport	Days	(C.T.)	Days
		Officer (Sr. R.T.O) /		(J.C.T.)		(6.1.)	Days
		Regional Transport					
		Officer (R.T.O) /		110 20		- T-	
		Assistant Regional Transport Officer				Grant S	
		(A.R.T.O)		F 7 5 7 5 10		C 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
3	Registration of	Deputy Commissioner	03 Working	Joint	30 Working	Commissioner	30
	Vehicle	for Transport / Senior	Days	Commissioner	Days	for Transport	Working
		Regional Transport		for Transport		(C.T.)	Days
		Officer (Sr. R.T.O) /		(J.C.T.)			
		Regional Transport Officer (R.T.O) /					
		Assistant Regional					
		Transport Officer					
		(A.R.T.O)					
4	Duplicate	Deputy Commissioner	03 Working	Joint	30 Working	Commissioner	30
	License	for Transport / Senior Regional Transport	Days	Commissioner for Transport	Days	for Transport (C.T.)	Working Days
		Officer (Sr. R.T.O) /		(J.C.T.)		(0.1.)	Days
		Regional Transport					
		Officer (R.T.O) /					
		Assistant Regional		The state of		8 38 A	
		Transport Officer (A.R.T.O)		A TOWNS		The last transfer	
5	Duplicate	Deputy Commissioner	07 Working	Joint	30 Working	Commissioner	30
	Registration	for Transport / Senior	Days	Commissioner	Days	for Transport	Working
	Certificate	Regional Transport		for Transport		(C.T.)	Days
		Officer (Sr. R.T.O) / Regional Transport		(J.C.T.)			
		Officer (R.T.O) /					
		Assistant Regional					
		Transport Officer					
		(A.R.T.O)					
6	Duplicate copy	Deputy Commissioner	03 Working	Joint	15 Working	Commissioner	30
	of Learning License	for Transport / Senior Regional Transport	Days	Commissioner for Transport	Days	for Transport (C.T.)	Working Days
	License	Officer (Sr. R.T.O) /		(J.C.T.)		(C.1.)	Days
		Regional Transport		(5.5.1.)			
		Officer (R.T.O) /		TOP STATE			
		Assistant Regional		1 2 3 3 3 3			
		Transport Officer (A.R.T.O)		The state of the s			
		(7.11.1.0)				//	

_				A STATE OF BUILDING	7 1 7 7 7	E-MASSACH M.	E 3 1 7 4	
	S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
				time for	Officer	time for	Authority	time for
				designated		Competent		Appellate
L				officer		Officer		Authority
	7	Change of	Deputy Commissioner	03 Working	Joint	30 Working	Commissioner	30
		Address note in	for Transport / Senior	Days	Commissioner	Days	for Transport	Working
		Learning License	Regional Transport Officer (Sr. R.T.O) /		for Transport (J.C.T.)		(C.T.)	Days
			Regional Transport		(J.C.1.)			
			Officer (R.T.O) /					
F	8	License of	Deputy Commissioner	15 Working	Joint	30 Working	Commissioner	30
		opening for New	for Transport / Senior	Days	Commissioner	Days	for Transport	Working
		Driving Schools	Regional Transport		for Transport		(C.T.)	Days
			Officer (Sr. R.T.O) / Regional Transport		(J.C.T.)			
			Officer (R.T.O) /					
			Assistant Regional		3000		8-30 d	
			Transport Officer				The second	
Ļ			(A.R.T.O)		130 117		WT. 230 TY T	
	9	Renewal for	Deputy Commissioner	21 Working	Joint	30 Working	Commissioner	30
		Driving School	for Transport / Senior Regional Transport	Days	Commissioner for Transport	Days	for Transport (C.T.)	Working Days
		Learning License	Officer (Sr. R.T.O) /		(J.C.T.)		(C.1.)	Days
			Regional Transport		,			
			Officer (R.T.O) /					
			Assistant Regional Transport Officer					
			(A.R.T.O)					
l	10	Conductor	Deputy Commissioner	05 Working	Joint	30 Working	Commissioner	30
		License and	for Transport / Senior	Days	Commissioner	Days	for Transport	Working
		Badge	Regional Transport		for Transport		(C.T.)	Days
		Distribution	Officer (Sr. R.T.O) / Regional Transport		(J.C.T.)			
			Officer (R.T.O) /		SAN SECTION		Control of the	
			Assistant Regional				CO DESCRIP	
			Transport Officer		THE PERSON		WIND STORY	
-	4.4	- 16	(A.R.T.O) Deputy Commissioner			20.11/	0	
	11	Renewal for	for Transport / Senior	03 Working	Joint Commissioner	30 Working Days	Commissioner for Transport	30 Working
		conductor	Regional Transport	Days	for Transport	Days	(C.T.)	Days
		License	Officer (Sr. R.T.O) /		(J.C.T.)		(6.1.)	24,5
			Regional Transport					
			Officer (R.T.O) /					
			Assistant Regional Transport Officer					
			(A.R.T.O)					
	12	Change of	Deputy Commissioner	03 Working	Joint	15 Working	Commissioner	30
		Address in	for Transport / Senior	Days	Commissioner	Days	for Transport	Working
		Conductor	Regional Transport Officer (Sr. R.T.O) /		for Transport		(C.T.)	Days
		License	Regional Transport		(J.C.T.)			
			Officer (R.T.O) /		God Barrier			
			Assistant Regional					
			Transport Officer		30.0		1.36 11	
1	13	Duplicate copy	(A.R.T.O) Deputy Commissioner	03 Working	Joint	15 Working	Commissioner	30
	13	of Conductor	for Transport / Senior	Days	Commissioner	Days	for Transport	Working
		License and	Regional Transport	Days	for Transport	24,5	(C.T.)	Days
		Badge	Officer (Sr. R.T.O) /		(J.C.T.)			
		20060	Regional Transport					
			Officer (R.T.O) / Assistant Regional					
			Transport Officer					
L			(A.R.T.O)					
L			(A.N.1.U)					

C NI	List of Comitees	Docignated officer	Ctipulated	Compost	C+inlatad	Annallata	Ctipulated
S.N	List of Services	Designated officer	Stipulated time for	Competent Officer	Stipulated time for	Appellate Authority	Stipulated time for
			designated	Officer	Competent	Authority	Appellate
			officer		Officer		Authority
14	International	Deputy Commissioner	05 Working	Joint	15 Working	Commissioner	30
	Driving License	for Transport / Senior	Days	Commissioner	Days	for Transport	Working
	Permit	Regional Transport		for Transport		(C.T.)	Days
		Officer (Sr. R.T.O) / Regional Transport		(J.C.T.)		N. S. S. S. D.	
		Officer (R.T.O) /					
		Assistant Regional				MARK STREET	
		Transport Officer (A.R.T.O)		10000			
15	Temporary	Deputy Commissioner	03 Working	Joint	15 Working	Commissioner	30
	Registration	for Transport / Senior	Days	Commissioner	Days	for Transport	Working
		Regional Transport Officer (Sr. R.T.O) /		for Transport		(C.T.)	Days
		Regional Transport		(J.C.T.)			
		Officer (R.T.O) /					
		Assistant Regional					
		Transport Officer (A.R.T.O)					
16	Transfer for	Deputy Commissioner	07 Working	Joint	30 Working	Commissioner	30
	Ownership	for Transport / Senior	Days	Commissioner	Days	for Transport	Working
		Regional Transport Officer (Sr. R.T.O) /		for Transport (J.C.T.)		(C.T.)	Days
		Regional Transport		(3.0.1.)		20222844	
		Officer (R.T.O) /					
		Assistant Regional Transport Officer		327		1327	
		(A.R.T.O)					
17	Transfer note	Deputy Commissioner	60 Working	Joint	15 Working	Commissioner	30
	for ownership	for Transport / Senior Regional Transport	Days	Commissioner	Days	for Transport	working
	after the death	Officer (Sr. R.T.O) /		for Transport (J.C.T.)		(C.T.)	days
	of Vehicle Owner	Regional Transport		(/			
	Owner	Officer (R.T.O) /					
		Assistant Regional Transport Officer					
		(A.R.T.O)					
18	Change	Deputy Commissioner	15 Working	Joint	15 Working	Commissioner	30
	Ownership of	for Transport / Senior Regional Transport	Days	Commissioner for Transport	Days	for Transport (C.T.)	working days
	the Vehicle	Officer (Sr. R.T.O) /		(J.C.T.)		(6.1.)	uuys
	purchasing in public auction	Regional Transport					
	public duction	Officer (R.T.O) / Assistant Regional		San		Control of the	
		Transport Officer		LP to Control		C. Physics	
		(A.R.T.O)				37.75	
19	B-Register	Deputy Commissioner for Transport / Senior	02 Working	Joint Commissioner	15 Working Days	Commissioner for Transport	30 working
	(Extract)	Regional Transport	Days	for Transport	Days	(C.T.)	days
		Officer (Sr. R.T.O) /		(J.C.T.)		,	·
		Regional Transport Officer (R.T.O) /					
		Assistant Regional					
		Transport Officer					
	11	(A.R.T.O)	02.14/ 1:		45 14/ 11	Committee	20
20	Hypothecation Entry/Lease	Deputy Commissioner for Transport / Senior	03 Working Days	Joint Commissioner	15 Working Days	Commissioner for Transport	30 working
7	Agreement	Regional Transport	Days	for Transport	24,5	(C.T.)	days
7	. g. cociic	Officer (Sr. R.T.O) /		(J.C.T.)		de	
		Regional Transport Officer (R.T.O) /					
		Assistant Regional		35000		//	

S.N	List of Comiless	Designated officer	Cational and	Camanatant	Cational and	Ammallata	Chinalesad
5.IV	List of Services	Designated officer	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
			time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
		Transport Officer					
		(A.R.T.O)		1300 1500		4 /2 / Co	
21	Distributing	Deputy Commissioner	10 Working	Joint	30 Working	Commissioner	30
	Clearance/	for Transport / Senior	Days	Commissioner	Days	for Transport	working
	Releasing	Regional Transport		for Transport		(C.T.)	days
	Certificate	Officer (Sr. R.T.O) /		(J.C.T.)			
	oc. modec	Regional Transport Officer (R.T.O) /					
		Assistant Regional					
		Transport Officer					
		(A.R.T.O)					
22	Renewal of	Deputy Commissioner	05 Working	Joint	15 Working	Commissioner	30
	Driving License	for Transport / Senior	Days	Commissioner	Days	for Transport	working
		Regional Transport		for Transport		(C.T.)	days
		Officer (Sr. R.T.O) / Regional Transport		(J.C.T.)		CONTRACTOR OF THE PARTY OF THE	
		Officer (R.T.O) /		San San Mark		A STATE OF STATE	
		Assistant Regional					
		Transport Officer				WILL STORY	
		(A.R.T.O)		310930		MATER A	
23	Renewal	Deputy Commissioner	07 Working	Joint	30 Working	Commissioner	30
	Registration	for Transport / Senior	Days	Commissioner	Days	for Transport	working
	Certificate (NT)	Regional Transport Officer (Sr. R.T.O) /		for Transport		(C.T.)	days
		Regional Transport		(J.C.T.)			
		Officer (R.T.O) /					
		Assistant Regional					
		Transport Officer					
		(A.R.T.O)		and the same of th			
24	Renewal Fitness	Deputy Commissioner	15 Working	Joint	30 Working	Commissioner	30
	Certificate (TR)	for Transport / Senior Regional Transport	Days	Commissioner	Days	for Transport	working
		Officer (Sr. R.T.O) /		for Transport (J.C.T.)		(C.T.)	days
		Regional Transport		(3.C.1.)			
		Officer (R.T.O) /		15-25-35		The Branch	
		Assistant Regional					
		Transport Officer		337		2 2 2 1/2	
	0 10 :	(A.R.T.O)	00.144 11		45.114		2.5
25	Goods Carriage	Deputy Commissioner for Transport/Senior	03 Working	Joint Commissioner	15 Working	Commissioner	30
	Permit	Regional Transport	Days	for Transport	Days	for Transport and Road	Working Days
		Officer (Sr.		τοι παποροπ		Safety	Days
		R.T.O)/Regional				50.50,	
		Transport Officer					
		(R.T.O) Assistant					
		Regional Transport					
		Officer (A.R.T.O)					

- 1. S.N 1-5 inserted vide Notification No. DPAR 119 NaSeKha 2012, Dated: 26/10/2012.
- $2.\ S.N.6\ to\ 21\ inserted\ vide\ Notification\ No.DPAR\ 169\ NaSeKha\ 2013,\ Dated:\ 06/02/2014.$
- 3. S.N 1 to 21 Amended vide Notification No. DPAR 296 NaSeKha 2018, Dated: 13/08/2019
- 4. S.N 22 to 24inserted vide Notification No. DPAR 296 NaSeKha 2018, Dated: 13/08/2019 5. S.N 24 amended vide Notification No. DPAR 31 SAMS 2020, Dated: 02/09/2020
- 6.S.N 25 inserted vide notification. No. DPAR 31 SAMS 2020, Dated: 23-09-2020
- 7. S.N 1 to 16, 19 to 21, Amended vide Notification No. DPAR 296 NaSeKha 2018, Dated: 24-07-2019
- 8. S.N 1 amended vide Notification DPAR 28 SAMS 2020; Dated:31-07-2020
- 9. S.N 22 amended vide Notification DPAR 31 SAMS 2020; Dated:02-09-2020
- 10.S.N 3 amended vide notification DPAR 13 EAKaAa 2012; Dated: 1-03-2012
- 11. S.N 1-8,11-13,15,16,18-23,25 amended vide Notification DPAR 10 SSM 2022; Dated:01-09-2022

2.2 NORTH EAST KARNATAKA ROAD TRANSPORT CORPORATION (Kalyan Karnataka Road

-	<u> Franspo</u>	rt Corporat	ion) (Citizen Se	ervices)		Part of the		34336
ſ	S.N	List of	Designated	Stipulated	Competent Officer	Stipulated	Appellate Authority	Stipulated
		Services	officer	time for		time for		time for
				designated officer		Competent Officer		Appellate
F	1	Bus pass for	Depot Manager	15	Divisional Traffic	15 Working	Divisional Controller	Authority 07
	1	•	Depot Manager			J		
		school		Working	Officer	Days	of the Division	Working
		children		Days				Days
	2	Free Bus	Divisional	15	Divisional	15 Working	Chief Traffic	07
		pass for	Traffic Officer	Working	Controller of the	Days	Manager	Working
		Freedom		Days	Division		(Commercial),	Days
		Fighters					Central Office	
	3	Concession	Divisional	15	Divisional	15 Working	Chief Traffic	07
		Bus pass for	Traffic Officer	Working	Controller of the	Days	Manager	Working
		physically		Days	Division		(Commercial),	Days
		challenged					Central Office	
		person						
	4	Accident	Divisional	30	Divisional	30 Working	Chief Traffic	30
		relief Fund	Traffic Officer	Working	Controller of the	Days	Manager	Working
		renerrana	Traine officer	Days	Division	Duys	(Operation/Secretary	Days
				Days	DIVISION			Days
			State Land		539 W 230 KK		ARF), Central Office	
	5	Free Bus	Divisional	07	Divisional	15 Working	Chief Traffic Officer	30
		pass for the	Traffic Officer	Working	Controller	Days		Working
7		blind		Days				Days
	6	Free Travel	Divisional	07	Divisional	15 Working	Chief Traffic Officer	30
		coupon	Traffic Officer	Working	Controller	Days		Working
		worth		Days				Days"
		Rs.2000/- to						
		the Wives						
		/widows of						
		freedom						
		fighters						
		0	l	I	I			

^{1.}S.N 1 to 6 inserted vide Notification No. DPAR 119 NaSeKha 2012, Dated: 26/10/2012 2.S.N 1 amended vide notification DPAR 78 SSM 2020; Dated: 19-08-2022

2.3 NORTH WEST KARNATAKA ROAD TRANSPORT CORPORATION (NWKRTC) (Citizen Services)

S.N	List of	Designated	Stipulated	Competent Officer	Stipulated	Appellate Authority	Stipulated
	Services	officer	time for		time for		time for
			designated		Competent		Appellate
			officer		Officer		Authority
1	Bus pass for	Depot Manager	15	Divisional Traffic	15 Working	Divisional Controller	07
	school		Working	Officer	Days	of the Division	Working
	children		Days				Days

S.N	List of	Designated	Stipulated	Competent Officer	Stipulated	Appellate Authority	Stipulated
J	Services	officer	time for	competent omee.	time for	/ ippellate / idellottey	time for
			designated		Competent		Appellate
			officer		Officer		Authority
2	Free Bus	Divisional	15	Divisional	15 Working	Chief Traffic	07
	pass for	Traffic Officer	Working	Controller of the	Days	Manager	Working
	Freedom		Days	Division		(Commercial),	Days
	Fighters			N 25 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Central Office	
3	Concession	Divisional	15	Divisional	15 Working	Chief Traffic	07
	Bus pass for	Traffic Officer	Working	Controller of the	Days	Manager	Working
	physically		Days	Division		(Commercial),	Days
	challenged					Central Office	
	person						
4	Accident	Divisional	30	Divisional	30 Working	Chief Traffic	30
	relief Fund	Traffic Officer	Working	Controller of the	Days	Manager	Working
		A33	Days	Division		(Operation/Secretary	Days
		45000				ARF), Central Office	
5	Free Bus	Divisional	07	Divisional	15 Working	Chief Traffic Officer	30
	pass for the	Traffic Officer	Working	Controller	Days		Working
	blind		Days				Days
6	Free Travel	Divisional	07	Divisional	15 Working	Chief Traffic Officer	30
	coupon	Traffic Officer	Working	Controller	Days		Working
	worth		Days				Days"
	Rs.2000/- to						
	the Wives						
	/widows of						
	freedom						
	fighters						
		l	L		<u> </u>		

1.S.N 1 to 6 inserted vide Notification No. DPAR 119 NaSeKha 2012, Dated : 26/10/2012 2.S.N 1 amended vide notification DPAR 78 SSM 2020; Dated: 19-08-2022

2.4 KARNATAKA STATE ROAD TRANSPORT CORPORATION (KSRTC) (Citizen Services)

S.N	List of	Designated	Stipulated	Competent Officer	Stipulated	Appellate Authority	Stipulated
	Services	officer	time for	time for			time for
			designated		Competent		Appellate
			officer		Officer		Authority
1	Bus Pass for	Depot Manager	15	Divisional Traffic	15 Working	Divisional Controller	07
1	school		Working	Officer	Days	of the Division	Working
	children		Days				Days
2	Free Bus	Divisional	15	Divisional	15 Working	Chief Traffic	07
	pass for	Traffic Officer	Working	Controller of the	Days	Manager	Working
	Freedom		Days	Division		(Commercial),	Days
	Fighters	The state of		(the		Central Office	

S.N	List of	Designated	Stipulated	Competent Officer	Stipulated	Appellate Authority	Stipulated
	Services	officer	time for		time for		time for
			designated		Competent		Appellate
			officer		Officer		Authority
3	Concession	Divisional	15	Divisional	15 Working	Chief Traffic	07
	Bus pass for	Traffic Officer	Working	Controller of the	Days	Manager	Working
	physically		Days	Division		(Commercial),	Days
	challenged					Central Office	
	person						
4	Accident	Divisional	30	Divisional	30 Working	Chief Traffic	30
	relief Fund	Traffic Officer	Working	Controller of the	Days	Manager	Working
			Days	Division		(Operation/Secretary	Days
						ARF), Central Office	
5	Free Bus	Divisional	15	Divisional	15 Working	Chief Traffic Officer	30
	pass for the	Traffic Officer	Working	Controller	Days		Working
	blind		Days				Days
6	Free Travel	Divisional	15	Divisional	15 Working	Chief Traffic Officer	30
	coupon	Traffic Officer	Working	Controller	Days		Working
	worth		Days				Days"
	Rs.2000/- to						
	the Wives						
	/widows of						
	freedom						
	fighters						

1.S.N 1 to 6 inserted vide Notification No. DPAR 119 NaSeKha 2012, Dated : 26/10/2012 2. S.N 1,2,5,6 amended vide Notification No. DPAR 78 SSM 2021, Dated: 25/02/2021

2.5 BANGALORE METROPOLITAIN TRANSPORT CORPORATION (BMTC) (Citizen Services)

	S.N	List of	Designated	Stipulated	Competent Officer	Stipulated	Appellate Authority	Stipulated
		Services	officer	time for		time for		time for
3				designated		Competent		Appellate
				officer		Officer		Authority
	1	Bus pass for	Depot Manager	07	Divisional Traffic	15 Working	Divisional	07
		school		Working	Officer	Days	Controller of the	Working
		children		Days			Division	Days
	2	Concession	Divisional	15	Divisional	15 Working	Chief Traffic	07
j		Bus pass for	Traffic Officer	Working	Controller of the	Days	Manager	Working
		physically		Days	Division		(Commercial),	Days
		challenged					Central Office	
	G. V. O.	person		2.440.37.6.37	2012 7 1 25/10/2			

1.S.N 01 –02 inserted vide Notification No. DPAR 119 NaSeKha 2012, Dated: 26/10/2012

3. FOOD, CIVIL SUPPLIES, CONSUMER AFFAIRS AND LEGAL METROLOGY **DEPARTMENT**

3.1 FOOD CIVIL SUPPLIES AND CONSUMER AFFAIRS DEPARTMENT (C)

	OOD, CIVIL SUPPLIES	S AND CONSUME	R AFFAIR	DEPARTME	ENT (Citize	n Services)	ALCO CO
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Ration Card: Issue of Transfer of Ration Card to Other State, District, Taluk. Removal of name of the member. induplicate Ration Card. Change of address in Local Areas/Taluks. Inclusion of names of members, Surrender, New Ration Card as per letter.	Concerned Food Inspector	7 Working Days	Tahsildars in Rural/Urban Areas/ Assistant Director in Informal Rationing Areas/Deputy Director in Informal Rationing Areas, Bangalore.	15 Working Days	Deputy Director in Districts and Informal Rationing Area/ IRA, Bangalore, Addl Director.	15 Working Days.
2	Issue of authorization to run Fair Price Shops (FPS) under Karnataka Essential Commodities (Public Distribution System) Control Order 1992. Running of Fair Price Shops. 1)Issue of Authorization 2)Issue of induplicate authorization 3)Surrender 4)Renewal	Deputy Commissioner of Districts/Additional Director in Informal Rationing Areas in Bangalore	30 Working Days	Commissioner of Food & Civil Supplies	90 Working Days	Government	180 Working Days
3	Issue of New Ration Card	Concerned Food Inspector	40 Working Days	Tahsildar in Rural / Urban and Assistant Director in IRA and Range Deputy Director in Bengaluru IRA	15 Working Days	Deputy Director in Districts and Additional Director Bengaluru IRA	15 Working Days

^{1.} S.N 1 amended vide Notification No. DPAR 13 EeKaAa 2012, dated: 21/04/2012.

^{2.} S.N 1 to 3 entries relating to Heading of the Department is amended vide Notification No. DPAR 23 NaSeKha 2014, dated: 22/05/2014.
3.S.N 3 inserted vide Notification No. DPAR 347 NaSeKha 2018, Dated: 28/03/2019
4. S.N 1& 2 amended vide notification 13 EeKaAa 2012; Dated: 05-05-2012

3.2 DEPARTMENT OF LEGAL METROLOGY (Citizen Services)

3.2 L	DEPARTMENT OF LEGAL	METROLOGY (C	itizen Servi	ces)	SEE STATE	1000	
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Issuing of Verification Certificate	Assistant Controller of Legal Metrology/Inspector of Legal Metrology	Working Days	Deputy Controller of Legal Metrology	Working Days	Controller of Legal Metrology	Working Days
2	Issue of Manufacture license of Weights and Measures – State Jurisdiction	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days
3	Issue of Dealer license of Weights and Measures – State Jurisdiction	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days
4	Issue of Repairer license of Weights and Measures – State Jurisdiction	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days
5	Renewal of Manufacturer license of Weights and Measures – State Jurisdiction	Controller of Legal Metrology – Issuing Authority	07 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	03 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	03 Working Days

		THE RESERVE OF THE STATE OF	1000		100000000000000000000000000000000000000	7 1 7 7 7	
S.N	List of Services	Designated officer	Stipulated time for designated	Competent Officer	Stipulated time for Competent	Appellate Authority	Stipulated time for Appellate
			officer		Officer		Authority
6	Renewal of Dealer license of Weights and Measures – State Jurisdiction	Controller of Legal Metrology – Issuing Authority	07 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	03 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	03 Working Days
7	Renewal of Repairer license of Weights and Measures – State Jurisdiction	Controller of Legal Metrology – Issuing Authority	07 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	03 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	03 Working Days
8	Amendment of Manufacturer license of Weights and Measures – State Jurisdiction	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days
9	Amendment of Dealer license of Weights and Measures – State Jurisdiction	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days
10	Amendment of Repairer license of Weights and Measures – State Jurisdiction	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal	07 Working Days

_			7000		CASE OF MICH.	7 1 7 7 7	
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
				Metrology Department		Metrology Department	
11	Issue of Packing Registration Certificate – Manufacturer (Inter State)	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days
12	Issue of Packing Registration Certificate – Packer (Inter State)	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days
13	Issue of Packing Registration Certificate – Importer (Inter State)	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days
14	Amendment of Packing Registration Certificate – Manufacturer (Inter State)	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days
15	Amendment of Packing Registration Certificate – Packer (Inter State)	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies,	15 working Days	Secretary, Food and Civil Supplies, Consumer	07 Working Days

CN	List of Constant	Davis and a Cine	Cui a data d	C	Cui e de la cel	A II . I .	Cuin lateral
S.N	List of Services	Designated officer	Stipulated time for	Competent Officer	Stipulated time for	Appellate	Stipulated time for
			designated	Officer	Competent	Authority	Appellate
			officer		Officer		Authority
			Officer	Consumer	Officer	Affairs and	rtathority
				Affairs and		Legal	
				Legal		Metrology	
				Metrology		Department	
				Department		·	
		A FOREST				COLUMN TO SERVICE	
16	Amendment of Packing	Controller of Legal	30	Deputy	15 working	Secretary,	07
	Registration Certificate –	Metrology – Issuing	Working	Secretary,	Days	Food and	Working
	Importer (Inter State)	Authority	Days	Food and		Civil	Days
				Civil		Supplies,	
		American		Supplies,		Consumer	
				Consumer		Affairs and	
				Affairs and		Legal	
		A STATE OF THE STA		Legal		Metrology	
				Metrology		Department	
				Department			
17	Issue of Packing Registration	Controller of Legal	30	Deputy	15 working	Secretary,	07
	Certificate – Manufacturer	Metrology – Issuing	Working	Secretary,	Days	Food and	Working
	(Inter State)	Authority	Days	Food and		Civil	Days
				Civil		Supplies,	
i.				Supplies,		Consumer	
				Consumer		Affairs and	
à				Affairs and		Legal	
9				Legal		Metrology	
				Metrology		Department	
				Department			
18	Issue of Packing Registration	Controller of Legal	30	Deputy	15 working	Secretary,	07
10	Certificate – Packer (Inter	Metrology – Issuing	Working	Secretary,	Days	Food and	Working
1	State)	Authority	Days	Food and	Days	Civil	Days
	,		.,.	Civil		Supplies,	. , .
i i				Supplies,		Consumer	
				Consumer		Affairs and	
				Affairs and		Legal	
				Legal		Metrology	
		THE PERSON		Metrology		Department	
		Company of the state of		Department		A Charles	
10	January of Danking a Danking at	Controller of Least	20	Dev	15	Canada	07
19	Issue of Packing Registration	Controller of Legal	30	Deputy	15 working	Secretary,	07
	Certificate – Importer (Inter State)	Metrology – Issuing	Working	Secretary, Food and	Days	Food and Civil	Working
	State)	Authority	Days	Food and Civil			Days
				Supplies,		Supplies, Consumer	
				Consumer		Affairs and	
				Affairs and		Legal	
				Legal		Metrology	
				Metrology		Department	
				Department		Department	
				Separtificit			

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
20	Amendment of Packing Registration Certificate – Manufacturer (Inter State)	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days
21	Amendment of Packing Registration Certificate – Packer (Inter State)	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days
22	Amendment of Packing Registration Certificate – Importer (Inter State)	Controller of Legal Metrology – Issuing Authority	30 Working Days	Deputy Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	15 working Days	Secretary, Food and Civil Supplies, Consumer Affairs and Legal Metrology Department	07 Working Days

^{1.} S.N 2 to 4 inserted vide Notification No.DPAR 189 NaSeKha 2017, dated: 19/10/2017
2. S.N 5 to 6 inserted vide Notification No.DPAR 189 NaSeKha 2017, dated: 27/10/2017
3. S.N 1 inserted vide Notification No. DPAR 42 SSM 2020, dated: 03/10/2020
4.S.N 2 to 6 revised and inserted along with services 7 to 22 vide Notification No. DPAR 12 SSM 2022, dated: 28/11/2022

4. REVENUE DEPARTMENT

	VENUE DEPART			THE PROPERTY OF SHIPLE		THE PART OF SHAPE	
S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
		officer	time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
1.	Record of Rights	Tahsildar	30 Working	Assistant	15 Working	Deputy	15
	Certificate		Days	Commissioner	Days	Commissioner	Working
							Days
2.	Conversion of	Deputy	120 Working	Regional	30 Working	Principal	30
	agriculture land to	Commissioner	Days	Commissioner	Days	Secretary to	Working
	non-agriculture					Govt	Days
	purpose			COST / TOAK		SSERVERAN	
3.	All types of Caste Certificate	Tahsildar	21 Working	Assistant	15 Working	Deputy Commissioner	15
	Certificate		Days	Commissioner	Days	Commissioner	Working Days
4.	All types of Income	Tabaildar	21 Morling	Assistant	15 Marking	Donutu	15
4.	All types of Income Certificate	Tahsildar	21 Working Days	Assistant Commissioner	15 Working Days	Deputy Commissioner	Working
	certificate		Days	Commissioner	Days	Commissioner	Days
5.	Verification/Validity	Committee	15 Working	Regional	15 Working	Government	15
J.	of Caste Certificate	headed	Days	Commissioner	Days	(Social Welfare	Working
		Deputy	.,.		.,.	Department)	Days
		Commissioner					•
6.	Payment of	Assistant	30 Working	Deputy	30 Working	Regional	30
	Compensation as	Commissioner/	Days	Commissioner	Days	Commissioner	Working
	per Land	Special Land			100 m		Days
	Acquisition Act	Acquisition					CO TO DO
	after the issue of	Officer					The state of the s
	12(2) notice in undisputed cases		7 10 7 20		7 10 7 20	The State of the S	2500
		Villaga		Tabaildan		Assistant	
7.	Issue of Birth Certificate	Village Accountant		Tahsildar		Assistant Commissioner	
	A TOTAL PROPERTY AND A STREET	Accountant	714/- 11		45 14/- 11/-	Commissioner	45
	less than 1-year cases		7 Working Days		15 Working Days		15 Working
		-	•		Days		Days
	more than 1-year cases		14 Working Days				
8.	Issue of Death	Village	Days	Tahsildar		Assistant	
0.	Certificate	Accountant		Talisilual		Commissioner	0.000
		Accountant	7 14/2		15 Maddine	Commissioner	15
	less than 1-year cases		7 Working Days		15 Working Days		15 Working
-		and San State		Carl Carl Cont.	Days	Call Land Con-	Days
	more than 1-year cases		14 Working				Days
		Taballila	Days	Appletont	15 Mar 11 -	Des. 1	15
9.	Population Certificate	Tahsildar	7 Working Days	Assistant Commissioner	15 Working Days	Deputy Commissioner	15 Working
	Certificate		Days	Commissioner	Days	Commissioner	Days
12	Describillo de 116	Tabail 1	4414/ 1:		45 144 11	2	CAR STATE
10.	Domicile Certificate	Tahsildar/	14 Working	Assistant Commissioner	15 Working	Deputy	15 Working
	Sales of the	Deputy Tahsildar	Days	Commissioner	Days	Commissioner	Working Days
<u> </u>	News		714/- 11	A 1. 1	45.144	D	
11.	No tenancy	Tahsildar	7 Working	Assistant	15 Working	Deputy	15
	certificate		Days	Commissioner	Days	Commissioner	Working Days
	***************************************					100 2000000	
12.	Living Certificate	Tahsildar/	7 Working	Assistant	15 Working	Deputy	15
	AL COLOR	Deputy Tahsildar	Days	Commissioner	Days	Commissioner	Working Days
<u> </u>			terror het da Si	are all the same		_	
13.	Agricultural Family	Tahsildar/	14 Working	Assistant	15 Working	Deputy	15
	member Certificate	Deputy	Days	Commissioner	Days	Commissioner	Working
		Tahsildar					Days

			THE REPORT OF	ALL ALL WAY	THE REPORT OF		The Park Street
S.N	List of Services	Designated officer	Stipulated time for	Competent Officer	Stipulated time for	Appellate Authority	Stipulated time for
		3	designated	3111001	Competent		Appellate
			officer		Officer		Authority
14.	Not re-married	Tahsildar/	7 Working	Assistant	15 Working	Deputy	15
	Certificate	Deputy	Days	Commissioner	Days	Commissioner	Working
		Tahsildar	\\(\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	P TO THE		PARTY PRO	Days
15.	Landless Certificate	Tahsildar/	7 Working	Assistant Commissioner	15 Working	Deputy Commissioner	15 Working
		Deputy Tahsildar	Days	Commissioner	Days	Commissioner	Days
16.	Surviving Family	Tahsildar	14 Working	Assistant	15 Working	Deputy	15
10.	member Certificate	ransmaar	Days	Commissioner	Days	Commissioner	Working
				1207/12/16		1207578	Days
17.	Unemployment	Tahsildar	7 Working	Assistant	15 Working	Deputy	15
	certificate		Days	Commissioner	Days	Commissioner	Working
18.	No Govt. Job	Tahsildar	7 Marking	Assistant	15 Morking	Donutu	Days 15
10.	Certificate for	Tatisiluai	7 Working Days	Commissioner	15 Working Days	Deputy Commissioner	Working
	Compassionate	Assi	The second	A COLUMN		44	Days
	Appointments	45300	disable to		0.000		100000
19.	Agriculturist	Tahsildar/	14 Working	Assistant Commissioner	15 Working	Deputy	15
	Certificate	Deputy Tahsildar	Days	Commissioner	Days	Commissioner	Working Days
20.	Small /Marginal	Tahsildar/	14 Working	Assistant	15 Working	Deputy	15
	Farmer certificate	Deputy	Days	Commissioner	Days	Commissioner	Working
	-257	Tahsildar					Days
21.	Agricultural Labor	Tahsildar	14 Working	Assistant	15 Working	Deputy	15
	Certificate		Days	Commissioner	Days	Commissioner	Working
22.	Non-creamy layer	Tahsildar	7 Working	Assistant	15 Working	Deputy	Days 15
22.	certificate	ransilaar	Days	Commissioner	Days	Commissioner	Working
		1114,1333				10 104, 530	Days
23.	Residence	Tahsildar	14 Working	Assistant	15 Working	Deputy	15
	certificate		Days	Commissioner	Days	Commissioner	Working Days
24.	Mutation Extract	Tahsildar/	7 Working	Assistant	15 Working	Deputy	15
		Deputy	Days	Commissioner	Days	Commissioner	Working
	CONTRACTOR OF THE PARTY OF THE	Tahsildar			A SHARE STATE	FE - 19 19 TO	Days
25.	Change of Khatha	Thasildhar	55 Working	Assistant Commissioner	30 Working	Deputy Commissioner	30 Working
	(Undisputed		Days	Commissioner	Days	Commissioner	Days
	Cases)		,,,		,,,		, ,
26.	Project	Tahsildar	21 Working	Assistant	15 Working	Deputy	15
	Displacement	Wat of the said	Days	Commissioner	Days	Commissioner	Working
27.	Certificate Natural Calamity	Tahsildar	21 Working	Assistant	15 Working	Deputy	Days 15
	Relief (Crop Loss)	ransiluai	Days	Commissioner	Days	Commissioner	Working
	Sanction				,		Days
28.	Natural Calamity	Tahsildar	15 Working	Assistant	15 Working	Deputy	15
	Relief (Loss of Human Life)	4	Days	Commissioner	Days	Commissioner	Working Days
29.	Natural Calamity	Tahsildar	21	Assistant	15 Working	Deputy	15
25.	Relief (House	Tansilaai	Working	Commissioner	Days	Commissioner	Working
	damage) Sanction		Days				Days
30.	Natural Calamity	Tahsildar	15 Working	Assistant	15 Working	Deputy	15
	Relief (Animal Loss) Sanction	75/h = 5	Days	Commissioner	Days	Commissioner	Working Days
31.	Solvency Certificate	Tahsildar	21 Working	Assistant	15 Working	Deputy	15
			Days	Commissioner	Days	Commissioner	Working
				A. Disease Co. Section 1		177	Days
Dogo	100						

			THE RESERVE			4 1 1 1 1 1 1 1 1	100000000000000000000000000000000000000
S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
		officer	time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
32.	RTC Typological	Assistant Commissioner	40 Working	Deputy	15 Working	Regional Commissioner	15
	errors corrections	Commissioner	Days	Commissioner	Days	Commissioner	Working Days
33.	Issue of Duplicate	Survey	07 Working	Assistant Director	07 Working	Technical	07
33.	copies in Survey	Supervisor	Days	of Land Records	Days	Assistants to	Working
	Section (Aakar-					Deputy	Days
	Band)					Commissioners	
						and Ex-Officio Deputy Director	
						of Land Records	
34.	Issue of Duplicate	Survey	07 Working	Tahsildar	07 Working	Assistant	07
	copies in Survey	Supervisor	Days		Days	Commissioner	Working
	Section (Index of Land Records)						Days
35.	Issue of Duplicate	Survey	07 Working	Assistant Director	07 Working	Technical	07
33.	copies in Survey	Supervisor	Days	of Land Records	Days	Assistants to	Working
	Section (Tippan)					Deputy	Days
						Commissioners	
						and Ex-Officio Deputy Director	
						of Land Records	
36	Issue of Duplicate	Survey	07 Working	Assistant Director	07 Working	Technical	07
	copies in Survey	Supervisor	Days	of Land Records	Days	Assistants to	Working
	Section (Atlas)					Deputy	Days
				THE THE PARTY		Commissioners	SEL VIII
	THE R. P. LEW.	8-230 ST	12.36-7.58	Car South	12 36 7 59	and Ex-Officio	C 3-2
	State					Deputy Director	
	ALC: NO PORT	Control State				of Land Records	1
	921(129 DA 3.	104,100	311239 A	4 1 1 4 1 1 1 2	17239543		
37.	Issue of Duplicate	Survey	07 Working	Assistant Director	07 Working	Technical	07
	copies in Survey	Supervisor	Days	of Land Records	Days	Assistants to	Working
	Section (Village					Deputy Commissioners	Days
	Map)					and Ex-Officio	
						Deputy Director	
						of Land Records	
38.	Issue of Duplicate	Survey	07 Working	Assistant Director	07 Working	Technical	07
	copies in Survey	Supervisor	Days	of Land Records	Days	Assistants to	Working
	Section (Kharab		See a series			Deputy	Days
	land extract/Utar)	0.11	Marine S.	To the S	10000	Commissioners	57466
	Alle Balleting	12/124	- 1- 2 Harris	40100	- 1- 2 H L P	and Ex-Officio	151200
	SOURCE STATE	275 75	STATE OF THE PARTY	1 2 3 3 3 3		Deputy Director	(1 / EZ
		ED JUNEAU		SOLUTION STATE		of Land Records	
39.	No Objection	Tahsildar	21 Working	Assistant	07 Working	Deputy	07
	Certificate under		Days	Commissioner	Days	Commissioner	Working
	PTCL Act						Days
40.	NOC for land	Tahsildar	21 Working	Assistant	07 Working	Deputy	07
	reform transaction	4 1 1 1 1 1	Days	Commissioner	Days	Commissioner	Working
	The state of the s	12 mag	TO THE P	Wall to De	DOWNER.		Days
	A STATE OF THE PARTY OF THE PAR						

S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
		officer	time for designated	Officer	time for Competent	Authority	time for Appellate
			officer		Officer		Authority
41.	NOC for General	Tahsildar	21 Working	Assistant	07 Working	Deputy	07
	Grant Land		Days	Commissioner	Days	Commissioner	Working
	transaction		(1.2)				Days
42.	Permission to set	Deputy	60 Working	Regional	15 Working	Government	30
	up Petrol Pump	Commissioner	Days	Commissioner	Days	Swar Election	Working Days
43.	Indira Gandhi Old	Deputy	45 Working	Assistant	15 Working	Deputy	15
	Age Pension	Tahsildar /	Days	Commissioner	Days	Commissioner	Working
	Sanction	Tahsildar	Buys	Commissioner	Duys	Commissioner	Days
44.	Destitute Widow	Deputy	45 Working	Assistant	15 Working	Deputy	15
	pension Sanction	Tahsildar /	Days	Commissioner	Days	Commissioner	Working
		Tahsildar				A COLUMN	Days
45.	Pension for	Deputy	45 Working	Assistant	15 Working	Deputy	15
	disabled persons	Tahsildar /	Days	Commissioner	Days	Commissioner	Working
	Sanction	Tahsildar					Days
46.	Sandhya Suraksha	Deputy	45 Working	Assistant	15 Working	Deputy	15
	Sanction	Tahsildar /	Days	Commissioner	Days	Commissioner	Working
		Tahsildar		3 30 0		3 4 0	Days
47	Mythri Scheme	Deputy	45 Working	Assistant	15 Working	Deputy	15
8		Tahsildar /	Days	Commissioner	Days	Commissioner	Working
		Tahsildar					Days
48	Manaswini	Deputy	45 Working	Assistant	15 Working	Deputy	15
5	X COLUMN	Tahsildar /	Days	Commissioner	Days	Commissioner	Working
		Tahsildar		OT DELLE	THE REAL PROPERTY.	THE PERSON	Days
49	Attestation of	Deputy	14 Working	Tahsildhar	10 Working	Assistant	10
	Family tree	Tahsildar	Days		Days	Commissioner	Working
	,		,		,		Days
50	Farmer Widow	Deputy	45 Working	Assistant	15 Working	Deputy	15
	Pension	Tahsildar /	Days	Commissioner	Days	Commissioner	Working
		Tahsildar			-370		Days
		WHITE PARTY	45.14	DWG BUT G	45.11	DW-DIA DE-C	
51	Pensions to Acid	Deputy	45 Working	Assistant	15 Working	Deputy	15
	Victim	Tahsildar /	Days	Commissioner	Days	Commissioner	Working
		Tahsildar					Days

^{1.} S.N 1 to 24 inserted vide Notification No. DPAR 13 EeKaAa 2012, dated: 21/04/2012.

^{2.} S.N 1 to 24 amended vide Notification No. DPAR 13 EeKaAa 2012, dated: 21/04/2012.

^{3.} S.N 25 to 46 inserted vide Notification No. DPAR 119 NaSeKha 2012, dated: 26/10/2012

^{4.} S.N 34, 36-40 amended vide Notification No. DPAR 23 NaSeKha 2014, dated: 03/6/2014.

^{5.} S.N 50 & 51 inserted vide Notification No.DPAR 214 NaSeKha 2017, Dated 16/02/2018

^{6.} S.N 10,13,16,19,20,21,23 and 49 amended vide notification no. DPAR 6 SSM 2020, Dated 27/05/2020.

^{7.}S.N 2 & 25 amended vide Notification No.DPAR 65 SSM 2020, Dated: 09/10/2020

 $^{8.}S.N\ 25$ amended vide Notification No.DPAR 65 SSM 2020, Dated: 10/03/2021

^{9.}S.N 10,23,7,8 amended vide notification DPAR 13 EaKaAa 2012; Dated: 21-04-2012

 $^{10.\;}S.N$, 47-49 inserted vide notification DPAR 147 NaSeKha 2016; dated: 28-10-2016

^{10.} S.N 43-46 amended vide notification DPAR 147 NaSeKha 2016; dated: 28-10-2016

4.2 ATALJI JANASNEHI DIRECTORATE (Citizen Services)

4.	ZA	TALJI JANASNEHI DIREC		uizen Servic	/	A SECOLO	100000000000000000000000000000000000000	
	S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
			officer	time for	Officer	time for	Authority	time for
				designated		Competent		Appellate
				officer		Officer		Authority
	1	The Karnataka Public	Assistant	30 working	Deputy	10 working	Regional	10
		Employment (Reservation in	Commissioner	days	Commissioner	days	Commissioner	working
		appointment for Hyderabad						days
		Karnataka Region) Order 2013						
		and The Karnataka Public Employment (Reservation in						
		appointment for Hyderabad-						
		Karnataka Region) Rules 2013						
		and other related rules,						
		Citizen's Born and residing in						
		Hyderabad Karnataka Region,						
		to be obtained Domicile						
		Certificate and Residential						
		Certificate for the purpose of						
		Reservation in Education and						
		Employment under Article 371 (j)						
		1)Domicile Certificate						
\vdash	$\overline{}$		T	20 / /		40 11		10
	2	The Karnataka Public Employment (Reservation in	Tahsildar	30 working days	Assistant Commissioner	10 working	Deputy Commissioner	10 working
		appointment for Hyderabad	SAE OF	uays	Commissioner	days	Commissioner	days
		Karnataka Region) Order 2013	(A. 10)	ALC: NO.		20 mg		aays
		and The Karnataka Public	(D-25/5)			1000		CATTONIA.
1		Employment (Reservation in	a still		and the	and the same	8 9 A	A Comment
7		appointment for Hyderabad-	G000773 54	10 10 K	AL houself his		The last transfer	1935.505
H		Karnataka Region) Rules 2013				(III) Yangi		THE REAL PROPERTY.
		and other related rules,	The same	To the same	To the last	4-11	The state of the s	1
		Citizen's Born and residing in Hyderabad Karnataka Region,		COST CONTRACT		42000		Residence of the last of the l
		to be obtained Domicile	100		the St.	Control of	Constitution of the consti	57200
E.		Certificate and Residential	6 10000	St. Philadell		100 L 100	CONTRACT T	127200
3		Certificate for the purpose of	1000			100000000000000000000000000000000000000		19-15-2
		Reservation in Education and	SAF OF	0.000	SUPPLIED.		CONTRACT	
		Employment under Article 371	CAMP BOY			C121016		B - 500 124
		(j)	10-25 D	LINES"	1000	1000		
1		2) Residential Certificate	a still		and the	and the same	8 9 A	A Comment
ì			Gen 173 S.	No. of Contract of	A house of	500000		173505
i	3	Widow Certificate	Deputy	14 working	Tahsildar	15 working	Assistant	15
			Tahsildar	Days		days	Commissioner	working
								days
9	4	Land Holding Certificate	Tahsildar	7 working	Assistant	15 working	Deputy	15
4			2xala	Days	Commissioner	days	Commissioner	working
-	_	Bonafide Certificate	Donutu	7 working	Tabelldar	1E working	Assistant	days
4	5	bonanue Certificate	Deputy Tahsildar	7 working	Tahsildar	15 working days	Assistant Commissioner	15 working
			ransnuar	Days		uays	COMMISSIONE	days
	6	Issue of Crop Certificate	Deputy	12	Tahsildar	10	Assistant	10
			Tahsildar	Working		Working	Commissioner	Working
-		THE PROPERTY OF		Days	2	Days	and the later	days
	7	Minority Certificate	Tahsildar	07	Assistant	10	Deputy	10
				Working	Commissioner	Working	Commissioner	Working
				Days		Days		Days
3	8	Aryavysya Certificate (For	Tahsildar	21	Assistant	10	Deputy	10
		Aryavysya students only)	water	Working	Commissioner	Working	Commissioner	Working
				Days		Days	19/	Days

S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
		officer	time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
9	Economically Weaker Sections	Tahsildar	21	Assistant	10	Deputy	10
	(EWSs)		Working	Commissioner	Working	Commissioner	Working
			Days		Days		Days

- 1.S.N 1 to 5 inserted vide Notification No. DPAR 111 NaSeKha 2015, Dated: 15/10/2015
- 2.S.N 6 inserted vide Notification No. DPAR 29 NaSeKha 2016, Dated: 15/04/2016
- 3. S.N 1 to 2 amended vide notification No.DPAR 78 NaSeKha 2016, dated 07/12/2016
- 4. S.N 7 inserted vide Notification No. DPAR 214 NaSeKha 2018, Dated: 02/07/2019
 5. S.N 8 to 9 inserted vide Notification No. DPAR 2 SSM 2019, Dated: 29/11/2019
- 6.S.N 3 amendment vide Notification No. DPAR 06 SSM 2020, Date : 27-05-2020

4.3 BHOOMI AND U.P.O.R (Citizen Services)

7.	ם כ	HOOMI ANI	7 U.I .U.K	(Citizen Services)	21 12 25 15	- 301 1 1500	Mary No. of the	100
	S.	List of	Designate	Stipulated time for designated officer	Competent	Stipulated	Appellate	Stipulate
	N	Services	d officer		Officer	time for	Authority	d time
						Competent		for
						Officer		Appellat
								е
								Authorit
								у
	1	Updation of	Tahsildar	5 working days	Assistant	10	Deputy	10
		Pledge and			Commission	working	Commission	working
		release			er	days	er	days
		details in RTC						
		1.Pledge						
		2.Release						
		3.Governme						
L		nt Restriction			S. Carlotte	THE CONTRACTOR		bearing the same
	2	Updation of	Tahsildar	5 working days	Assistant	10	Deputy	10
		land	DASTED 1		Commission	working	Commission	working
		conversion details in RTC			er	days	er	days
7		details in KTC	14000		T. W. Co.	25/25/35	TO THE REAL PROPERTY.	3032
		1. Site				SEALE.		
		2.Factory			STATE OF THE PARTY OF			TEXAS
		3.Others				CT 91 (U.S.)		
-	3	Updation of	Tahsildar	5 working days	Assistant	10	Deputy	10
	-	land		g/	Commission	working	Commission	working
		Acquisition			er	days	er	days
		details in RTC						
	4	Updation of Ph	odi details in F	RTC	Section 1			1
			14.2		1 211-1	E-14.7	100	11-2-2
		1.Division	Thasildhar	09	Assistant	10	Deputy	10
				Working Days	Commission	Working	Commission	Working
				07	er	Days	er	Days
		2.	Thasildhar	07 Working	Assistant	10	Deputy	10
		Amalgamatio	I USED	Working	Commission	Working	Commission	Working
		n 3. Extent	The acitable of	Days 10	er	Days 10	er	Days 10
		3. Extent Correction	Thasildhar	Working	Assistant Commission	Working	Deputy Commission	Working
		Correction		Days	er	Days	er	Days
				Days	CI	Days	CI	Days

S.	List of	Designate	Chima		esignated officer	Camanatant	Cathandarad	Ammallaka	Calledia
		Designate	Stipu	iated time for de	esignated officer	Competent	Stipulated	Appellate	Stipulate
N	Services	d officer				Officer	time for	Authority	d time
							Competent		for
							Officer		Appellat
									е
									Authorit
									у
5	Issue of Urban property	Enquiry officer/ Assistant	S. N	Scenario for issuing PR card	Time taken for service	Deputy Director of Land	10 Working Days	Joint director (UPOR)	7 Working Days
	Ownership Record (PR	Director of land	1	If final PR card ready	1 working day	Records. Mysore,	25/201	Bengaluru	
	Card)	Records. Mysuru, Shimoga, Mangalor e.	2	If documents are not submitted by the property owner	Endorsement for documentatio n collection to be issued on the same day	Shimoga, Mangalore			
			3	After submission of the required documents, draft PR card to be issued	5 Working Days	A STATE OF THE STA			
			4	If document submitted is insufficient	Endorsement to be issued on the same day				

1.S.N 1 to 4 inserted vide Notification No. DPAR 111 NaSeKha 2015, Dated: 15/10/2015

2. S.N 5 inserted vide Notification No. DPAR 49 NaSeKha 2015, Dated: 11/07/2016

3. S.N 4 amended vide Notification No. DPAR 74 NaSeKha 2016 Dated 22/02/2017

S.N 1 to 4 amended vide Notification No. DPAR 65 SSM 2020, Dated: 10/03/2022

4.4 SURVEY SETTELMENT AND LAND RECORDS DEPARTMENT (Citizen Services)

è	S.N	List of	Designated	Stipulated time	Competent	Stipulated	Appellate Authority	Stipulated
		Services	officer	for designated	Officer	time for		time for
l				officer		Competent		Appellate
						Officer		Authority
こうとうかん こうしゅうしゅうしゅう こうちゅうしゅうしょう	1	11 (E) (in case of Single hand multiple owners)	Assistant Director of Land Records, of Respective Taluks	45 Working Days (if no issues and from the date of System Auto Allotment 120 Working Days (If Correction of RTC is required - 75 Working Days for RTC correction and 45 Working Days from the date of System Auto Allotment	Technical Assistant to the Deputy Commissioner, Ex-Officio Deputy Director of Land Records, of respective 30 Districts	30 Working Days	Additional Deputy Commissioner of the Concerned District	30 Working Days

	S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent	Appellate Authority	Stipulated time for Appellate
				120 Working Days (if there is dispute and non-availability of survey documents-75 Working Days		Officer		Authority
				ADLR/DDLR, and 45Working Days from the date of System Auto Allotment				
	2	Alienation	Assistant Director of Land Records, of Respective Taluks	45 Working Days (if no issues and from the date of System Auto Allotment 120 Working Days (If	Technical Assistant to the Deputy Commissioner, Ex-officio Deputy Director of Land Records,	30 Working Days	Additional Deputy Commissioner of the Concerned District	30 Working Days
				Correction of RTC is required - 75 Working Days for RTC correction and 45 Working Days from the	of respective 30 Districts			
		*		date of System Auto Allotment 120 Working Days (if there is dispute and non-availability of survey				
The second second second				documents-75 Working Days ADLR/DDLR, and 45Working Days from the date of System Auto Allotment				
	3	Tatkal	Assistant Director of Land Records, of Respective Taluks	45 Working Days (if no issues and from the date of System Auto Allotment 120 Working	Technical Assistant to the Deputy Commissioner, Ex-officio Deputy Director of	30 Working Days	Additional Deputy Commissioner of the Concerned District	30 Working Days
				Days (If Correction of RTC is required - 75 Working Days for RTC correction and 45 Working Days from the date of System Auto Allotment	Land Records, of respective 30 Districts			

			THE RESERVE OF THE PERSON OF T				ALL THE PARTY OF T
S.N	List of	Designated	Stipulated time	Competent	Stipulated	Appellate Authority	Stipulated
	Services	officer	for designated	Officer	time for		time for
			officer		Competent		Appellate
			0		Officer		Authority
					Officer		Authority
			120 Working				
			Days (if there is				
			dispute and				
			non-availability				
			of survey				
			documents-75				
			Working Days				
			ADLR/DDLR, and				
			45Working Days				
			from the date of				
			System Auto				
			Allotment				
4	HUDBUST	Supervisor	45 Working	ADLR	30 Working	Technical Assistant to	30 Working
	(Issue of		Days	THE RESERVE	Days	the Deputy	Days
	Hudbust		(if no issues and	-32 10 23 10	557 - 5 M	Commissioner, Ex-	The state of
	Sketches)		from the date of		170 537 55	officio Deputy	
			System Auto	3 39 M. S.		Director of Land	AL SA
		A	Allotment	7 3 40 5 10 5		Records, of	350 - 85-
		428	SEMMENTS.	Salana Et	OSSIVE C	respective 30	572 EV. ST
		49.73		45111010	6 10070	districts	1000
_		Supervisor and RR	95 Working	Tahsildar and	349	Assistant	3 10 13 mg
		Shiresthedar	Days (If	ADLR	200	Commissioner	45
ž.	STATE OF THE PARTY OF		Correction of		CAPPER TO A	Technical Assistant to	POLICE AND
No.			RTC is required -			the Deputy	
	C-500		50 Working		2000	Commissioner, Ex-	-53 Jul 24
			Days for RTC		A TOTAL Y	officio Deputy	1000
0			correction and		10 mm	Director of Land	3110
			45 Working			Records, of	
	The Property		Days from the		Table No.	respective 30	Television of the
	3.53		date of System		A Comment	districts	Sale and self-
			Auto Allotment			u.stricts	
	1	Supervisor		ADLR		Technical Assistant to	767
	C. E. C. S.	Super visor	120 Working	, IDEN	THE CO.	the Deputy	5 5 5 5 5
			Days (if there is		5.48	Commissioner, Ex-	
	45		dispute and		7. The real Property of the Park of the Pa	officio Deputy	A THE STATE OF
			non-availability			Director of Land	
	2-35		of survey		1000	Records, of	
	and the same		documents-75		an original	respective 30	The same of
	10000		Working Days		300000	districts	
	754 55		ADLR/DDLR, and		175-55	22.37.000	5-55-
			45 Working Days		11000		
	-134		from the date of		Carlette Car		All Sales
			System Auto				237-75
	E WELL		Allotment		SERVINE I		SALES OF THE SALES

Allotment

1.S.N 1 to 3 inserted vide Notification No. DPAR 322 NaSeKha 2018 Dated: 14/08/2019

2. S.N 4 inserted vide Notification No. DPAR 22 SSM 2020 Dated: 15/10/2020

3. S.N 1 to 4 amended vide notification No. DPAR 2 SSM 2020 Dated: 23/11/2020

4.5 Inspector General of Registration & Stamps (Stamps & Registration Department)

	+.J III	speciol deficial c	n Registrat	ion & Stamps	(Stamps & Regi	istration De	partificiti)	
3	S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
ż			officer	time for		time for	Authority	time for
				designated		Competent		Appellate
				officer		Officer		Authority
	1	Registration of Immovable Properties	Sub- Registrar	1 working day	District Registrar	7 Working Days	Inspector General of Registrations	7 Working Days

_				ACREA STA	THE STEP S	Roll all h	FREE STEELS	ACTOR AND A
S.	N List of S	Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
			officer	time for		time for	Authority	time for
				designated		Competent		Appellate
_			5	officer		Officer		Authority
2		certified of the	District Registrar	3 Working Days	Inspector General of Registration	30 Working Days	Secretary to Government,	30 workings days
		cate of	Registiai	Days	and Commissioner	Days	Revenue	uays
		ation of			of Stamps		Department	Section
	firms ur	nder the		1/1		35-25-5	(Registration and	CELLER
		rtnership					Stamps)	The same
_		1932	6.1	214	B1 + 1 + B + 1 +	2014/ 1:	CONTRACTOR OF THE PARTY OF	2014 1:
3		certified of the	Sub Registrar	3 Working Days	District Registrar	30 Working Days	Inspector General of	30 Working Days
		cate of	Registiai	Days		Days	Registration and	Days
		ation of					Commissioner of	
	_	ge under					Stamps	
	-	/larriages						
		orms) Act 154						
4		certified	Sub	3 Working	District Registrar	30 Working	Inspector	30 Working
		of the	Registrar	Days	J.o oc riegistrai	Days	General of	Days
		cate of	4633				Registration and	25 - Sch
	_	ation of	45,000	FRAME OF		SAME OF	Commissioner of	STATE OF
	_	ge under Marriage		X OF SEC.	CANCEL STEERS	Table 1	Stamps	Calasti.
		forms) Act						
3		54		Sent Sent Sent				
5	Issu	e of	Sub	a) From 01-4-	District Registrar	30 Working	Inspector	30 Working
la La		brance	Registrar	2004 to till		Days	General of	Days
4	Certi	ficate		date – 3 Working Days			Registration and Commissioner of	
4				WOLKING Days			Stamps	
9				b) Before			otaps	
				01-4-2004				
5				i) For first 13				
5				years – 10				
·				Working Days				
				ii) More than				
				13 years (for				
				every increase				
				in ten years) –				
<u> </u>				10+1 days	District Co.	20.11/		20111
6		certified egistered	Sub Registrar	3 Working Days	District Registrar	30 Working Days	Inspector General of	30 Working Days
		ments	negisti ai	Days	The state of the s	Days	Registration and	Days
1		1000	7000		ALCOHOLD S		Commissioner of	
1	200	San Hall		A la company	198 - 16 E V	10 13 23 2	Stamps	10.30
7		certified	Sub	3 Working	District Registrar	30 Working	Inspector	30 Working
		of the cate of	Registrar	Days		Days	General of Registration and	Days
		ation of					Commissioner of	
	_	ge under					Stamps	
4		/larriage						
<u> </u>		1952	District	2.14/2-1-1	Inspector General	20 14/- 1:	Socratary to	20 We die
8		ation of nder the	Registrar	3 Working Days	of Registration &	30 Working Days	Secretary to Government,	30 Working Days
		rtnership	and	Days	Commissioner of	Days	Revenue	Days
2		1932.	Registrar of	E-C-LINE	Stamps	Section 1	Department	
	X803	Said I	firms	X BOBEL	SALES IN STATE	18035	(Registration &	
	AND DESCRIPTION OF THE PERSON NAMED IN				The same of the sa		Stamps)	

S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
		officer	time for		time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
9	Registration of marriage under Special Marriage Act, 1954	Sub Registrar	1 day – after submission of document as per Special Marriage Act and Rules	District Registrar	30 Working Days	Inspector General of Registration and Commissioner of Stamps	30 days from the order of Inspector General of Registration
10	Registration of marriage under Hindu Marriage Act, 1955	Sub Registrar	1 day – after submission of document as per Hindu Marriage Act and Rules	District Registrar	30 Working Days	Inspector General of Registration and Commissioner of Stamps	30 days from the order of Inspector General of Registration
11	Registration of marriage under Parsi Marriage Act, 1936	Sub Registrar	1 day – after submission of document as per Parsi Marriage Act and Rules	District Registrar	30 Working Days	Inspector General of Registration and Commissioner of Stamps	30 days from the order of Inspector General of Registration

4.6 Directorate of Social Security & Pensions

-								
	S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate Authority	Stipulated
			officer	time for	Officer	time for		time for
				designated		Competent		Appellate
3				officer		Officer		Authority
4								
4								
N	1	Monthly Financial	Deputy	45	Assistant	15 Working	Deputy	15 Working
ł		Assistance to	<i>/</i>					
		Endosalphan	Tahsildar /	Working	Commissioner	Days	Commissioner	Days
		Victims	Tahsildar	Days				
			Tansilaai	Days				

1.S.N 1 inserted vide Notification No. DPAR 17 SSM 2021 Dated: 07/09/2021

^{1.}S.N 1 inserted vide Notification No. DPAR 119 NaSeKha 2012, Dated: 26/10/2012 2.S.N 2 to 7 inserted vide Notification No. DPAR 111 NaSeKha 2015, Dated: 27/11/2015

^{3.} S.N 8 inserted vide Notification No. DPAR 113 NaSeKha 2017, Dated: 19/10/2017

^{4.}S.N 9 to 11 inserted vide Notification No. DPAR 02 SSM 2019, Dated:29/11/2019

5. HOME DEPARTMENT

<u>5.1 P</u>	<u>OLICE DEPAR</u>	RTMENT (Citize	n Services)	STATE OF THE STATE	The same of		The sales
S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate Authority	Stipulated
		officer	time for		time for		time for
			designated		Competent		Appellate
			officer		Officer		Authority
1	Issue of copy	S.H.O.	Immediately	CPI if SHO is PSI	2 Working	SDPO/ ACP	7
	of FIR to the		After	SDPO if SHO is PI	Days	SP/ DCP	Working
2.	complainant License for	SHO	registration 3 Working	CPI/ SDPO	10 Working	SDPO/DCP	Days 7
۷.	Amplified	CPI	Days	SDPO	Days	Addl. SP	Working
	Sound System	SDPO	,,,	Addl. SP/	, , ,	SP in Districts/	Days
		52. 5		Jurisdictional DCPs		Addl.CP Admn in	
				in B'lore City/ DCP		CoP B'lore City/	
				L&O in other		CP in other	
				Commissionerate		Commissionerate	
		Addl.SP/SP/		SP in Districts/		IGP Range/ CP in	
		Jurisdictional DCPs/ DCP		Addl.CP Admn in		Bangalore City/ ADGP L&O for	
		Admin in B'lore		CoP B'lore City/ CP in other		other	
		City/ DCP L&O in		Commissionerate		Commissionerate	
		other					
_		Commissionerate		GERRATIC GA		7217 3TT 9.4	
3.	NoC for License for	SHO	15 Working	CPI/ SDPO	30 Working	SDPO/	30 Working
3	Amusement		Days		Days	Jurisdictional DCPs in B'lore City/ DCP	Days
1	7 and 3cmene		Duys			L&O in other	Days
Š.						Commissionerate	
3		СРІ		SDPO		Addl SP/ SP	
-		SDPO		Addl. SP/ SP/		SP/ Addl.CP Admn	
3				Jurisdictional DCPs/		in CoP B'lore City/	
				DCP Admin in B'lore City/ DCP L&O in		CP in other Commissionerate	
5				other		Commissionerate	
5				Commissionerate			
		AAOs in DPOs		SP in Districts		IGP Range	
		AO/AAO in CoPs		DCP Admin in		Addl.CP Admin in	
				Bangalore City/ DCP		B'lore City/	
				L&O in other Commissionerate		Commissioner of Police in other	
				Commissionerate		Commissionerate	
4	Permission for	SHO	15 Working	CPI/SDPO	10 Working	SDPO/	7 Working
P	peaceful	200	Days	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Days	Jurisdictional DCPs	Days
	assembly and	and the same	131	A Stranger	31 33 1	in B'lore City/ DCP	10 33
	procession			ASTRONOMICS.		L&O in other	
7	and the state of t	CDI	200	SDPO	4945	Commissionerate	49-455
7		CPI SDPO	X8035	Addl. SP/ SP/	18636	Addl SP/ SP SP/ Addl.CP Admn	(8) 34
		3510		Jurisdictional DCPs/		in CoP B'lore City/	
j.			22 (1)	DCP Admin in B'lore		CP in other	200
		NES 35 3	-25+35	City/ DCP L&O in	257 15	Commissionerate	250
1		4, 5 9 0	the said	other	A	6 5 9 0 0	A COLOR
1		AAOs in Districts	ON 3 40	Commissionerate Addl SP/SP	113 L	SP	19 3 Sept 19
		AAOs in Districts		Auui SP/SP		34	1,119
		AO/AAO in CoPs	Interest	DCP Admin in B'lore	ALC: NO	Addl. CP Admin in	
			1257-351	City and DCP L&O in		B'lore City/ CP in	
2		Name of the Party	Sales Contraction	other	No. of Contract of the Contrac	other	
7		JE 900 10 10 0	All market	Commissionerate	Carley 192	Commissionerate	

			A COLUMN	STREET STEELS	Shirt with	79 SHE STEED &	Part and
S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate Authority	Stipulated
		officer	time for		time for		time for
			designated		Competent		Appellate
			officer		Officer		Authority
5.	NoC/ Issue of	PI, DSB in DPOs	7 Working	Additional SP/ SP		SP	7
	Extension of		Days		7 Working		Working
	Residential				Days		Days
	Permit of						
	foreigners						
		ACP/ PI CSB in		DCP Int in B'lore City	STATE OF STREET	Addl. CP Admin in	57260 6
		CoPs	400	and DCP L&O in		B'lore City/	12 200
				other	1000	Commissioner of	19-17
			2000	Commissionerate		Police in other	
	5: 1.6	CUO	(2) (4.5)	CDL/CD DO		Commissionerate	
6	Disposal of	SHO	45.44 1:	CPI/SDPO	44344 11	SDPO/	_
	petitions		45 Working		14 Working	AddlSP/SP	7
			Days		Days	Jurisdictional DCPs	Working
						in B'lore Ciy/ DCP L&O in other	Days
						Commissionerate	
		СРІ		SDPO		Addl SP/ SP	
		SDPO/ ACP		Addl SP/ SP/		SP/ Addl CP Admin	
		JDI O/ ACF		Jurisdictional DCPs		in B'lore City/	
				in B'lore City/ DCP		Commissioner of	
				L&O in other		Police in other	
				Commissionerate		Commissionerate	
		SP/ Jurisdictional		Range IGP/		CP in B'lore City/	
		DCPs/ DCP		Additional CP Admin		Addl DGP	
		Admin in B'lore		in B'lore City/ CP in		G&HR for all other	
		City/ DCP L&O in		other		units	
		other		Commissionerate			
		Commissionerate		ICD D		A J JI D CD	
		AAO in Range Office		IGP Range		Addl DGP G&HR	
		THE RESERVE AND ADDRESS.		VAM DCD CS IID		THE PERSON NAMED IN COLUMN	
		AAO G&HR (Chief Office)		Addl. DGP G&HR		DG & IGP	
7	No obligation	PI DSB in	20 Working	Additional SP or Dy.	07 Working	SP	07
, ,	to return to	Districts	Days	SP HQRs. in Districts	Days	31	Working
	India (NORI)	ACP/PI CSB in	7	Additional SP or Dy.	7	SP	Days
	Certificate	Commissionerate		SP HQRs. in Districts		Addl CP Admn in	
				DCP Int. in		Bangalore City/	
		ENTRE DE LA		Bangalore City &		Commissioner of	
				DCP (L&O) in other		Police in other	
		100 M		Commissionerate		Commissionerate	
8	NOC for	PI DSB in	20 Working	Addl SP/ SP	7 Working	SP	7
	Passport	Districts	Days		Days		Working
	Verification	100/0:000		2021 211		4 L III 00	Days
		ACP/ PI CSB in		DCP Int in B'lore City		Addl CP Admin in	
		CoPs		and DCP L&O in other		B'lore City/ Commissioner of	
		The state of the s		Commissionerate		Police in other	
		Little - Dille		Commissioner atc		Commissionerate	
9	Service	PI DSB in	20 Working	Additional SP/ SP	7 Working	SP	7
	Verification	Districts	Days		Days		Working
			For Local				Days
			Jurisdiction				
		ACP/ PI CSB in	45 Working	DCP Int in B'lore City		Addl CP Admin in	
		CoPs	Days for	and DCP L&O in		B'lore City/	
		788 4 3 6 G	outside	other		Commissioner of	
		STATE OF THE PARTY	Jurisdiction	Commissionerate		Police in other	
1		The second secon	and the second second	AND RESIDENCE OF THE PARTY OF T		Camanianiananaha	
10		AAOs in Districts		Addl SP/SP		Commissionerate SP	

			All all	AUTHOR POTENTIAL	Broke alle	THE RESERVE OF THE PARTY OF THE	Contract of
S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate Authority	Stipulated
		officer	time for		time for		time for
			designated		Competent		Appellate
			officer		Officer		Authority
	NOC for petrol	AO/AAO in CoPs	7 Working	DCP Admin in B'lore	7 Working	Addl CP Admin in	7
	pump, gas		Days	City and DCP L&O in	Days	B'lore City/ CP in	Working
	agency, hotel,			other		other	Days
	bar etc.			Commissionerate		Commissionerate	
11	NOC Arms	SHO in Districts	30 Working	SDPO	7 Working	SP	7
	License		Days		Days		Working
	Verification						Days
		AO/AAO in CoPs		DCP Admin in B'lore		Addl CP Admin in	
				City and DCP L&O in		B'lore City/	
				other Commissionerate		Commissioner of Police in other	
				Commissionerate		Commissionerate	
12	Missing Report	SHO	1 working	CPI/SDPO	3 Working	SDPO/	7
	of documents,	3110	day	C1 1/351 C	Days	Addl.SP/ SP/	Working
	Mobile phone		,		, ,	Jurisdictional DCPs	Days
	etc.						•
13	Police	PI DSB in	20 Working	Additional SP or	07 Working	SP	07
	Verification	Districts	Days	Dy.SP HQRs. in	Days	500025884	Working
	Certificate for	11812 9652 910	4-87-10-1	districts	50.00	THE SECTION	Days.
	domestic	ACP/PI CSB in	200	DCP .Int. in	STATE OF THE PARTY	Addl.CP Admn in	
	servants/	Commissionerate	Act Vil	Bangalore City and	ACTIVITY OF	Bnagalore City /	
	house keeping		00000	DCP L&O in other	3 40.00	Commissioner of	
				Commissionerate		Police in other Commissionerate's.	
	100		and the		71-61	Commissionerate s.	1 33
14	Police	PI DSB in	20 Working	Additional SP or	07 Working	SP	07
	Verification	Districts	Days	Dy.SP HQRs. in	Days		Working
	Certificate for Institutions/	4 CD /DL CCD :	2000	districts	2000	A L III 00 A L	Days
	Companies	ACP/PI CSB in Commissionerate	46	DCP .Int. in Bangalore City and	19.00	Addl.CP Admn in	
	companies	Commissionerate		DCP L&O in other		Bangalore City / Commissioner of	
			The Real Property	Commissionerate		Police in other	
	L-25-22			Commissionerate	257 127	Commissionerate	
			2000		A CONTRACTOR		
	- 175 E. C. C.		-115 8		THE RELEASE		
15	Police	PI DSB in	20 Working	Additional SP or	07 Working	SP	07
	verification	Districts	Days	Dy.SP HQRs. in	Days	History of the second	Working
	Certificate for	THE RESERVE OF THE PARTY OF THE	Section 1	districts	Charles of the		Days
	Marriage	ACP/PI CSB in	2111	DCP .Int. in B'lore	R. H. L. Strand	Addl.CP Admn. in	ENTER DE
	Alliances	Commissionerate	and the same	City and DCP L&O in	20.37	B'lore City /	
	CAR CONTRACTOR		X 8035	other		Commissioner of	
			400	Commissionerate	AND 3-1	Police in other	
<u> </u>	The state of the state of	a construction of the cons	The state of the s			Commissionerate	7-1-1
16	Police	PI DSB in	20 Working	Additional SP or	07 Working	SP	07
	verification	Districts	Days	Dy.SP HQRs. in	Days	7 3 30 11	Working
	Certificate for Training		-3267/15	districts	3560000		Days
	Apprenticeship	ACP/PI CSB in	7. 2 2.	DCP .Int. in		Addl.CP Admn. in	
	at Public	Commissionerate	CALL THE	Bangalore City and	SALE OF THE SALE	Bangalore City /	
	Under takings		13(1-3-3)	DCP L&O in other	BU SELL	Commissioner of	
	/for trainees/		1251-35-1	Commissionerate		Police in other	
	Workers		ESTABLE OF		W V. C.	Commissionerate	
	working on		* al-		Sala alle		
	daily wages at		5 C 11 2 2 2				
	Govt.		15 (1)				
	Institutions		Carlo Carlo				

			A COLUMN	AND A STATE OF THE PARTY.		THE THE WAY	COLUMN TO THE OWNER OF THE OWNER
S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate Authority	Stipulated
		officer	time for		time for		time for
			designated		Competent		Appellate
			officer		Officer		Authority
17	Police	PI DSB in	20 Working	Additional SP or	07 Working	SP	07
	verification Certificate	Districts	Days	Dy.SP HQRs. in	Days	28 W. Zaul 1977	Working
	(PVC) for	ACP/PI CSB in		districts DCP .Int. in		Addl.CP Admn. in	Days
	Coolies/	Commissionerate	1/1	Bangalore City and		Bangalore City /	Mary Street
	Loader/		(1/1)	DCP L&O in other		Commissioner of	
	Class IV		All	Commissionerate	CONT.	Police in other	14945
	Security Staff/ Supervisor at		360			Commissionerate.	000369
	Airport		200				
	(Individual		ALM S				S. SEALO
	applicants		(F)		PART NAT		PART IN
	only)		ARROSS				
18	Police	PI DSB in	20 Working	Additional SP or	07 Working	SP	07
	verification Certificate	Districts	Days	Dy.SP HQRs. in districts	Days		Working Days
	(PVC) for		THE STATE OF	districts	all of the	THE RESERVE OF THE PARTY OF THE	Days
	Central /State	1					STEELS CO.
	Govt.	4 00 (D) 00D :	500,000	20211	STATE OF	A 1 III OD A 1	MARKET ST
	employees if request is	ACP/PI CSB in Commissionerate	*also	DCP .Int. in Bangalore City and	Salasti.	Addl.CP Admn. in Bangalore City /	101-000
	received	Commissionerate		DCP L&O in other		Commissioner of	
Ž.	directly by the		War to be	Commissionerate	The sale of	Police in other	THE SALES
	employee					Commissionerate	
19	Certification of	Dy.Sp / PIs FPB in	20 Working	Additional SP /SP	07 Working	SP	07
	Finger Print	Districts	Days		Days		Working
i i	Table 1	ACP /PI FPB in Commissionerate	J-10	DCP Int. in Bangalore City and		Addl CP Admin in Bangalore City /	Days
	The second	Commissionerate	137	DCP (L&O) in other	3	Commissioner of	3 -
	A Committee		No. of the last of	Commissionerate	Charles of the	Police in Other	distant of
			2120		SALE	Commissionerate	STATE OF
(A. 180 S. 190 S.					
20	No objection to return to	PI DSB in Districts	20 Working Days	Additional SP/SP	07 Working Days	SP	07 Working
	India	ACP/PI CSB in	Days	DCP Int. in	Days	Addl CP Admin in	Days
	permission in	Commissionerate		Bangalore City and		Bangalore City/	
	respect of		1000	DCP (L&O) in other	The second	Commissioner of	STATE OF THE PARTY.
	Tibetans		BARRY OF	Commissionerate	STEEL STATE	Police in other	
	77-2		7-12-1			Commissionerate	U23-7
-	NOC wo military for	sotting us of sot us	num diasalarah	Nanhtha sala tuara	3/11/11	Control of the Contro	
21	NOC required to	setting up of petroit	euili, ulesei alla	Naphtha, sale, transport	Charles and the		Strate Line
	Petroleum,	AOO in	21	Addl SP/SP/DCP	07 Working	SP/Addl CP Admin	07
	Diesel and	DPOs/AO/AAO in	Working	(Admin) in	Days	in Bangalore	Working
	Naphtha, sale,	COPs	Days	Bangalore COP/DCP		City/CP in other	Days
	transport			(LO)in other COPs		COPs	
22	Temporary	AOO in	07	Addl SP/SP/DCP	02 Working	SP/Addl CP Admin	02
22	License for	DPOs/AO/AAO in	Working	(Admin) in	Days	in Bangalore	Working
	Sale of	COPs	Days	Bangalore COP/DCP		City/CP in other	Days
	Crackers	1000000	Contract of the	(LO)in other COPs	SALE SALE	COPs	
		The state of the s		A STATE OF THE STA	34 37		
			D. D. 10 = 5	2012 B			
ICNI	I to 17 incorted vic	la Matitiantian No D	DAD 12 EcVoA	a 2012 Dated: 21/06/201			

^{1.} S.N 1 to 12 inserted vide Notification No. DPAR 13 EaKaAa 2012, Dated: 21/06/2012.
2. S.N 7 inserted vide Notification No. DPAR 119 NaSeKha 2012, Dated: 26/10/2012
3. S.N 13 to 20 inserted vide Notification No. DPAR 119 NaSeKha 2012, Dated: 26/10/2012

^{4.} S.N 6 amended vide Notification No. DPAR 197 NaSeKha 2012, Dated: 03/12/2012 5. S.N 21 & 22 inserted vide Notification No. DPAR 61 SSM 2020, Dated: 03/11/2020

5.2 KARNATAKA FIRE AND EMERGENCY SERVICES (Citizen Services)

5.2		CETTIO BIGE	ROLIVET BERVICES	Citizen se	1 11005)		
S.N	List of Services	Designated	Stipulated time for	Competent	Stipulated	Appellate	Stipulated
		officer	designated officer	Officer	time for	Authority	time for
					Competent		Appellate
					Officer		Authority
1	Response to Fire	Fire Station	01 working day	District Fire	1 working	Regional Fire	1 working
	& Emergency	Officer		Officer	day	Officer	day
2	Accident, Natural	Fire Station	01 working day	District Fire	01 working	Regional Fire	01 working
	Disaster, Rescue	Officer	A	Officer	day	Officer	day
	Work and			10000	94323	STATE OF THE PARTY	318 18 22
	Disaster			2-314			A Plant
3	Application for	Director	60 Working Days	Deputy	60 Working	Inspector	30 Working
	No Objection			Inspector	Days	General of	Days
	Certificate			General of		Police and	
	(High rise			Police		Additional	
	Building)					Director	
						General	
4	Application for	Director	45 Working Days	Deputy	45 Working	Inspector	15 Working
Q	Clearance	2000		Inspector	Days	General of	Days
	Certificate	Service Service		General of		Police and	
	(High rise	3.30		Police		Additional	200
	Building)				13 (6.752)	Director	07347
				13/15		General	

1.S.N 1 to 2 inserted vide Notification No. DPAR 119 NaSeKha 2012, Dated: 26/10/2012 2.S.N 3 to 4 inserted vide Notification No. DPAR 151 NaSeKha 2017, Dated: 19/10/2017

5.3 SAINIK WELFARE AND RESETTLING (Citizen Services)

S.N	List of	Designated officer	Stipulated	Competent	Stipulated	Appellate Authority	Stipulated
	Services		time for	Officer	time for		time for
Ď.	Services		designated	Officer	Competent		Appellate
			officer		Officer		Authority
9	_						·
1	Issue of	Joint / Deputy Director,	07 Working	Director	07 Working	Principal Secretary to	10 Working
	Identity Card	District Office	Days		Days	Govt., (PCAS)	Days
2	Employment	Joint / Deputy Director,	07 Working	Director	07 Working	Principal Secretary to	10 Working
	Registration	District Office	Days	5 Feb.	Days	Govt., (PCAS)	Days
3	C.E.T	Joint / Deputy Director,	07 Working	Director	07 Working	Principal Secretary to	10 Working
	Certificate	District Office	Days		Days	Govt., (PCAS)	Days
4	Spectacle	Joint / Deputy Director,	07 Working	Director	07 Working	Principal Secretary to	10 Working
	Allowance	District Office	Days		Days	Govt., (PCAS)	Days
5	Marriage	Joint / Deputy Director,	07 Working	Director	07 Working	Principal Secretary to	10 Working
	Grant	District Office	Days		Days	Govt., (PCAS)	Days
6	House Repair	Joint / Deputy Director,	07 Working	Director	07 Working	Principal Secretary to	10 Working
	Grant (for	District Office	Days	TO DES	Days	Govt., (PCAS)	Days
	war Widows	ALPERT OF THE STREET	10000	37075	4000		
	/Dependents		WEST AND		13943		

1.S.N 1 to 6 inserted vide Notification No. DPAR 238 NaSeKha 2018, Dated: 14/06/2019

6. EDUCATION DEPARTMENT

6.1 DEPARTMENT OF PRE-UNIVERSITY EDUCATION (Citizen Services

6.1 DE	EPARIMEN	T OF PRE-UNIVE	ERSITY EDU	ICATION (Citizen S	Services)	Control of the state of the sta	
S. N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1.	Photo copying answer scripts of the 2 nd PUC final examination	Deputy Director (Exams), Dept. of Pre-University Education	15 Working Days	Joint Director (Exams) Dept. of Pre- University Education	7 Working Days	Director	7 Working Days
2	Re-totaling answer scripts of the 2 nd PUC final examination	Deputy Director (Exams), Dept. of Pre-University Education	10 Working Days	Joint Director (Exams) Dept. of Pre- University Education	7 Working Days	Director	7 Working Days
3.	Revaluation of answer scripts of the 2 nd PUC final examination	Deputy Director (Exams), Dept. of Pre-University Education	30 Working Days	Joint Director (Exams) Dept. of Pre- University Education	7 Working Days	Director	7 Working Days
4.	Issue of Duplicate Marks Card	Deputy Director (Exams), Dept. of Pre-University Education	15 Working Days	Joint Director (Exams) Dept. of Pre- University Education	7 Working Days	Director	7 Working Days
5.	Disposal of application for recognition of new educational institutions	Director, Dept. of Pre- University Education	60 Working Days	Joint Secretary, Primary & Secondary Education, Govt. of Karnataka	15 Working Days	Secretary, Primary & Secondary Education, Govt. of Karnataka	15 Working Days
6.	Renewal of recognition	Deputy Director (Recognition), Dept. of Pre- University Education	90 Working Days	Joint Director (Administration) Dept. of Pre- University Education	15 Working Days	Director	15 Working Days

Approval for new Pre-University colleges is given by the Government. The backend processing work is done by the Directorate

^{1.} S.N 1 & 6 amended vide Notification No.DPAR 13 NaSeKha 2012, Dated: 21/04/2012.

6.2A Department of Public Instruction (Citizen Services)

S. N	List of Services	Designated officer	Stipulated time for designate d officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulate d time for Appellate Authority
1	Photocopy of Answers Script (for revaluation purpose)	DDPI, SSLC Board	15 Working Days	Secretary to the SSLC Board, Bangalore	15 Working Days	Director of SSLC Board, Bangalore	15 Working Days
2	Revaluation of Examination papers	DDPI, SSLC Board	30 Working Days	Secretary to the SSLC Board	15 Working Days	Director of SSLC Board, Bangalore	15 Working Days
3	Issue of Duplicate Marks Card	DDPI in the office of JD in case of Belgaum, Mysore, Gulbarga. DDPI, SSLC Board in case of Bangalore Division.	30 Working Days	 Joint Directors in case of Belgaum, Mysore, Gulbarga. Secretary, SSLC Board in case of Bangalore Division. 	15 Working Days	Director of SSLC Board, Bangalore	15 Working Days
4	Disposal of application for Registration of new educational institutions	1 to 5 th Std, DDPI 6 to 7 th Std. (Except English Medium), DDPI (Admn) 6 to 7 th Std. (English Medium), DDPI (Primary), Office of CPI/DPI working under Additional Commissionerat e 8th to 10th Std. Director (Secondary), Office of CPI	90 Working Days	1 to 5 th Std, JDPI (Division) 6 to 7 th Std. DPI (Primary), Office of CPI / Addl. Commissionerate 8 to 10 th Std. DPI (Secondary), Office of CPI / Addl. Commissionerate	15 Working Days	 DPI (Primary) CPI / Addl. Commissioners, Belgaum, Gulbarga CPI / Addl. Commissioners, Belgaum, Gulbarga 	15 Working Days
5	Recognition	· 1 to 7 th Std, BEO · 8 to 10th Std. DDPI (Admn.)	60 Working Days	 DDPI (Admn.) Joint Directors of Belgaum,Mysor e, Gulbarga & Bangalore 	15 Working Days	Joint Directors of Belgaum, Mysore, Gulbarga & Bangalore DPI (Secondary)Offic e of CPI / Addl. Commissionerat e	15 Working Days
6	Renewal of recognition	· 1 to 7 th Std, BEO · 8 to 10th Std. DDPI (Admn.)	60 Working Days	 DDPI (Admn.) Joint Directors of Belgaum, Mysore, Gulbarga & Bangalore 	15 Working Days	Joint Directors of Belgaum, Mysore, Gulbarga & Bangalore	15 Working Days

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S. N	List of Services	Designated officer	Stipulated time for designate d officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulate d time for Appellate Authority
						· DPI (Secondary), Office of CPI / Addl. Commissionerate	
7	Photocopy of Answer Scripts (For Revaluation Purpose) a) D.Ed. Exam b) K.O.S. Exam	Senior Assistant Director, (D.Ed Exams), Other Exams, KSEEB, Bangalore.	15 Working Days	Secretary, KSEEB, Bangalore	15 Working Days	Director, (Other Exams), KSEEB, Bangalore	15 Working Days.
	c) Commerce Exam d) Hindi Shikshak e) Arabic Exam f) Film Acting Exam g) Rangashikshan a h) Sanskrit Exam	Senior Asst. Director, (Commerce Exams), Other Exams, KSEEB, Bangalore	15 Working Days	Secretary, KSEEB, Bangalore	15 Working Days	Director, (Other Exams), KSEEB, Bangalore.	15 Working Days.
	i) D.P.Ed Exam j) Music Exam k) Drawing Exam	Asst. Director (W Section), Other Exams, KSEEB, Bangalore	15 Working Days	Secretary, KSEEB, Bangalore	15 Working Days	Director, (Other Exams), KSEEB, Bangalore	15 Working Days
8	Revaluation of Answer Scripts of the following exams conducted by the director (other exams) a) D.Ed. Exam b) K.O.S. Exam	Senior Assistant Director, (D.Ed. Exams), Other Exams, KSEEB, Bangalore.	30 Working Days	Secretary, KSEEB, Bangalore	15 Working Days	Director, (Other Exams), KSEEB, Bangalore.	15 Working Days
	c) Commerce Exam d) Hindi Shikshak e) Arabic Exam f) Film Acting Exam g) Rangashikshan a h) Sanskrit Exam	Senior Asst. Director, (Commerce Exams), Other Exams, KSEEB, Bangalore	30 Working Days	Secretary, KSEEB, Bangalore	15 Working Days	Director, (Other Exams), KSEEB, Bangalore.	15 Working Days
	i) D.P.Ed Exam j) Music Exam	Asst. Director (W Section), Other	30 Working Days	Secretary, KSEEB, Bangalore	15 Working Days	Director, (Other Exams), KSEEB, Bangalore	15 Working Days

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S. N	List of Services	Designated officer	Stipulated time for designate d officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulate d time for Appellate Authority
	k) Drawing Exam	Exams, KSEEB, Bangalore					
9	Issue of duplicate Marks card of the following exams conducted by the director (other exams) a) D.Ed. Exam b) K.O.S. Exam	Senior Assistant Director, (D.Ed. Exams), Other Exams, KSEEB, Bangalore.	30 Working Days	Secretary, KSEEB, Bangalore	15 Working Days	Director, (Other Exams), KSEEB, Bangalore	15 Working Days
	c) Commerce Exam d) Hindi Shikshak e) Arabic Exam f) Film Acting Exam g) Ranga shikshana h) Sanskrit Exam	Senior Asst. Director, (Commerce Exams), Other Exams, KSEEB, Bangalore	30 Working Days	Secretary, KSEEB, Bangalore	15 Working Days	Director, (Other Exams), KSEEB, Bangalore	15 Working Days
	i) D.P.Ed Exam j) Music Exam k) Drawing Exam	Asst. Director (W. Section), Other Exams, KSEEB, Bangalore.	30 Working Days	Secretary, KSEEB, Bangalore	15 Working Days	Director, (Other Exams), KSEEB, Bangalore	15 Working Days
10	Issue of Migration Certificates K.O.S. Exam	Senior Assistant Director, (D.Ed. Exams), Other Exams, KSEEB, Bangalore	15 Working Days	Secretary, KSEEB, Bangalore	10 Working Days	Director, (Other Exams), KSEEB, Bangalore	10 Working Days
	Issue of migration Certificates pertaining to SSLC Exam conducted by the director (exams) S.S.L.C Examination	DDPI (Administration), KSEEB, Bangalore	15 Working Days	Secretary, KSEEB, Bangalore	10 Working Days	Director, (Exams), KSEEB, Bangalore	10 Working Days
12	S.S.L.C Fail Marks card with Date of Birth	DDPI (Administration) KSEEB, Bangalore	15 Working Days	Secretary, KSEEB, Bangalore	10 Working Days	Director (Exams) KSEEB, Bangalore	10 Working Days
13	Disposal of application for Registration of new Educational Institutes (Pre-Primary)	Block Education Officer	60 Working Days	Deputy Director of Public instruction (of the respective district)	15 Working Days	Director of Public Instruction (Primary Education) for Bangalore - Mysore Division/ Director of concerned ACPI office Kalaburgi	15 Working Days

S.	List of Services	Designated officer	Stipulated	Competent Officer	Stipulated	Appellate	Stipulate
N			time for		time for	Authority	d time
			designate		Competent		for
			d officer		Officer		Appellate
							Authority
						and Dharawad	
						Division	
14	Reimbursement of	of R.T.E fees			1336	100 A 100 A 11	T ST
(a)	Reimbursemen	Block Education	60	Deputy Director of	20	Commissioner of	20
(-,	t of R.T.E fees	Officer	Working	Public instruction	Working	Public Instruction	Working
	to R.T.E		Days		Days		Days
	students who						
	are allotted						
	seats through						
	department						
15	Issue of NOC	Under Secretary	120	Joint / Deputy	15	Principal	30
	to start CBSE /	(Primary and	Working	Secretary / Primary	Working	Secretary	Working
	ICSE schools	Secondary Education)	Days	and Secondary	Days	(Primary and	Days
		A	177	Education		Secondary	A 10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
			The second	THE PARTY OF THE P	Company of	Education)	To make

6.2B Department of Public Instruction (Personnel Services)

S. N	List of Services Disbursement of Sala	Designated officer	Stipulat ed time for designa ted officer	Competent Officer	Stipulated time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat e Authorit y
6	a) Government Schools, Primary	Block Education Officer	10 Workin g Days	Deputy Director (Administration)	10 Days	CEO, Zilla Panchayat	10 Days
	High Schools	Head Master	10 Workin g Days	Block Education Officer			
	B.R.C., C.R.P & S.S.A Staffs	Block Education Officer	10 Workin g Days	Deputy Director (Administration)			
	b) Aided Schools Primary & High Schools	Block Education Officer	10 Workin g Days	Deputy Director	10 Days	CEO, Zilla Panchayat	10 Days
	c) Block Education Office staffs	Block Education officer	10 Workin g Days	Deputy Director (Administration)	10 Days	CEO, Zilla Panchayat	10 Days
	d) Deputy Director office Staffs	Gazetted Assistant/ Deputy Director office	10 Workin g Days	Deputy Director (Administration)	10 Days	CEO, Zilla Panchayat	10 Days
	e) Divisional Joint Director Office Staffs	Gazetted Assistant/ Joint Director office	10 Workin g Days	Joint Director	10 Days	Commissioner / Addl, Commissioner	10 Days
	f) DIET Office Staff and equivalent other Institutions	Principal	10 Workin g Days	Director D.S.E.R.T	10 Days	Commissioner / Addl., Commissioner	10 Days

S. N	List of Services g) C.T.E Office	Designated officer Principal C.T. E	Stipulat ed time for designa ted officer	Competent Officer Director D.S.E.R.T	Stipulated time for Compete nt Officer	Appellate Authority Commissioner	Stipulate d time for Appellat e Authorit y 10 Days
	h) Commissioner/Ad ditional Commissioner office/ DSERT/TBF/KSEEB /Text Books/CMI/Joint Director /Midday Meals Scheme/SISYLP Dharwad	HQA/ Gazetted Assistant/Asst., Director	Workin g Days 10 Workin g Days	Commissioner / Addl., Commissioner / Head of the institutions	10 days	/ Addl., Commissioner Secretary to Govt.,	10 days
1 7	Sanction of 10/15/20	ears time bound promotion	n		TANK.	27,784	
	a) Head Master Govt. High school	Commissioner/Addl.Co m.ssioner	30 Workin g Days	Commissioner	30 Working Days	Secretary to Government	20 Working Days
	b) Govt. Primary school Teachers	Block Education Officer	30 Days	DDPI (Admin)	30 Days	JDPI Division	20 Days
	c) Govt. High school Teachers	DDPI (Admin)	30 Days	JDPI Division	30 Days	DPI (Secondary) / Divisional JDPI	20 Days
	d) SDA, CCT, Drivers, Group D employees working in all subordinate offices	DDPI (Admin)	30 Days	JDPI Division	30 Days	Commissioner / Additional Commissioner	20 Days
	e) Subordinate offices	JDPI Division	30 Days	Commissioner / Additional Commissioner	30 Days	Secretary to Government	20 Days
	f) Superintendent, Manager, Gazetted Assistant, SADPI, Deputy Director, working in all subordinate offices in respective Commissionerate officeS	Joint Director (Admin) / Additional Commissioner Commissioner office	30 Days	Commissioner / Additional Commissioner	30 Days	Secretary to Government	20 Days
1 8	Sanction of 25/30Year	rs time bound promotion					
	a) Head Master Govt. High school	Commissioner/Addl. Commissioner	30 Workin g Days	Commissioner	30Days	Secretary to Government	20 Working Days
	b) Govt. Primary school Teachers/ BRP /CRP/IERT/ SSA Teachers	Block Education Officer	30 Days	DDPI (Admin)	30Days	JDPI Division	20 Days

S. N	List of Services	Designated officer	Stipulat ed time for designa ted officer	Competent Officer	Stipulated time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat e Authorit y
	c) Govt. High school Teachers	DDPI (Admin)	30 Days	JDPI Division	30Days	DPI (Secondary)	20 Days
	d) SDA, CCT, Drivers, Group D employees working in all subordinate offices	DDPI (Admin)	30 Days	JDPI Division	30Days	Commissioner / Additional Commissioner	20 Days
	e) FDA employees working in all subordinate offices	JDPI Division	30 Days	Commissioner / Additional Commissioner	30Days	Secretary to Government	20 Days
	f) Superintendent, Manager, Gazetted Assistant, SADPI, Deputy Director, working in all subordinate offices	Joint Director (Admin) / Additional Commissioner /Commissioner office	30 Days	Commissioner / Additional Commissioner	30Days	Secretary to Government	20 Days
1 9	Sanction of Annual in	ncrement			133	142	
	a) Govt., Schools Primary/High School teachers	Block Education Officer / HM	30 Days	Deputy Director (Administration)	20 days	Divisional Joint Director	20 days
	b) Aided Schools Primary & High School teachers	Head Master/ Administration Board	30 Days	Block Education Officer	20 Days	Deputy Director (Administratio n)	20 Days
	c) Block Education Officer Staffs	Block Education Officer	30 Days	Deputy Director (Administration)	20 Days	Divisional Joint Director	20 Days
	d) Deputy Director officer Staffs	Gazetted Assistant Deputy Director Office	30 Days	Deputy Director (Administration)	20 Days	Divisional Joint Director	20 Days
	e) Divisional Joint Director Office Staffs	Gazetted Assistant, Senior Joint Director, Joint Director Office	30 Days	Joint Director	20 Days	Commissioner / Addl., Commissioner	20 Days
	h) DIET Office Staffs and equivalent other institution staffs	Principal, DIET	30 Days	Director, DSERT	20 days	Commissioner / Addl., Commissioner	20 days
	i)CTE Office staff	Principal, CTE	10 Workin g Days after due date	Director, DSERT	20 days	Commissioner / Addl., Commissioner	20 days
	j) Commissioner/ Addl., Commissioner Office/	HQA/ Gazetted Assistant/Joint Director	10 Workin g Days after	Commissioner / Addl., Commissioner / Head of Institution	20 days	Commissioner / Addl., Commissioner	20 days

S. N	List of Services	Designated officer	Stipulat ed time for designa	Competent Officer	Stipulated time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat
			ted officer		in officer		e Authorit y
	DSERT/TBF/KSEEB /Text Books/CMI, Joint Director/ JD Midday Meals Scheme Staff		due date				
2	Sanction of Earned /	Commuted Leave					
	a) Head Master Govt. High school and Group B officer/ Group A officers	Deputy Director and DDO of respective Office	20 days after receivin g sanctio n letter from AG	Commissioner/Addl.Co mmissioner	15 Working Days	Secretary to Government	15 Working Days
	Head Master Aided school	Administrative Board	20 days after receivin g sanctio n letter from AG	Commissioner/Addl.Co mmissioner	15 Working Days	Secretary to Government	15 Working Days
	b) Govt. Primary School and High School Teacher	Block Education Officer / HM	20 days after receivin g Leave Applica tion	DDPI (Admin)	20 days	JDPI Division	20 days
	c)Govt Aided Primary and High school Teacher	Head of School / Management Board	20 days after receivin g Leave Applica tion	Block Education Officer	20 Working days	DDPI (Admin)	20 Working days
	d)BEO office staff	Block Education Officer	20 days after receivin g Leave Applica tion	DDPI (Admin)	20 days	JDPI Division	20 days
	e) DDPI Office staff s	Gazetted Assistant/ DDPI	20 days after receivin	DDPI (Admin)	20 days	JDPI Division	20 days
	f) JDPI Office staff s	Gazetted Assistant in JDPI Office	20 days after receivin g Leave Applica tion	JDPI Division	20 days	Commissioner / Additional Commissioner	20 days
	g) DIET Office Staffs and equivalent other institution staffs	Principal, DIET	20 days after receivin g Leave	Director, DSERT	20 days	Commissioner / Addl., Commissioner	20 days

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S. N	List of Services	Designated officer	Stipulat ed time for designa ted officer	Competent Officer	Stipulated time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat e Authorit
			Applica tion				
	h) CTE Office staff	Principal, CTE	20 days after receivin g Leave Applica tion	Director, DSERT	20 days	Commissioner / Addl., Commissioner	20 days
	i)Commissioner/ Addl., Commissioner/ DSERT/TBF/KSEEB /Text Books Directorate/CMI/ JD Midday Meals Scheme staff and officers	HQA/ Gazetted Assistant/ Head of the office	20 days after receivin g Leave Applica tion	Commissioner / Addl., Commissioner / Head of office	20 days	Commissioner / Addl., Commissioner	20 days
2	Medical Re-imburser	nent					
	a) Govt. Schools, Primary & High Schools	Block Education Officer /High Schools Head Masters	30 Days for sanctio n order	Deputy Director (Admin)	20Days	CEO, Zilla Panchayat	20 Days
	b) Group -A & Group -B officers working in Subordinate offices	District Deputy Director	30 Days for sanctio n order	CEO ZP	20 Days	Commissioner / Addl., Commissioner	20 Days
	c) Block Education Officer Staffs	Block Education Officer	30 Days for sanctio n order	Deputy Director (Admin)/ CEO ZP	20 Days	CEO ZP	20 Days
	d) Deputy Director Office Staffs	Gazetted Assistant, Deputy Director Office	30 Days for sanctio n order	Deputy Director (Admin)	20 Days	Divisional Joint Director	20 Days
	e) Divisional Joint Director Office Staffs	Gazetted Assistant, Assistant Director Office/Senior Assistant Director	30 Days for sanctio n order	Joint Director	20 Days	Commissioner / Addl., Commissioner	20 Days
	f) DIET Office Staff and equivalent other Institutions	Principal, DIET	30 Days for sanctio n order	Director, DSERT	20 days	Commissioner	20 days
	g) CTE Office staff	Principal, CTE	30 Days for sanctio n order	Director, DSERT	20 days	Commissioner	20 days

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S. N	List of Services	Designated officer	Stipulat ed time for designa ted officer	Competent Officer	Stipulated time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat e Authorit y
	h) Commissioner/ Addl., Commissioner office/ DSERT/TBF/KSEEB /Text Books Directorate/CMI Joint Director/ Midday Meals Scheme	HQA/ Gazetted Assistant/ Joint Director	30 Days for sanctio n order	Commissioner / Addl., Commissioner / Head of Institutions	20 days	Secretary to Govt.,	20 days
2 2	Travelling allowance						
	a) Govt. Schools, Primary & High Schools	Block Education Officer	30 Days for sanctio n order	Deputy Director (Admin)	20Days	CEO, Zilla Panchayat	20 Days
	b) Group -A & Group -B officers working in Subordinate officers/BEO	District Deputy Director	30 Days for sanctio n order	CEO ZP	20 Days	Commissioner / Addl., Commissioner	20 Days
	c) Block Education Officer Staffs	Block Education Officers	30 Days for sanctio n order	Deputy Director (Admin)/ CEO ZP	20 Days	CEO ZP	20 Days
	d) Deputy Director Office Staffs	Gazetted Assistant, Deputy Director Office	30 Days for sanctio n order	Deputy Director (Admin)	20 Days	Divisional Joint Director	20 Days
	e) Divisional Joint Director Office Staffs	Gazetted Assistant, Assistant Director Office/Senior Assistant Director	30 Days for sanctio n order	Joint Director	20 Days	Commissioner / Addl., Commissioner	20 Days
	f) DIET Office Staff and equivalent other Institutions	Principal, DIET	30 Days for sanctio n order	Director, DSERT	20 days	Commissioner	20 days
	g) CTE Office staff	Principal, CTE	30 Days for sanctio n order	Director, DSERT	20 days	Commissioner	20 days
	h) Commissioner/Ad dl., Commissioner office/ DSERT/TBF/KSEEB /Text Books Directorate/CMI Joint Director/ Midday Meals Scheme/ SYSLIP	HQA/ Gazetted Assistant/ Asst., Director	30 Days for sanctio n order	Commissioner / Addl., Commissioner / Head of Institutions	20 days	Secretary to Govt.,	20 days

S. N	List of Services	Designated officer	Stipulat ed time for designa ted officer	Competent Officer	Stipulated time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat e Authorit y
2 3	Pension Proposal & S	Services				Soft S	
	a) Govt. Primary and High, school Teacher	Block Education Officer	30 Days	DDPI (Admin)	20 days	CEO ZP	20 days
	b) Group A /B officers working in Subordinate offices	DDPI (Admin)	30 Days	CEO ZP	20 days	Commissioner / Addl., Commissioner	20 days
	c)BEO office staff	Block Education Officer	30 Days	DDPI (Admin) /CEO ZP	20 days	CEO ZP	20 days
	d)DDPI Office staff	Gazetted Assistant, DDPI Office	30 Days	DDPI (Admin)	20 days	JDPI Division	20 days
	e) JDPI Office staff	Gazetted Assistant, JDPI Office/Senior Asst., Director	30 Days	JDPI Division	20 days	Commissioner / Addl., Commissioner	20 days
	f) DIET Office Staff and equivalent other institutions	Principal, DIET	30 Days	DSERT DIRECTOR	20 days	Commissioner	20 days
	g) CTE Office staff	Principal, CTE	30 Days	DSERT DIRECTOR	20 days	Commissioner	20 days
	h) Commissioner/Additional Commissioner office/ DSERT/TBF/KSEEB/ Text Books Directorate/CMI., Joint Director, /Midday Meals Scheme SYSLIP	HQA/ Gazetted Assistant/Assistant Director	30 Days	Commissioner / Additional Commissioner/Head of Institution	20 days	Secretary to Govt.,	20 days
2 4	Purchase of Vehicle,	Computer/GPF/KGID/other a	advances				
	a) Govt. Primary & High school Teacher	BEO/HM	30 Days	DDPI (Admin)	20 Days	CEO ZP	20 Days
	b) Group A officer/ Group B officers working in Subordinate offices	District DPI (A)	30 Days	CEO ZP	20 Days	Commissioner / Additional Commissioner	20 Days
	c)BEO office staff	BEO	30 Days	DDPI (Admin) /CEO ZP	20 Days	CEO ZP	20 Days
	d)DDPI Office staff	Gazetted Assistant/DDPI office	30 Days	DDPI (Admin)	20 Days	JDPI Division	20 Days
	e) Divisional JDPI Office staff	Gazetted Assistant/JDPI office/Senior Asst., Director	30 Days	Joint Director	20 Days	Commissioner / Addl., Commissioner	20 Days
	f) DIET Office Staff and equivalent other institutions	Principal (DIET)	30 Days	DSERT DIRECTOR	20 Days	Commissioner	20 Days
L	g) CTE Office staff	Principal (CTE)	30 Days	DSERT DIRECTOR	20 Days	Commissioner	20 Days

S. N	List of Services	Designated officer	Stipulat ed time for	Competent Officer	Stipulated time for Compete	Appellate Authority	Stipulate d time for
			designa ted officer		nt Officer		Appellat e Authorit y
	h) Commissioner/Ad dl., Commissioner office/ DSERT/TBF/KSEEB /Text Books Directorate/CMI/ Joint Director/ Midday Meals Scheme	HQA/ Gazetted Assistant/ Asst., Director	30 Days	Commissioner / Addl., Commissioner / Head of the institutions	20 Days	Secretary to Govt	20 Days
2 5	Festival Advance	ASS					-5.5
	a) Govt. Primary & High school Teacher	BEO/HM	10 Days	DDPI (Admin)	20 Days	CEO ZP	20 Days
	b) Group A officer/ Group B officers working in Subordinate offices/BEO	District DPI (A)	10 Days	CEO ZP	20 Days	Commissioner / Addl., Commissioner	20 Days
	c)BEO office staff	BEO	10 Days	DDPI (Admin) /CEO ZP	20 Days	CEO ZP	20 Days
	d)DDPI Office staff	Gazetted Assistant/DDPI office	10 Days	DDPI (Admin)	20 Days	JDPI Division	20 Days
	e) Divisional JDPI Office staff s	Gazetted Assistant /DDPI office/Senior Asst., Director	10 Days	JDPI	20 Days	Commissioner / Addl., Commissioner	20 Days
	f) DIET Office Staff and equivalent other institutions	Principal (DIET)	10 Days	DSERT DIRECTOR	20 Days	Commissioner	20 Days
	g) CTE Office staff	Principal (CTE)	10 Days	DSERT DIRECTOR	20 Days	Commissioner	20 Days
	h) Commissioner/ Addl., Commissioner office/ DSERT/TBF/KSEEB/T ext Books Directorate/CMI/JDP I/ Midday Meals/ scheme	HQA/ Gazetted Assistant/Asst., Director	10 Days	Commissioner / Addl., Commissioner / Head of the institutions	20 Days	Secretary to Govt	20 Days
2 6	Last Pay Certificate (L	PC)					
	a) Govt. Schools, Primary and Secondary Teachers	BEO/HM	30 days after reporti ng for duty	DDPI (Admin)	20 days	CEO ZP	20 days
	b) Group A and Group B Officers in Sub ordinate offices/BEO	District DPI (A)	30 days after reporti ng for duty	CEO ZP	20 days	Commissioner / Addl., Commissioner	20 days

S.	List of Services	Designated officer	Calina Int	Commete at Office	Calina Inter I	A	Calina Inte
N.	List of Services	Designated officer	Stipulat ed time	Competent Officer	Stipulated time for	Appellate Authority	Stipulate d time
			for		Compete		for
			designa ted		nt Officer		Appellat e
			officer				Authorit
							у
	c)Block Education Officer and Staff	BEO	30 days after	DDPI (Admin) /CEO ZP	20 days	CEO ZP	20 days
	Officer and Staff		reporti		STATE OF		The same
			ng for duty	er all the state	21/2	19 Cax	67-300
	d)DDPI Office Staff	Gazetted Assistant/DDPI	30 days	DDPI (Admin)	20 days	JDPI Division	20 days
	•	office	after	,			
			reporti ng for				
			duty				
	e) Divisional JDPI Office Staff	Gazetted Assistant/JDPI office/ senior Asst.,	30 days after	JDPI Division	20 days	Commissioner / Addl.,	20 days
	office staff	Director	reporti		STOR	Commissioner	
		46500000	ng for duty				1
	f) DIET Office Staff	Principal (DIET)	30 days	DSERT DIRECTOR	20 days	Commissioner	20 days
	and equivalent	Fillicipal (DIET)	after	DSERT DIRECTOR	20 days	/ Addl.,	20 uays
	other institutions		reporti ng for			Commissioner	
			duty				
	g) CTE Office Staff	Principal (CTE)	30 days	DSERT DIRECTOR	20 days	Commissioner	20 days
			after reporti		1	/ Addl., Commissioner	45.65
	LIMITED BY	MA SECOND	ng for	ALL SELECTION OF		ALLE ELIN	The state of
	h) CPI/ACPI Office,	HQA/ Gazetted	duty 30 days	Commissioner / Addl.,	20 days	Secretary to	20 days
	DSERT, TBF,	Assistant/ Asst., Director	after	Commissioner / Head of	20 00/0	Govt	20 00,0
	KSEEB, Text Books Directorate, CMI,		reporti ng for	the institutions			
	JDPI, MMS		duty				
2 7	Photo Copy of Servic	e Register			A REPORT		
	a) Govt. Schools, Primary & High	BEO/HM	30 days after	DDPI (Admin)	20 days	JDPI Divisional	20 days
	School Teachers		reporti				
			ng for duty				
	c) BEO Office Staff	BEO	30 days	DDPI (Admin)	20 days	JDPI Divisional	20 days
	THE SEL	ALCOHOL WAS	after	STATE OF STATE OF	1	13000	3/3/3
		Charles Jesus	reporti ng for	STATE OF THE PARTY OF	7	CO DELLE	
			duty			900	
	d) DDPI Office Staffs	Gazetted Assistant/DDPI office/DDPI	30 days after	DDPI (Admin)	20 days	JDPI Divisional	20 days
	563113	0	reporti				
			ng for duty				
	e) Divisional JDPI	Gazetted Assistant/JDPI	30 days	JDPI	20 days	CPI/ACPI	20 days
	Office Staff	office/Senior Asst., Director	after reporti	Switter St.	Certify.		
	THE SEL	Director	ng for	STATE OF THE PARTY OF	11/2/1		
		A CONTRACTOR OF THE PARTY OF TH	duty		3-2.4		

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S. N	List of Services	Designated officer	Stipulat ed time for designa ted officer	Competent Officer	Stipulated time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat e Authorit
	f) DIET Office staff & equivalent othe institutions		30 days after reporti ng for duty	DSERT DIRECTOR	20 days	CPI/ACPI	20 days
	g) CTE Office Staff	Principal (CTE)	30 days after reporti ng for duty	DSERT DIRECTOR	20 days	CPI/ACPI	20 days
	i)CPI/ACPI Office, DSERT, TBF, KSEEB, Text Books Directorate, CMI, JDPI, MMS Scheme	Assistant/ Asst.,	30 days after reporti ng for duty	Commissioner / Addl., Commissioner / Head of the institutions	20 days	SECRETARY TO GOVT	20 days
2	Declaration of Pro	bationary Period					
	a) Govt. Schools, Primary & High School Teachers	BEO/District DPI (A)	30 days	DDPI (Admin) / JDPI	20 days	JDPI Divisional/Dire ctor Higher Education	20 days
	b) Group A & Group B Officers in Sub Ordinate Offices	District DDPI/ Appointing authority/Addl., CPI	30 days	Divisional JDPI /CPI	20 days	Secretary to Govt	20 days
	c) BEO Office Staff	BEO /DDPI (A)	30 days	DDPI (Admin) /ACPI	20 days	Divisional JDPI /CPI	20 days
	d) DDPI Office Staff	Gazetted Assistant/DDPI office/DDPI	30 days	DDPI (Admin) /ACPI	20 days	Divisional DPI /CPI	20 days
	e) Divisional JDPI Office Staff	Gazetted Assistant/JDPI	30 days	JDPI /ACPI	20 days	CPI/ACPI	20 days
	f) DIET Office staff & equivalent other institutions	Principal (DIET) / Manager	30 days	Principal (DIET) / ACPI	20 days	DIR DSERT/Commi ssioner	20 days
	g) CTE Office Staff	(CTE) Manager/DDPI/ JDPI	30 days	principal (CTE)/JDPI/ACPI	20 days	DIR DSERT	20 days
	h) CPI/ACPI Office, DSERT, TBF, KSEEB, Text Books Directorate, CMI, JDPI, MMS Scheme	HQA/ Gazetted Assistant/ Addl., Commissioner and Head of the office	30 days	Commissioner / Addl., Commissioner / Head of the institutions	20 days	CPI /ACPI /Govt.,	20 days
2 9	Issue of Salary Cer	tificate					

S. N	List of Services	Designated officer	Stipulat ed time for designa ted officer	Competent Officer	Stipulated time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat e Authorit y
	a) Govt. Schools, Primary & High School Teachers	BEO/HM	10 days	DDPI(Admn)	10 days	Divisional JDPI	10 days
	b) Group A & Group B Officers in Sub ordinate Offices/BEO	District DDPI (A)/Gazetted Manager	10 days	Divisional JDPI/BEO	10 days	CPI/ACPI/DDPI	10 days
	c) BEO Office Staffs	ВЕО	10 days	DDPI(Admn)	10 days	Divisional JDPI	10 days
	d) DDPI Office Staffs	Gazetted Assistant, DDPI Office	10 days	DDPI(Admn)	10 days	Divisional JDPI	10 days
	e) Divisional JDPI Office Staffs	Gazetted Assistant, JDPI, Senior Assistant Director	10 days	JDPI	10 days	СРІ	10 days
	f) DIET Office staff & equivalent other Institutions	Principal	10 days	DSERT DIRECTOR	10 days	СРІ	10 days
1	g) CTE Office Staff	Principal (CTE)	10 days	DSERT DIRECTOR	10 days	СРІ	10 days
	h) CPI/ACPI Office, DSERT, TBF, KSEEB, Text Books Directorate, CMI, JDPI, MMS Scheme	HQA/ Gazetted Assistant/Asst., Director	10 days	CPI/ACPI/ Head of the Institutions	10 days	CPI/ACPI	10 days
3 0	Earned Leave Encash	ment					
	a) Govt. Schools, Primary & High School Teachers	BEO/HM	30 days	Deputy Director (Admn)	15 days	Divisional Joint Director	15 days
	b) Group A & Group B Officers in Sub ordinate Offices	District Deputy Director	30 days	Divisional Joint Director	15 days	Commissioner /Addl., Commissioner	15 days
	c) BEO Office Staffs	BEO	30 days	Deputy Director (Admn)	15 days	Divisional Joint Director	15 days
	d) Deputy Director office Staffs	Gazetted Assistant	30 days	Deputy Director (Admn)	15 days	Divisional Joint Director	15 days
	e) Divisional Joint Director Office Staffs	Gazetted Assistant, Joint Director office	30 days	Joint Director	15 days	Commissioner / Addl., Commissioner / Govt.,	15 days
	f) DIET Office staff & equivalent other institutions	Principal (DIET)	30 days	DSERT DIRECTOR	15 days	Commissioner	15 days
	g) CTE Office Staff	Principal (CTE)	30 days	DSERT DIRECTOR	15 days	Director DSERT/Commi ssioner	15 days
	h) Commissioner/Addl ., Commissioner Office, DSERT, TBF, KSEEB, Text Books Directorate, CMI,	HQA/ Gazetted Assistant/ Addl., Commissioner and Head of the office	30 days	Commissioner/Addl., Commissioner/Head of the Institutions	15 days	Commissioner /Addl., Commissioner /Govt/.	15 days

S.	List of Services	Designated officer	Stipulat	Competent Officer	Stipulated	Appellate	Stipulate
N N		Designated officer	ed time for designa ted officer	competent officer	time for Compete nt Officer	Authority	d time for Appellat e Authorit
	Joint Director, Midday meals scheme	\					
3 1	Disposal of Received	applications					
	a) Group-A and Group -B officers working in Sub- ordinate offices	District DPI (A)	30 days	Divisional joint director	20 days	CPI / ACPI	20 days
	b)Staff working in BEO offices	BEO	30 days	DDPI (A)	20 days	Divisional joint director	20 days
	c)Staff working in DDPI offices	DDPI	30 days	Divisional JDPI (A)	20 days	ACPI /CPI	20 days
	d)Staff working in JDPI offices	GA/JDPI	30 days	Joint Director	20 days	CPI / ACPI	20 days
	e) Staff of DIET and officers in Equivalent posts in DIET / other institutions	Principal (DIET)	30 days	DIR DSERT	20 days	СРІ	20 days
	f) Staff working in CTE	Principal (CTE)	30 days	DIR DSERT	20 days	СРІ	20 days
	g) Staff working in CPI/ACPI, Offices, DSERT, TBF, KSEEB, Directorate of Text books, CMS, JOINT Director mid-day Meals scheme	HQA/ Gazetted Assistant/ Asst., Director	30 days	CPI /ACPI / HOD	20 days	CPI /ACPI	20 days
3 2	HTC / LTC						
	a) Applications received from Govt Primary and High school Teachers	BEO/DDPI (A)	30 days	DDPI (A)/JDPI	20 days	Divisional joint director	20 days
	b) Group-A and Group -B officers working in Sub- ordinate offices	District DDPI (A)	30 days	Divisional joint director	20 days	CPI / ACPI	20 days
	c)Staff working in BEO offices	BEO	30 days	DDPI (A)	20 days	Divisional joint director	20 days
	d)Staff working in DDPI offices	GA/DDPI	30 days	DDPI (A)/JDPI	20 days	Divisional joint director /CPI	20 days
	e) Staffs working in JDPI offices	GA/JDPI	30 days	Joint Director /ACPI	20 days	CPI/ACPI	20 days
	f) Staff of DIET and officers in Equivalent posts in	Principal (DIET)	30 days	DIR DSERT	20 days	СРІ	20 days

S.	List of Services	Designated officer	Stinulat	Competent Officer	Stinulated	Annellato	Stinulato
5. N	List of Services	Designated officer	Stipulat ed time for designa ted officer	Competent Officer	Stipulated time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat e Authorit
	DIET / other						У
	institutions						
	g) Staff working in CTE	Principal (CTE)	30 days	DIR DSERT	20 days	СРІ	20 days
	h) working in CPI/ACPI, Offices, DSERT, TBF, KSEEB, Directorate of Text books, CMS, JOINT Director mid-day Meals scheme	HQA/ Gazetted Assistant/ Asst., Director/Head of office	30 days	CPI /ACPI / HOD	20 days	CPI /ACPI /Secretary to Govt	20 days
3	Sanction of In-Chargo	e Allowance					
	a) Applications received from Govt Primary and High school Teachers	BEO/DDPI (A)	30 days	DDPI (A)/JDPI	20 days	Divisional joint director /Dir Sec	20 days
	b) Group-A and Group -B officers working in Sub- ordinate offices	DDPI (A)	30 days	Divisional joint director	20 days	CPI / ACPI	20 days
	c)Staff working in BEO offices	BEO	30 days	DDPI (A)	20 days	Divisional joint director	20 days
	d)Staff working in DDPI offices	GA/DDPI	30 days	DDPI (A)/JDPI	20 days	Divisional joint director /CPI	20 days
	e) Staff working in JDPI offices	GA/JDPI	30 days	Joint Director /ACPI	20 days	CPI/ACPI/Govt of Karnataka	20 days
	f) Staff of DIET and officers in Equivalent posts in DIET / other institutions	Principal (DIET)	30 days	DIR DSERT	20 days	DIR DSERT	20 days
	g) Staff working in CTE	Principal (CTE)	30 days	DIR DSERT	20 days	DIR DSERT	20 days
	h) Staff working in CPI/ACPI, Offices, DSERT, TBF, KSEBB, Directorate of Text books, CMS, JOINT Director mid-day Meals scheme	HQA/ Gazetted Assistant/ Addl., Commissioner & Head of the office	30 days	CPI /ACPI / HOD	20 days	CPI /ACPI /Secretary to Govt	20 days
3 4	Arrears / Reimburser	ment					
	a) Applications received from Govt Primary and High school Teachers	BEO/HM	30 days	DDPI (A)	20 days	Divisional joint director	20 days

S. N	List of Services	Designated officer	Stipulat ed time for designa ted officer	Competent Officer	Stipulated time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat e Authorit y
	b) Group-A and Group -B officers working in Sub- ordinate offices	District DDPI (A)	30 days	Divisional joint director	20 days	CPI / ACPI	20 days
	c)Staff working in BEO offices	BEO	30 days	DDPI (A)	20 days	Divisional joint director	20 days
	d)Staff working in DDPI offices	GA/DDPI	30 days	DDPI (A)/JDPI	20 days	Divisional joint director /CPI	20 days
	e) Staff working in JDPI offices	GA/JDPI	30 days	Joint Director	20 days	CPI/ACPI/Govt	20 days
	f) Staffs of DIET and officers in Equivalent posts in DIET / other Institutions	Principal (DIET)	30 days	DIR DSERT	20 days	DIR DSERT /CPI	20 days
	g) Staff working in CTE	Principal (CTE)	30 days	DIR DSERT	20 days	СРІ	20 days
	h) Staff working in CPI/ACPI, Offices, DSERT, TBF, KSEEB, Directorate of Text books, CMS, JOINT Director mid-day Meals Scheme	HQA/ Gazetted Assistant/ Addl., Commissioner/ Head of the office	30 days	CPI /ACPI / HOD	20 days	CPI /ACPI / Govt.,	20 days
3 5	Purchase of House/C	construction of House and Pu	rchase of o	ther assets		The state of	
	a) Applications received from Govt Primary and High school Teachers	BEO/HM	30 days	DDPI (A)	20 days	Divisional joint director	20 days
	b) Group-A and Group -B officers working in Sub- ordinate offices	District DDPI/ACPI (A)	30 days	Divisional joint director/CPI	20 days	CPI / ACPI/Govt.,	20 days
	c)Staff working in BEO offices	BEO	30 days	DDPI (A)	20 days	Divisional joint director	20 days
	d)Staff working in DDPI offices	GA/DDPI office	30 days	DDPI (A)/JDPI	20 days	Divisional joint director /CPI	20 days
	e) Staff working in JDPI offices	GA/JDPI	30 days	JDPI (A)/ CPI	20 days	CPI/ACPI/Govt.	20 days
	f) Staff of DIET and officers in Equivalent posts in DIET / other Institutions	Principal (DIET)	30 days	JDPI DSERT	20 days	DIR DSERT/CPI	20 days
	g) Staff working in CTE	Principal (CTE)	30 days	DIR DSERT	20 days	CPI	20 days

S. N	List of Services	Designated officer	Stipulat ed time for designa ted officer	Competent Officer	Stipulated time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat e Authorit y
	h) Staff working in CPI/ACPI, Offices, DSERT, TBF, KSEEB, Directorate of Text books, CMS, JOINT Director mid-day Meals Scheme	HQA/ Gazetted Assistant/Addl., Commissioner & Head of the office	30 days	CPI /ACPI / HOD	20 days	CPI /ACPI /Govt .,	20 days

- 1. S.N 7 to 12 inserted vide Notification No.DPAR 119 NaSeKha 2012, Dated: 26/10/2012.
- 2. S.N 16 to 35 inserted vide Notification No.DPAR 197 NaSeKha 2012 / P1, Dated: 18.06.2013.
- 3. S.N 1,3,4,7, 16(b), 17(a), 18(a), 20 (a&c) ,27 and 35were amended vide Notification No. DPAR 13 SSM 2020, Dated:01-06-2020
- 4. S.N 13 &15 inserted vide Notification No. DPAR 45 SSM 2020, Dated: 09/10/2020
- 5. S.N 14 inserted vide Notification No. DPAR 52 SSM 2020, Dated: 07/12/2020
- 6. S.N 4,5,6 amended vide Notification DPAR 13 EAKaAa 2012; Dated: 01-03-2012
- 7. S.N 12 amended vide Notification DPAR 72 SSM 2020; Dated: 09-09-2022

6.3 DEPARTMENT OF PRINTING, STATIONARY AND PUBLICATIONS (Personnel Services)

S. N	List of Services	Designated officer	Stipulated time for designate d officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulate d time for Appellate Authority
1.	"Publication in Karnataka Gazette" a) Change of Name b) Publication concerning Insurance c) Publications issued from Courts, other publications relating to transaction of Government business	Assistant Director, Government Central Press, Unit-2, Bangalore-560059	15 Working Days.	Joint Director, Government Central Press, Unit-2, Bangalore-560059	15 Working Days	Director, Governmen t Central Press, Unit- 2, Bangalore- 560059	30 Working Days
2.	Salary Disbursement						
a)	Government Central Press, Bangalore	Pay bill Assistant, Leave Assistant, & Superintendent	10 Working days	Deputy Director (Admn. & Accounts)	10 Working Days	Director	Working Days
b)	Government Press, Vikasa Soudha Unit, Bangalore	Pay bill Assistant, Leave Assistant, & Superintendent	10 Working Days	Assistant Director (Admn. & Accounts)	10 Working Days	Joint Director	· 10 Working Days

_	Lint of Courters	Designated officers	Calminian	Competent Office	Chinadalada	Ammallat -	Chinadata
S. N	List of Services	Designated officer	Stipulated time for	Competent Officer	Stipulated time for	Appellate Authority	Stipulate d time for
14			designate		Competent	Authority	Appellate
			d officer		Officer		Authority
c)	Government	Pay bill Assistant,	10 Working	Assistant Director	10 Working	Deputy	. 10
	Security Press,	Leave Assistant,	Days	(Admn. & Accounts)	Days	Director	Working
	Peenya, Bangalore	,		(Admin. & Accounts)		(Indl.)	Days
	, , ,	& Superintendent					
d)	Government	Pay bill Assistant,	10 Working	Assistant Director	10 Working	Deputy	· 10
	Stationery Depot,	Leave Assistant,	Days	(Admn. & Accounts)	Days	Director	Working
	Bangalore			(riamini a riccounts)		(Admn. & Accounts)	Days
		& Superintendent		OT COLUMN		Accounts	
e)		Pay bill Assistant,	10 Working	Assistant Director	10 Working	Deputy	. 10
	Central Book Depot, Bangalore	Leave Assistant,	Days	(Admn. & Accounts)	Days	Director (Admn. &	Working
	Depot, Ballgalore	9 Cuparintandant		,		Accounts)	Days
		& Superintendent					
f)	Government	Pay bill Assistant,	10 Working	Assistant Director	10 Working	Deputy	· 10
	Divisional Press, Dharwad/	Leave Assistant,	Days	(Admn. & Accounts)	Days	Director (Indl.)	Working Days
	Gulburga/Mysore	& Superintendent				(man)	Days
		470		OWNER OF SERVICE		PET STORY	
g)	Government District Press,	Pay bill Assistant,	10 Working	Assistant Director	10 Working	Deputy Director	10 Working
	Madikeri/ Shimoga	Leave Assistant	Days	(Admn. & Accounts)	Days	(Admn. &	Days
		& Superintendent				Accounts)	
_		& Superintendent					
3.	Salary Increment Government	Leave Assistant	10 Working	Deputy/Assistant	10 Working	Director	30
ļ.	Central/Divisional/		Days	Director	Days	Director	Working
	District Presses	& Superintendent	,	(Admin Q Admints)	•		Days
				(Admn. & Accounts)			Days
4.	Stagnation Incremen		40.14/	Devel (Assistant	40.144	Discrete :	10
Š.	Government Central/Divisional/	Pay bill Leave Assistant	10 Working Days	Deputy/Assistant Director	10 Working Days	Director	10 Working
	District Presses	& Superintendent	Days	Birector	Days		Days
5.	Medical Reimburser	nent					
٥.	Government	Medical Bill Assistant	10 Working	Deputy/Assistant	30 Working	Director	30
	Central/Divisional/		Days	Director	Days		Working
1	District Presses	& Superintendent					Days
6.	Travelling Allowance	es					
3	Government	Deputy Director	10 Working	Deputy/Assistant	30 Working	Director	30
	Central/Divisional/ District Presses	Assistant Director Superintendent	Days	Director	Days		Working
3	District Fresses	Assistant Cashier					Days
7	Canation of Calago						
7.	Sanction of Salary Pe Government	Pay bill Assistant,	10 Working	Joint/Deputy/Assistant	30 Working	Director	30
X	Central/Divisional/	Superintendent	Days	Director	Days	25001	Working
	District Presses						Days
8.	Regarding GPF Adva	nce/Partially Withdrawn					
1	Government	Pay bill Assistant,	10 Working	1. Assistant Director for	30 Working	Director	30
5	Central/Divisional/	Superintendent	Days	25,000/	Days		Working
	District Presses	Assistant Director & Deputy/Joint/ Director					Days
		Depaty/Joint/ Director		2 .Deputy/Joint			
3				Director for 50,000/-			
				,			
					1		

S. N	List of Services	Designated officer	Stipulated time for designate d officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulate d time for Appellate Authority
				3. Joint Director for Partial/Final Withdraw			
9.	Festival Advance						
	Government Central/Divisional/ District Presses	Pay bill Assistant, Superintendent	10 Working Days	Joint/Deputy Director (Head of the Office)	10 Working Days	Director	30 Working Days
10.	Declaration of Proba	tionary Period and other S	Services				
	Government Central/Divisional/ District Presses	Establishment Assistant Superintendent	10 Working Days	Joint/Deputy/Assistant Director (Head of the Office)	30 Working Days	Director	· 30 Working Days
11.	Last Pay Certificate						
	Government Central/Divisional/ District Presses	Salary/Pension Assistant/ Superintendent	10 Working Days	 Concerned Deputy/Assistant Director 	10 Working Days	Director	· 30 Working Days
12.	Surrender of Earned	· · · · · · · · · · · · · · · · · · ·					
	Government Central/Divisional/ District Presses	Leave/Personal Assistant/ Superintendent	10 Working Days	· Concerned Joint/Deputy/Assistant Director	10 Working Days	Director	Working Days
13.		0,15,20,25,30 years' Time					
	Government Central/Divisional/ District Presses	Concerned Assistant, Superintendent, Assistant/Deputy/ Joint Director	10 Working Days	Joint/Deputy Director	45 Working Days	Director	Working Days
14.		isition regarding Employee		panies/other			
	Government Central/Divisional/ District Presses	Concerned Assistant, Superintendent/ Assistant Director	10 Working Days	· Deputy Director	45 Working Days	Director	Working Days
15.	Service Registers						
	Government Central/Divisional/ District Presses	Concerned Assistant, Superintendent	10 Working Days	Joint/Deputy/Assistant Director	15 Working Days	Director	Working Days
16.	Issue of Salary Certif						
	Government Central/Divisional/ District Presses	Concerned Assistant, Superintendent	10 Working Days	Joint/Deputy/Assistant Director	15 Working Days	Director	Working Days
17.		rances to any Place in India			45.14	S: .	22
	Government Central/Divisional/ District Presses	Concerned Assistant, Superintendent Joint/Deputy/Assistant	10 Working Days	Joint/Deputy/Assistant Director	15 Working Days	Director	Working Days
18.	Pay Arrears						-
	Government Central/Divisional/ District Presses	Salary Pension Assistant, Superintendent	10 Working Days after application	Joint/Deputy/Assistant Director	15 Working Days	Director	Working Days
19.		ase Land/Site/Vehicle	10.14(1.)	loint/Demoto/Assistant	20 \\(\frac{1}{2}\)	Disease	20
	Government	Concerned Assistant,	10 Working	Joint/Deputy/Assistant	30 Working	Director	· 30
	Central/Divisional/ District Presses	Superintendent	Days after application	Director	Days		Working Days

S.	List of Services	Designated officer	Stipulated	Competent Officer	Stipulated	Appellate	Stipulate
N			time for		time for	Authority	d time for
			designate		Competent		Appellate
			d officer		Officer		Authority
	Government	Concerned Assistant,	10 Working	Joint/Deputy/Assistant	15 Working	Director	. 30
	Central/Divisional/	Superintendent	Days	Director	Days		Working
	District Presses						Days

1.S.N 1 inserted vide Notification No. DPAR 197 NaSeKha 2012, Dated: 03.12.2012 2. S.N 2-20 inserted vide Notification No.DPAR 8 NaSeKha 2014, Dated: 28.06.2014

6.4 PUBLIC LIBRARIES DEPARTMENT (Citizen Services)

ì			S DEI AKTMENT	(CITIZETI DE	(VICCS)			
	S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
				time for	Officer	time for	Authority	time for
				designated		Competent		Appellate
				officer		Officer		Authority
	1	Library Member	Concerned library	20	Deputy	20 Working	Director	20
		Ship (To be filled by	staff/library care	Working	Directors/ Chief	Days	department of	Working
		proper application	takers	Days	Librarian of all		public library-	Days
		along with other			City Central		560 001.	
		documents)			Libraries & District Central			
					Libraries			
ŀ	2	Refund of	Concerned library	30	Deputy	30 Working	Director -	30
	-	Membership	staff/library care	Working	Directors/Chief	Days	department of	Working
3		amount (to be filled	takers	Days	Librarian of all	,	public library-	Days
		by proper			City Central		560 001.	
è		application along			Libraries &		F- 1277	
		with library	THE RESERVE		District Central			
		membership card	Carl Carl Control		Libraries		The San State	
		and other	P. D. P. Cont.				P. Tarrey	
	3	documents)	Donuty	60	Director	15	Principal	15
	3	Supply order for Books seclected by	Deputy Director/Chief	Working	Director	Working	Secretary to	Working
		State Level Book	Librarian	Days		Days	Government,	Days
4		Selection	Librarian	Days		Days	Primary and	Days
ì		Committee					Secondary	
		(Depends upon					Education	
P.		availability of funds)						
	4	Bill payment to	Deputy	90	Director	15	Principal	15
		Author,	Director/Chief	Working	The state of	Working	Secretary to	Working
		Author/Publisher &	Librarian	Days	The last to be a second	Days	Government,	Days
		Publication Houses			2 43 1 1 1		Primary and	
		for supplied books (Deapends upon	ALCO STATE OF THE PARTY OF THE		1000		Secondary Education	
		avilability of funds)			THE REAL PROPERTY.		Ludcation	
		aviiability of fullus)						

- 1. S.N 1 to 2 inserted vide Notification No. DPAR 197 NaSeKha 2012/p1, Dated: 18.06.2013.
- 2. S.N 3 to 4 inserted vide Notification No. DPAR 14 SSM, Dated: 29.11.2019

6.5A HIGHER EDUCATION – "COLLEGIATE EDUCATION" (Citizen Services)

S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated time	Appellate	Stipulated
			time for	Officer	for Competent	Authority	time for
			designated		Officer		Appellate
			officer				Authority
1	Admission Extract	Principal	5 Days	Joint Director	5 Days	Director	10 Days
2	Study certificate	Principal	5 Days	Joint Director	5 Days	Director	7 Days
3	Provisional Degree Certificate	Principal	7 Days	Joint Director	7 Days	Director	7 Days

4	Library No Due Certificate	Principal	5 Days	Joint Director	7 Days	Director	5 Days
5	No Due Certificate	Principal	5 Days	Joint Director	5 Days	Director	5 Days
6	Forwardal of Transfer Certificate	Principal	6 Days	Joint Director	6 Days	Director	6 Days
7	Registration of Coaching Centres for Degree Courses,	Joint Director	30 Working	Director	15 Working	Commissioner	15 Working
8	Registration of Coaching Institutions for Competitive Examinations for selection to IAS, IPS, IFS, KAS and Language coaching or any other course	Joint Director	40 Working Days	Director	15 Working Days	Commissioner	15 Working Days

6.5B HIGHER EDUCATION – "COLLEGIATE EDUCATION" (Personnel Services)

_	Т	AT PROPERTY OF THE PARTY OF THE	V 40 6 19	and the second	ALTERNATION		
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
9	Leave Sanction						
ā	Casual Leave/Restricted Holiday	C.A.O. Joint Director Principal	3 Days	Director	6 Days	Commission er	6 Days
k	Earned Leave/Commuted Leave	C.A.O. Joint Director Principal	15 Days	Director	15 Days	Commission er	15 Days
	Special Casual Leave	C.A.O. Joint Director Principal	15 Days	Director	15 Days	Commission er	15 Days
C	Extra-Ordinary Leave	C.A.O. Joint Director Principal	30 Days	Director	30 Days	Commission er	30 Days
6	Maternity Leave	C.A.O.	6 Days	Director	6 Days	Commission er	6 Days
		Joint Director Principal					
f	Paternity Leave	C.A.O. Joint Director Principal	6 Days	Director	6 Days	Commission er	6 Days
10	Earned Leave Encashment	C.A.O. Joint Director Principal	30 Days	Director	15 Days	Commission er	15 Days
11	Sanction of Special Pay for undergoing	Director	30 Days	Commissioner	15 Days	Principal Secretary	30 Days

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	adoption of Family Planning						
12	Sanction of Leave Travel/Home Travel	Director	15 Days	Commissioner	15 Days	Principal Secretary	15 Days
	concession	Director				Secretary	
		Joint Director					
13	Sanction of Physically Handicap Allowance	Director	90 Days	Commissioner	30 Days	Principal Secretary	30 Days
14	Declaration of Probationary Period	Director	90 Days	Commissioner	30 Days	Principal Secretary	30 Days
15	Permission for buying and selling of	Director	30 Days	Commissioner	30 Days	Principal Secretary	30 Days
	House/Site/Vehicle	Director				Commission er	
		Drawing officer		Director		er	
16	Acceptance of Resignation of Teaching and Non- Teaching Staffs	Commissioner	30 Days	Principal Secretary	30 Days	Principal Secretary	30 Days
17	Sanction of Group Insurance/ Family	Director	15 Days	Director	15 Days	Commission er	15 Days
	Welfare Fund to Government College	Joint Director				El	
	Principals, Regional Directors and Staff of Head Office	Principal					
18	Medical Reimbursement	Director	60 days	Commissioner	30 Days	Principal Secretary	30 days

^{*}For Group 'D' employees working at Regional Office & Colleges, Designated Officer for Probationary Declaration are Joint Director & Principals respectively

- S.N 1 to 6 & 9 to 18 inserted vide Notification No. DPAR 197 NaSeKha 2012/P1, Dated: 18/06/2013.
 S.N. 7 & 8 inserted vide Notification No. DPAR 401 NaSeKha 2018, Dated: 01/07/2019

6.6 TECHNICAL EDUCATION DEPARTMENT (Citizen Services)

	S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated time	Appellate	Stipulated
1				time for	Officer	for Competent	Authority	time for
				designated		Officer		Appellate
ě				officer				Authority
	1	Issue of Diploma	Deputy Director	30 Working	Joint Director	15 Working	Director,	15 Working
		Certificate	(Examinations)	Days from	(Examinations)	Days from	Technical	Days from
			Technical education	registering	Technical	date of	Education	registration
			Department	the	Education	Application		of appeal
				application of	Department			

^{**} For Regional Joint Direction & Principals Designated Officer for Sanction of Group Insurance/ Family Welfare Fund is Director.

Sissue of Diploma Deputy Director Examinations Technical follocation Department Deputy Director Examinations Technical follocation Department Deputy Director Department Departm					1-2032-1960		38-2032 F W.	121144	CONTRACTOR OF THE PARTY OF THE
Marks Card Caminations) Technical education Department Deputy Director Caminations Technical education Department Deputy Director Caminations Technical education Department Deputy Director Caminations Department Deputy Director Caminations Technical education Department		S.N	List of Services	Designated officer	time for designated	="			Stipulated time for Appellate Authority
Card/Consolidated Cardinations Cardinations Cardinations Days from Education Days from Days from Days from Education Days from		2	•	(Examinations) Technical education	Days from registering the application of	(Examinations) Technical Education	Days from registration of	Technical	15 Working Days from registration of appeal
Certificate		3	Marks Card/Consolidated	(Examinations) Technical education	Days from registering the application of	(Examinations) Technical Education	Days from date of	Technical	7 Working Days from registration of appeal
Certificate Cexaminations Technical Education Department Dep		4		(Examinations) Technical education	Days from registering the application of	(Examinations) Technical Education	Days from date of	Technical	7 Working Days from registration of appeal
Syllabus (Examinations) Technical Education Days from registering the application of student Days from the application of appeal		5	_	(Examinations) Technical Education	Days from registering the application of	(Examinations) Technical Education	Days from date of	Technical	03 Working Days from registration of appeal
Verification certificate of Marks Cards and Diploma Certificates Department D	The second secon	6		(Examinations) Technical Education	Days from registering the application of	(Examinations) Technical Education	Days from date of	Technical	03 Working Days from registration of appeal
Photocopy of Answer Scripts	The second second second	7	verification certificate of Marks Cards and Diploma	(Examinations) Technical Education	Days from registering the application of	(Examinations) Technical Education	Days from date of	Technical	07 Working Days from registration of appeal
Answer Scripts (Examinations) Technical Education Department Department 10 Issue of Duplicate Marks Cards Marks C		8	Photocopy of	(Examinations) Technical Education	Days from registering the application of	(Examinations) Technical Education	Days from date of	Technical	07 Working Days from registration of appeal
Marks Cards (Examinations) Technical Education Department Department Department Days from registering the application of Department Days from registering Education Department Days from date of Application Application Of appear		9		(Examinations) Technical Education	Days from registering the application of	(Examinations) Technical Education	Days from date of	Technical	07 Working Days from registration of appeal
1. SI No.1 to 10 - Inserted vide Notification No. DPAR 197 NaSeKha 2012/p1. Dated: 18/06/2013.	The second second		Marks Cards	(Examinations) Technical Education Department	Days from registering the application of student	(Examinations) Technical Education Department	Days from date of Application	Technical	07 Working Days from registration of appeal

^{1.} SI No.1 to 10 - Inserted vide Notification No. DPAR 197 NaSeKha 2012/p1, Dated: 18/06/2013.

6.7 UNIVERSITIES (Citizen Services)

List of Services Designated officer Stipulated Completent Competent Co			5	ou la lui d		Cit Li L	4	611 1 1
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Extract								•
2 Distribution of Bus Principal Principal 3 Working Days Registrar 10 Working Days Pass Principal 6 Working Days Pass Principal 6 Working Days Pass Principal 6 Working Days Principal 10 Working Days Principal Days Days Principal Da	1		Principal	2 Working Days	Registrar			
2 Distribution of Bus Principal 3 Working Days Registrar 10 Working Days 2 Days		EXITACL				_	Chancellor	U
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Application for Change of Course/Branch Deputy Registrar 6 Working Days Registrar 10 Working Days Chancellor Days						-	1 Th 3 - 1 1 1	-
4 Application for Change of Course (Panach Course) Deputy Registrar 6 Working Days Registrar 10 Working Days 5 Change of Course Deputy Registrar 6 Working Days Registrar 10 Working Days 6 Character Certificate Principal 2 Working Days Registrar 10 Working Days 7 Issue of Degree Certificate Degree Certificate College Principal 3 Working Days Registrar 10 Working Days 8 Distribution of Degree Certificate College Principal 3 Working Days Registrar 10 Working Days 9 Distribution of Marks cards College Principal 3 Working Days Registrar 10 Working Days 10 Distribution of Scholarship Principal Deputy Registrar 10 Working Days 10 Distribution of Scholarship Registrar 10 Working Days 10 Distribution of Scholarship Registrar 10 Working Days 11 Duplicate copies of documents Principal 10 Working Days 12 Duplicate Degree Certificate Deputy Registrar 15 Working Days 13 Duplicate Degree Certificate Deputy Registrar 15 Working Days Deputy Registrar 15 Working Days Registrar 10 Working Days Deputy Registrar 15 Working Days Registrar 10 Working Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10 Working Days Days Deputy Registrar 15 Working Days Registrar 10	3	Change of College	Principal	6 Working Days	Registrar			
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Certificate Working Days Chancellor Working Days Days Days Deputy Registrar 6 Working Days Registrar Working Days Registrar Working Chancellor Working Days	12	Dunlicato Dograo	Denuty Pogistrar	15 Working Days	Registrar	10	Vice	10
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Cards Working Chancellor Working	13	Dunlicate Marks	Denuty Registrar	6 Working Days	Registrar	10	Vice	10
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						_		Days

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S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
14	Duplication Migration Certificate	Deputy Registrar	6 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
15	Eligibility Certificate	Principal	6 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
16	Forwarding of application of students/staff to the higher authorities	Principal	2Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
17	Genuineness of Marks card/Degree Certificate	Deputy Registrar	7 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
18	Identity cards	Principal	3 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
19	Migration Certificate	Deputy Registrar	6 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
20	Name correction in the Marks card as per the SSLC/PUC	Registrar	6 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
21	No Due Certificate	Principal	2 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
22	No objection Certificate	Principal	2 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
23	Official Transcript	Deputy Registrar	6 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
24	Provisional Degree Certificate (P.D.C)	Deputy Registrar	6 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
25	Readmission	Principal/University Caseworker	6 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
26	Removal of Non- Completion of lower exam	Deputy Registrar	6 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
27	Removal of Withheld	Deputy Registrar	6 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
28	Returning of Original Documents	Principal	4 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days

S.N	List of Services	Designated officer	Stipulated time for	Competent	Stipulated	Appellate	Stipulated
			designated officer	Officer	time for	Authority	time for
					Competent		Appellate
					Officer		Authority
29	Study Certificate	Principal	2 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days
30	Transfer Certificate	College Principal	4 Working Days	Registrar	10 Working Days	Vice Chancellor	10 Working Days

^{1.} S.N 1to 30 inserted vide Notification No. DPAR 14 SSM 2021 Dated: 22/09/2021.

6.8 UNIVERSITY FINANCE SECTION (Personnel Services)

S.N	List of Services	Designated	Stipulated time for	Competent	Stipulated time	Appellate	Stipulated
		officer	designated officer	Officer	for Competent	Authority	time for
					Officer		Appellate
							Authority
1	Issue of Salary	Finance Officer	03 Working Days	Registrar	10 Working	Vice	10 Working
	Certificate				Days	Chancellor	Days
2	Issue of VAT	Finance Officer	07 Working Days	Registrar	10 Working	Vice	10 Working
	certificate				Days	Chancellor	Days
3	Issue of Form 16	Finance Officer	05 Working Days	Registrar	10 Working	Vice	10 Working
					Days	Chancellor	Days
4	Issue of Form 16A	Finance Officer	05 Working Days	Registrar	10 Working	Vice	10 Working
		Sun the same		11	Days	Chancellor	Days

^{1.} S.N 1 to 4 inserted vide Notification No. DPAR 197 NaSeKha 2012/P1, Dated: 18/06/2013.

7. HEALTH AND FAMILY WELFARE DEPARTMENT D FAMILY WELFARE DEPARTMENT (Citizen Services)

7.1 H	EALTH AND F	AMILY WELFARE	DEPARTMEN'	Γ (Citizen Servic	<mark>es)</mark>	Walter Bridge	
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Issue of Disability Certificate	(a) Taluk Medical Board (b) District Medical Board	30 Working Days	DHO Deputy Commissioner	15 Working Days	J.D. (Medical) Director, H.F.W.	15 Working Days
2	Issue of wound Certificate -" minor wound"	Medical Officer	3 Working Days	DHO / District Surgeon	15 Working Days	CEO, ZP / Deputy Commissioner	15 Working Days
3	Issue of discharge certificate and sterilization certificate	Medical Officer	1 working day	DHO / District Surgeon	15 Working Days	CEO, ZP / Deputy Commissioner	15 Working Days
4	Issue of age certificate "where specialist opinion is not required"	Medical Officer	3 Working Days	DHO / District Surgeon	15 Working Days	CEO, ZP / Deputy Commissioner	15 Working Days
5	Birth Certificate issued in Hospital	Medical officers of Community Health centre, Taluk hospital, Public hospital and Administrative Medical officers of District hospitals and other main hospitals	15 Working Days	District health and family welfare officers/district surgeons/hospital superintendents	30 Working Days	Deputy Commissioner	30 Working Days
6	Birth Certificate issued thereafter	Medical officers of Community Health centre, Taluk hospital, Public hospital and Administrative Medical officers of District hospitals and other main hospitals	15 Working Days	District health and family welfare officers/district surgeons/hospital superintendents	30 Working Days	Deputy Commissioner	30 Working Days
7	P.C & P.N.D.T						
а	Registration of Ultrasonography centres	District Health & Family welfare officer	70 Working Days	District Appropriate Authority (District Commissioner)	08 Working Days	State Appropriate Authority, Project Director (RCH), Directorate of Health and Family Welfare Services, Bangalore	30 Working Days
b	Renewal of Ultrasonography centres	District Health & Family welfare Officer	70 Working Days	District Appropriate Authority (District Commissioner)	08 Working Days	State Appropriate Authority, Project Director (RCH), Directorate of Health and Family Welfare	30 Working Days

S.N	List of Services	Designated officer	Stipulated time	Competent	Stipulated	Appellate	Stipulated
			for designated	Officer	time for	Authority	time for
			officer		Competent		Appellate
					Officer		Authority
						Services, Bangalore	
8	Registration & Renewal of Private Medical Establishment under KPMEA	DHO of Concerned District	90 Working Days	Deputy Commissioner of Concerned District	90 Working Days	Commissioner, Health & Family Welfare Services	60 Working Days

Note: If the Designated Officer is a Medical Officer working in a PHC / CHC / Taluk Hospital, the Competent Officer and Appellate Authority will be District Health & Family Welfare Officer (DHO) and Chief Executive Officer (CEO) ZP respectively. If the Designated Officer is a Medical Officer working in a District Hospital, the Competent Officer and Appellate Authority will be District Surgeon and Deputy Commissioner respectively.

- 1. S.N 2 & 4 amended vide Notification No. DPAR 13 EeKaAa 2012, Dated: 21/04/2012.
- 2. S.N 5 & 6 inserted vide Notification No. DPAR 100 NaSeKha 2016, Dated 17/12/2016
- 3. S. N 7 inserted vide Notification No.DPAR 68 NASE 2019; Dated: 30-09-2020
- 4. S. N 8 inserted vide Notification No.DPAR 43 SSM 2020 (P-1); Dated: 30-08-2022

7.2 DRUGS CONTROL DEPARTMENT (Citizen Services)

(Issue / Renewal of Licenses for establishment of Medical Stores / Chemist & Druggists)

	- 1				•			
S	.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
			officer	time for	Officer	time for	Authority	time for
				designated		Competent		Appellate
				officer		Officer		Authority
	1	Issue of License	Assistant Drugs	30 Working	Regional	15	Additional	15 Working
			Controller	Days	Deputy Drugs	Working	Drugs	Days
			00.110.101	24,5	Controller	Days	Controller	24,5
}					Controller	Days	Controller	
	2	Renewal of License	Assistant Drugs	30 Working	Regional	15	Additional	15 Working
			Controller	Days	Deputy Drugs	Working	Drugs	Days
					Controller	Days	Controller	
		TO SHOULD SEE		THE REAL PROPERTY.	Controller	Days	Controller	- 5 M (m/200)
	3	Change addition /	Assistant Drugs	7 Working	Regional	15	Additional	15 Working
		deletion of Registered	Controller	Days	Deputy Drugs	Working	Drugs	Days
		Pharmacist			Controller	Days	Controller	
						/-		
	4	Change addition /	Assistant Drugs	7 Working	Regional	15	Additional	15 Working
		deletion of Competent	Controller	Days	Deputy Drugs	Working	Drugs	Days
		person			Controller	Days	Controller	No. of Contract of
		регзоп		E SEALE	Controller	Days	Controller	
ĺ	5	Name Change	Assistant Drugs	7 Working	Regional	15	Additional	15 Working
			Controller	Days	Deputy Drugs	Working	Drugs	Days
				,	Controller	Days	Controller	•
	6	Grant of fresh drug	Druge	60 Working		15	Principal	15 Working
	O		Drugs		Deputy		•	
		manufacturing license	Controller	Days	Secretary,	Working	Secretary,	Days
				4227	Health and	Days	Health and	
		- State of the		Starling.	Family	ALCOHOL:	Family	
		A STATE OF THE STA			Welfare		Welfare	
L		A STATE OF THE STA		Sant Bill		200	1//	

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S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
7	Renewal of Drug Manufacturing License	Drugs Controller	210 Working Days	Deputy Secretary, Health and Family Welfare	15 Working Days	Principal Secretary, Health and Family Welfare	15 Working Days
8	Issue of WHO- GMP Certificate.	Drugs Controller	7 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days
9	Issue of Free Sates Certificate	Drugs Controller	7 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days
10	Issue of Market Standing Certificate	Drugs Controller	7 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days
11	Issue of GMP Certificate as per sch "M"	Drugs Controller	7 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days
12	Issue of No Conviction Certificate	Deputy Drugs Controller	7 Working Days	Drugs Controller	15 Working Days	Principal Secretary, HFW	15 Working Days
13	Issue of Production Capacity Certificate	Drugs Controller	7 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days
14	Issue of License Validity Certificate	Deputy Drugs Controller	7 Working Days	Drugs Controller	15 Working Days	Principal Secretary, HFW	15 Working Days
15	Issue of Essentiality Certificate	Drugs Controller	7 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days
16	Issue of Neutral Code Number	Deputy Drugs Controller	7 Working Days	Drugs Controller	15 Working Days	Principal Secretary, HFW	15 Working Days
17	Issue of Manufacturing and Marketing Certificate	Drugs Controller	7 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days
18	Issue of Quality and Capacity Certificate	Drugs Controller	7 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
19	Issue of Performance Certificate	Drugs Controller	10 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days
20	Issue of Installation / Registration / Products Certificate	Drugs Controller	7 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days
21	Issue of Certificate of Pharmaceutical Products (COPP) for the Recommended Products	Drugs Controller	20 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days
22	Issue of Good Laboratory Practice 22Certificate	Drugs Controller	7 Working Days	Deputy Secretary, HFW	15 Working Days	Principal Secretary, HFW	15 Working Days
23	Change in Premises	Assistant Drugs Controller	30 Working Days	Deputy Drugs Controller	15 Working Days	Additional Drugs Controller	15 Working Days
24	Change in Constitution	Assistant Drugs Controller	30 Working Days	Deputy Drugs Controller	15 Working Days	Additional Drugs Controller	15 Working Days
25	Change in Premises and Constitution	Assistant Drugs Controller	30 Working Days	Deputy Drugs Controller	15 Working Days	Additional Drugs Controller	15 Working Days
26	Issue of No Conviction Certificate	Deputy Drugs Controller	07 Working Days	Drugs Controller	15 Working Days	Principal Secretary, Health and Family Welfare Department.	15 Working Days

- S.N 6 to 7 inserted vide Notification No.DPAR 178 NaSeKha 2017, Dated: 10/10/2017
 S.N 8 to 22 inserted vide Notification No.DPAR 228 NaSeKha 2017, Dated: 11/01/2018
 S.N 23 to 26 inserted vide Notification No DPAR 12 SSM 2020, Dated 18/03/2020

7.3 AYUSH DEPARTMENT (Citizen Services)

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	License for establishment of Drug Store	Drugs Licensing Authority	30 Working Days	Chief Administrative Officer	15 Working Days	Director, Ayush	15 Working Days
2	Issue of performance and no conviction certificates as per Drugs and Cosmetics Act and Rules there under	Drugs Licensing Authority	30 Working Days	Chief Administrative Officer	15 Working Days	Director, Ayush	15 Working Days
3	Grant of Manufacturing License & GMP Certificate	Asst Drug Controller	90 Working Days	Deputy Drug Controller	15 Working Days	Director	15 Working Days

S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
		officer	time for designated officer	Officer	time for Competent Officer	Authority	time for Appellate Authority
4	Renewal of Manufacturing License & GMP Certificate	Asst Drug Controller	60 Working Days	Deputy Drug Controller	15 Working Days	Director	15 Working Days
5	Issue of Medical Certificate	Medical Officer//Resident Medical Officer	05 Working Days	District Ayush Officer	15 Working Days	CEO, ZP	15 Working Days
6	Issue of Medical Certificate a) At Dispensary/Hospital level	Medical Officer	05 Working Days	District Ayush Officer	15 Working Days	Chief Executive Officer, Zilla Panchayath	15 Working Days
	b)At teaching College/Hospital level	Resident Medical Officer	05 Working Days	Principal	15 Working Days	Joint Director, AYUSH(ME)	15 Working Days

^{1.} S.N 3 & 4 inserted vide Notification No.DPAR 100 NaSeKha 2016, Dated: 17/12/2016

^{2.} S.N 6 amended vide notification No DPAR 13 EeKaAa n2012, dated: 14-08-2012.

8. RURAL DEVELOPMENT AND PANCHAYATH RAJ DEPARTMENT

8.1 RURAL DEVELOPMENT AND PANCHAYATH RAJ DEPARTMENT (Citizen Services)

_					State of the same		CICH CLUB	
5	5.N	List of Services	Designated officer	Stipulate d time	Competent Officer	Stipulate d time for	Appellate Authority	Stipulate d time
				for designat		Compete nt Officer		for Appellat
	1.	Liability to pay taxes	Panchayat Development officer/ Secretary, Gram Panchayat	45 Working Days	Executive Officer, Taluk Panchayat	30 Working Days	Deputy Secretary (Who is looking the GP Maters), Zilla Panchayat	30 Working Days
	2.	Building License	Panchayat Development officer/ Secretary, Gram Panchayat	60 Working Days	Executive Officer, Taluk Panchayat	30 Working Days	Deputy Secretary (Who is looking the GP Maters), Zilla Panchayat	30 Working Days
	3.	Trade License	Panchayat Development officer/ Secretary, Gram Panchayat	45 Working Days	Executive Officer, Taluk Panchayat	30 Working Days	Deputy Secretary (Who is looking the GP Maters), Zilla Panchayat	30 Working Days
	4	Maintenance of Drinking Water – Minor repairs	Panchayath Development Officer/Secretary , Gram Panchayath	3 days	Executive Officer, Taluka Panchayath	30 days	Deputy Secretary (who is looking the GP matters), Zilla Panchayath	30 days
	5	Maintenance of Street lights- Minor repairs	Panchayath Development Officer/Secretary , Gram Panchayath	3 days	Executive Officer, Taluka Panchayath	30 days	Deputy Secretary (who is looking the GP matters), Zilla Panchayath	30 days
	6	Maintenance of Village sanitation	Panchayath Development Officer/ Secretary, Gram Panchayath	7 days	Executive Officer, Taluka Panchayath	30 days	Deputy Secretary (who is looking the GP matters), Zilla Panchayath	30 days
	7.	Issuing of records related to population census, cattle census, persons below poverty line and other records compulsory maintained by Gram Panchayath.	Panchayath Development Officer/Secretary , Gram Panchayath	30 days	Executive Officer, Taluka Panchayath	30 days	Deputy Secretary (who is looking the GP matters), Zilla Panchayath	30 days
	8.	Providing employment to unskilled labours (MGNREGS)	Panchayath Development Officer/ Secretary, Gram Panchayath	15 days	Executive Officer, Taluka Panchayath	30 days	Deputy Secretary (who is looking the GP matters), Zilla Panchayath	30 days
	9.	NOC to Escoms	Panchayath Development Officer/ Secretary, Gram Panchayath	45 days	Executive Officer, Taluka Panchayath	30 days	Deputy Secretary (who is looking the GP matters), Zilla Panchayath	30 days
	10	Registration and Issue of Job Card to the family of unskilled labour under MGNREGS	Panchayat Development Officer, GP.	30 Working Days	Executive Officer, Taluk Panchayat	30 Working Days	Chief Executive Officer, Zilla Panchayat.	15 Working Days"

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S.N	List of Services	Designated officer	Stipulate d time for designat	Competent Officer	Stipulate d time for Compete nt Officer	Appellate Authority	Stipulate d time for Appellat
11	Form 9/11A	Panchayat Development officer	45 Working Days	Executive Officer, Taluk Panchayat	30 Working Days	Deputy Secretary, Zilla Panchayat Office	30 Working Days
12	Issuing of Form 11B	Panchayat Development officer	45 Working Days	Executive Officer, Taluk Panchayat	30 Working Days	Deputy Secretary, Zilla Panchayat Office	30 Working Days
13	New Water Connection	Panchayat Development officer	03 Working Days	Executive Officer, Taluk Panchayat	07 Working Days	Deputy Secretary, Zilla Panchayat Office	15 Working Days
14	Disconnecting water Connection	Panchayat Development officer	03 Working Days	Executive Officer, Taluk Panchayat	07 Working Days	Deputy Secretary, Zilla Panchayat Office	15 Working Days
15	Permission Letter to Factories	Panchayat Development officer	45 Working Days	Executive Officer, Taluk Panchayat	60 Working Days	Deputy Secretary, Zilla Panchayat Office	60 Working Days
16	Advertisement License	Panchayat Development officer	45 Working Days	Executive Officer, Taluk Panchayat	60 Working Days	Deputy Secretary, Zilla Panchayat Office	60 Working Days
17	Entertainment License	Panchayat Development officer	45 Working Days	Executive Officer, Taluk Panchayat	60 Working Days	Deputy Secretary, Zilla Panchayat Office	60 Working Days
18	Occupancy Certificate	Panchayat Development officer	30 Working Days	Executive Officer, Taluk Panchayat	45 Working Days	Deputy Secretary, Zilla Panchayat Office	60 Working Days
19	Intimation of Digging of Borewell	Panchayat Development officer	15 Working Days	Executive Officer, Taluk Panchayat	30 Working Days	Deputy Secretary, Zilla Panchayat Office	45 Working Days
20	Road Cutting Permission	Panchayat Development officer	40 Working Days	Executive Officer, Taluk Panchayat	15 Working Days	Deputy Secretary, Zilla Panchayat Office	15 Working Days
21	Kutumba ID enrollment	Panchayath development Officer (Grama panchayath)	3 Working Days(with supporting document) 7 working days (without supporting document)	Executive Office, Taluk Panchayath	15 Working Days	Chief Executive Officer, Zilla Panchayath	15 Working Days

^{1.} S.N 4 amended vide Notification No.DPAR 13 EeKaAa 2012, Dated: 21/04/2012

 $^{2.\} S.N\ 1,\!5\ amended\ vide\ Notification\ No.DPAR\ 13\ EeKaAa\ 2012,\ Dated:\ 05/05/2012$

 $^{3.\;}S.N\;1\;amended\;vide\;Notification\;No.DPAR\;152\;NaSeKha\;2013,\;Dated:19/10/2013$

^{4.}S.N 11 &12 inserted vide Notification No.DPAR 11 SSM 2019, Dated:29/11/2019

^{5.} S.N 13-20 inserted vide Notification No.DPAR 35 SAMS 2020, Dated:23/09/2020

^{6.}S.N 1-3 amended vide Notification No.DPAR 11 SSM 2019, Dated: 29/11/2019

^{7.}S.N 10 inserted vide notification No. DPAR 119 NaSekha 2012; Dated: 26-10-2012

^{8.}S.N 21 inserted vide notification No. DPAR 2 SSM 2022; Dated: 26-07-2022

9. FINANCE DEPARTMENT

9.1A EXCISE DEPARTMENT (Personnel Services)

9.1A	EACISE DEPARTME	NT (Personnel Servic	es)		100-100-200	N. 263-151-151	
S. N	List of Services	Designated officer	Stipulate d time for designate d officer	Competent Officer	Stipulated time for Competen t Officer	Appellate Authority	Stipulate d time for Appellat e Authorit y
1	Approval for grant of Time bound advancement to Group- A Officers	Under Secretary	Working Days	DS/JS/AS	Working Days	Principal Secretary/Secreta ry	30 Working Days
2	Approval for grant of Senior scale & selection grade scale to Group -A officers	Under Secretary	15 Working Days	DS/JS/AS	15 Working Days	· Principal Secretary/Secreta ry	30 Working Days
3	Sanction of medical reimbursement to Group-A officers	- Under Secretary	30 days from submissio n of	DS/JS/AS	· 15 Working Days	Principal Secretary/Secreta ry	10 Working Days
4	Sanction of charge allowance to Group-A officers	Under Secretary	10 days from submissio n of	DS/JS/AS	7 Working Days	Principal Secretary/Secreta ry	10 Working Days
5	Declaration of officiation period to Group-A officers	· Under Secretary	Working Days	DS/JS/AS	Working Days	Principal Secretary/Secreta ry	10 Working Days
6	Permission for availing Home town/leave travel concession allowance	Under Secretary	7 Working Days after submissio	DS/JS/AS	Working Days	Principal Secretary/Secreta ry	10 Working Days
9.1I	B EXCISE DEPARTM	ENT (Citizen Services)					
S. N	List of Services	Designated officer	Stipulate d time for designate	Competent Officer	Stipulated time for Competen	Appellate Authority	Stipulate d time for
7	Renewal of a Unit: Distillery/Brewery/Fortifi ed Winery	Excise Commissioner	45 Working Days	Secretary (B & R)	15 Working Days	Principal Secretary/ Additional Chief Secretary to	30 Working Days
8	Transfer of Distillery, Brewery, Microbrewery, Fortified Winery licenses (in case of death of licensee)	Excise Commissioner	30 Working Days	Secretary (B & R)	15 Working Days	Principal Secretary/ Additional Chief Secretary to Government	30 Working Days
9	Transfer of Distillery, Brewery, Microbrewery, Fortified Winery licenses (in other cases)	Excise Commissioner	- 30 Working Days	Secretary (B & R)	15 Working Days	Principal Secretary/ Additional Chief Secretary to Government	30 Working Days
10	NOC for import of spirits for distillery	Excise Commissioner	10 Working Days	Secretary (B & R)	15 Working Days	Principal Secretary/ Additional Chief Secretary to Government	30 Working Days

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S.	List of Services	Designated officer	Stipulate	Competent	Stipulated	Appellate	Stipulate
N			d time for	Officer	time for	Authority	d time
			designate d officer		Competen t Officer		for
			d officer		t Officer		Appellat
							e Authorit
11	NOC for Export of spirits	Excise Commissioner	. 10	Secretary	. 15	Principal	у 30
	for distillery	Excise commissioner	Working		Working	Secretary/	Working
	,		Days	(B & R)	Days	Additional Chief	Days
						Secretary to	
						Government	
12	· Concurrence for	Excise Commissioner	10	Secretary	15	Principal	30
	Distillery for export of		Working	(D 9. D)	Working	Secretary/	Working
	liquor (outside the		Days	(B & R)	Days	Additional Chief	Days
	country)		- ALLES			Secretary to Government	
			200			Government	75-27
13	Concurrence for Winery	Excise Commissioner	10	Secretary	15	Principal	30
	for export of wine		Working	(B & R)	Working	Secretary/ Additional Chief	Working
	(outside the Country)		Days	,,	Days	Secretary to	Days
						Government	
1.1	Consumer of the December	Fusias Camaniasianas	10	Caratan	15	Duinning	20
14	Concurrence for Brewery for export of Beer	Excise Commissioner	10 Working	Secretary	15 Working	PrincipalSecretary/	30 Working
	(outside the Country)		Days	(B & R)	Days	Additional Chief	Days
45		- · · · · ·	10		45	Secretary to	
15	Label Brands Approval for	Excise Commissioner	10 Working	Secretary	· 15 Working	 Principal Secretary/ Addl. 	•
	Distillery/Brewery/Winer		Days	(B & R)	Days	Chief Secretary to	30
	у				,-	Government	Working
							Days
16	DP/MRP & DRP/RMRP	Excise Commissioner	05	Secretary	15	Principal	30
	approval of		Working	(B & R)	Working	Secretary/	Working
	IML/BEER/Wine/ LAB		Days	(= =::.)	Days	Additional Chief Secretary to	Days
			ALCO		MOREAL	Government	THE SE
17	Label approval of out of	Excise Commissioner	. 05	Cooroton	. 15	Dringing	30
17	state proposal received	Excise Commissioner	Working	Secretary	Working	PrincipalSecretary/	Working
	from KSBCL		Days	(B & R)	Days	Additional Chief	Days
						Secretary to	
						Government	
18	Label approval of outside	Excise Commissioner	05	Secretary	15	· Principal	30
	country proposal		Working		Working	Secretary/	Working
	received from KSBCL		Days	(B & R)	Days	Additional Chief	Days
	exal webstar		17761		hard hard	Secretary to Government	21-21
	A STATE OF THE STATE OF						STORMS
19	Allotment of Spirits to	Distillery/ Winery	· 03	Deputy	. 05	Excise	10
	Primary Distillery/ IML Distillery/Winery	officer/Range Excise Inspector	Working Days	Commission er of Excise	Working Days	Commissioner	Working Days
		·					
20	Concurrence for	Deputy Commissioner	07	Excise	10	Secretary	15
	Distillery for export of liquor (outside the State)	of Excise	Working	Commission er	Working	· (B & R)	Working
	iiquoi (outside tile state)		Days	eı	Days	,	Days
			A-1225		477		
21	Concurrence for Winery	Deputy Commissioner	07	Excise	10	Secretary	15
	for export of wine	of Excise	Working	Commission	Working	·	Working
	(outside the State)		Days	er	Days	· (B & R)	Days

			AND MEETING	11. 7. 7.	and the same	ALL ALL WAY	-
S.	List of Services	Designated officer	Stipulate	Competent	Stipulated	Appellate	Stipulate
N			d time for	Officer	time for	Authority	d time
			designate		Competen		for
			d officer		t Officer		Appellat
							e
							Authorit
							У
22	· Concurrence for	Deputy Commissioner	07	Excise	10	· Secretary	15
	Brewery for export of	of Excise	Working	Commission	Working	· (B & R)	Working
	Beer (outside the State)		Days	er	Days	(B & K)	Days
23	Grant of Molasses	Excise Commissioner	- 30	Secretary	. 15	Additional Chief	30
	Licences		Working		Working	Secretary to	Working
			Days	(B & R)	Days	Government	Days
						•	
24	Renewal of Molasses	Excise Commissioner	25	Secretary	15	Additional Chief	30
	Licences		Working	(= 0 =)	Working	Secretary to	Working
			Days	(B & R)	Days	Government	Days
			Call Age		A ATTICAL		1000
					477/70	•	
25	No Objection Certificate	Deputy Commissioner	. 08	· Joint	. 07	Excise	15
	to lift Molasses (within	of Excise	Working	Commission	Working	Commissioner	Working
	the state within the		Days	er of Excise	Days		Days
	quota limits)			(D & B)			
1				(D & B)			
26	No Objection Certificate	Excise Commissioner	15	Secretary	07	Additional Chief	15
	to lift Molasses (inter-		Working	(B & R)	Working	Secretary to	Working
Į.	state)		Days	(Βαπ)	Days	Government	Days
					0.00		
27		- · · · · ·	45		07	4 L IIII - L CI : f	45
27	No Objection Certificate to lift Molasses (Export)	Excise Commissioner	· 15 Working	Secretary	· 07 Working	Additional Chief	15 Working
7	to iiit iviolasses (Export)		Days	(B & R)	Days	Secretary to Government	Days
			Days		Days	Government	Days
						•	
28	Installation of molasses	Excise Commissioner	15	Secretary	. 07	Additional Chief	15
20	Tank	Excise commissioner	Working	Secretary	Working	Secretary to	Working
			Days	(B & R)	Days	Government	Days
	and the second second		- 10				
29	To Authorize by a	Excise Commissioner	· 37	Secretary	· 30	Additional Chief	30
	General or Special order		Working	(B & R)	Working	Secretary to	Working
	to possess, import or transport of opium		Days	,,	Days	Government	Days
	derivatives and						
	medicinal hemp for						
	eligible persons as per						
	rule 29 of NDPS						
	(Karnataka) Rules, 1985						
	(with all the relevant						
	documents)						
30	Grant of License (form IV	Excise Commissioner	37	Secretary	30	Additional Chief	30
	& Form V) to a dealer		Working	(B & R)	Working	Secretary to	Working
	and chemist as per rule		Days	(D & K)	Days	Government	Days
	31(1) of NDPS		THE R. C.		100		
	(Karnataka) rules, 1985		AL STATE		257174		
	(with all relevant documents)		10000		12 FLA		•
	documents)		1000		The Late of the La		

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S. N	List of Services	Designated officer	Stipulate d time for	Competent Officer	Stipulated time for	Appellate Authority	Stipulate d time
			designate		Competen	-	for
			d officer		t Officer		Appellat
							е
							Authorit
							У
31	Renewal of Licenses as per rule 31 of NDPS	Deputy Commissioner	15 Working	Excise Commission	· 15 Working	Secretary	30 Working
	(Karnataka) rules, 1985		Days	er	Days	(B & R)	Days
	(with all relevant				ŕ		,
32	documents) Renewal of discontinued	Excise Commissioner	45	Secretary	30	Additional Chief	30
32	licenses	Lacise Commissioner	Working	Secretary	Working	Secretary to	Working
			Days	(B & R)	Days	Government	Days
33	· Grant of licenses	Excise Commissioner	. 35	Secretary	. 30	Additional Chief	30
			Working	·	Working	Secretary to	Working
			Days	(B & R)	Days	Government	Days
34	Transfer of licenses as	Excise Commissioner	40	Secretary	15	Additional Chief	30
	per Rule 17(A) & 17(B) of		Working	(B & R)	Working	Secretary to	Working
	Karnataka Excise (General Conditions of		Days	(Σ α π)	Days	Government	Days
	Licenses) rules, 1967		2.85		1000		21.325
35	Relaxation as per rule 5	Excise Commissioner	25	Secretary	. 15	Additional Chief	30
1	neidaddion do per raie o	2,0000 0011111100101101	Working	,	Working	Secretary to	Working
			Days	(B & R)	Days	Government	Days
36	Grant of occasional	Deputy Commissioner	05	Deputy	07	· Excise	10
	license	of Excise	Working	Commission	Working	Commissioner	Working
			Days	er (Revenue)	Days		Days
37	Renewal of Licenses in	Deputy Commissioner	- 28	Excise	. 30	Secretary	30
	accordance with the rules 3 & 5a of Karnataka	of Excise and Deputy	Working	Commission	Working	· (B & R)	Working
2	Excise (Sale of Indian and	Commissioner	Days	er	Days	, ,	Days
3	Foreign Liquors) Rules,						
	1968						
38	Shifting of licenses as per	Deputy Commissioner	18	Deputy	15	· Excise	30
	Karnataka Excise	of Excise	Working	Commission	Working	Commissioner	Working
	(General Condition of licenses) rules, 1967 in		Days	er (Revenue)	Days		Days
	accordance with the rule		380		5 T T T T		
9	23.		1		616		1 33
39	Approval of blue print	Deputy Commissioner	- 20	Deputy	10	· Excise	15
3		of Excise	Working	Commission	Working	Commissioner	Working
			Days	er (Revenue)	Days		Days
40	Grant of Distillery	Excise Commissioner	45 Washing	Secretary to	45 Westine	Principal	30
Ž.	(Bottling), Brewery / Fortified Winery License		Working Days	Government (B&R)	Working Days	Secretary / Additional Chief	Working Days
i i	. Ordined Willery License		Days	(DQII)	Duys	Secretary to	Duys
4	The state of the s		34, 53			Govt.,	State of the
41	Issue of import permit	Distellery / Winery	05		05	Joint	05
	for import of Spirit for	officer	Working	Deputy	Working	Commissioner of	Working
è	Distellery / Winery		Days	Commission er of Excise	Days	Excise	Days
						· (D & B)	
42	Issue of import permit	Superintendent of	05 Working	Joint Commission	05 Working	Excise	05 Working
	for import of Liquor / Beer / Wine	Excise, KSBCL head office, Bengaluru	Working Days	Commission er of Excise	Working Days	Commissioner	Working Days
Į.			20,5	(D & B)	20,0		, .
						1 ()	

S.	List of Services	Designated officer	Stipulate	Competent	Stipulated	Appellate	Stipulate
N			d time for	Officer	time for	Authority	d time
			designate		Competen		for
			d officer		t Officer		Appellat
							e
							Authorit
							у
43	Issue of Export permit	Deputy Commissioner	08	Joint	10	Excise	10
	for export of Spirit	of Excise	Working	Commission	Working	Commissioner	Working
			Days	er of Excise	Days		Days
				(D & B)			
44	Issue of Export permit	Deputy Commissioner	08	Joint	10	Excise	10
	for export of Liquor /	of Excise	Working	Commission	Working	Commissioner	Working
	Beer / Wine		Days	er of Excise	Days		Days
				(D & B)			
45	 Issue of Excise 	Distillery/Brewery/Win	02	Deputy	07	Joint	07
	Verification Certificate	ery Officer	Working	Commission	Working	Commissioner of	Working
	(EVC) for export of		Days	er of Excise	Days	Excise(D&B)	Days
	Liquor/Beer/Wine						
		1 10 11 11 11 11					

- S.N 1 to 6 inserted vide Notification No. DPAR 197 NaSeKha 2012, Dated: 18/06/2013 S.N 7 to 39 inserted vide Notification No. DPAR 180 NaSeKha 2018.Dated:25/09/2018 S.N 40 to 44 inserted vide Notification No. DPAR 53 SSM 2020, Dated:16/10/2020 S.N 45 inserted vide Notification No. DPAR 14 SSM 2022, Dated:28/11/2022

9.2 KARNATAKA GOVERNMENT INSURANCE DEPARTMENT (Personnel Services)

9.2A) Directorate

				Charles and the							
S.N	List of	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated time for				
	Services	officer	for designated	Officer	time for	Authority	Appellate Authority				
			officer		Competent						
					Officer						
1	Disbursement of salary										
	a. Group A	Assistant	10 Working	Head Quarters	10	Director	10 Working Days				
	Officers	Director (Admn.)	Days	Assistant to	Working						
	War back		Charles and	Director	Days		CASTAL PROPERTY.				
	b. Group B	Assistant	10 Working	Head Quarters	10	Director	10 Working Days				
	Officers	Director (Admn.)	Days	Assistant to	Working						
				Director	Days						
	c. Group C &	Assistant	10 Working	Head Quarters	10	Director	10 Working Days				
	D Officials	Director (Admn.)	Days	Assistant to	Working						
	Table 3 S		Table 2-3	Director	Days	TO BOOK	The same of				
2	Time bound pro	motion of posts									
	a. Group A	Assistant	15 Working	Head Quarters	15	Director	30 Working Days				
	Officers	Director (Admn.)	Days	Assistant to	Working	9-75 Hotel	of the state of th				
	X Company	THE RESERVE OF THE PARTY OF THE	X FOR STREET	Director	Days	Fig. Company	The State of the S				
	b. Group B	Assistant	15 Working	Head Quarters	15	Director	30 Working Days				
	Officers	Director (Admn.)	Days	Assistant to	Working						
				Director	Days						
	c. Group C &	Assistant	15 Working	Head Quarters	15	Director	30 Working Days				
	D Officials	Director (Admn.)	Days	Assistant to	Working	W. 15-1	Company of the				
	大学工工を	-10 mg / 3 mg/	N. T	Director	Days	-05 65	ALCOHOLD BY				
3		25/30 Years' Time bo									
	a. Group A	Assistant	15 Working	Head Quarters	15	Director	30 Working Days				
	Officers	Director (Admn.)	Days	Assistant to	Working	10.00					
	- Water	a star in the	HOW LEVEL OF	Director	Days	100000	M				
	b. Group B	Assistant	15 Working	Head Quarters	15	Director	30 Working Days				
	Officers	Director (Admn.)	Days	Assistant to	Working						
				Director	Days						

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent	Appellate Authority	Stipulated time for Appellate Authority
					Officer		
	c. Group C & D Officials	Assistant Director (Admn.)	15 Working Days	Head Quarters Assistant to Director	15 Working Days	Director	30 Working Days
4	Release of Annu	al Increment	\\ \	Director	Duys		
	a. Group A Officers	Assistant Director (Admn.)	15 Working Days	Head Quarters Assistant to Director	15 Working Days	Director	30 Working Days
	b. Group B Officers	Assistant Director (Admn.)	15 Working Days	Head Quarters Assistant to Director	15 Working Days	Director	30 Working Days
	c. Group C & D Officials	Assistant Director (Admn.)	15 Working Days	Head Quarters Assistant to Director	15 Working Days	Director	30 Working Days
5	Sanction of Earn	ed Leave & Commut	ed Leave				
	a. Group A Officers	Assistant Director (Admn.)	10 Working Days of receipt of complete application form	Head Quarters Assistant to Director	07 Working Days	Director	10 Working Days
	b. Group B Officers	Assistant Director (Admn.)	10 Working Days of receipt of complete application form	Head Quarters Assistant to Director	07 Working Days	Director	10 Working Days
	c. Group C & D Officials	Assistant Director (Admn.)	10 Working Days of receipt of complete application form	Head Quarters Assistant to Director	07 Working Days	Director	10 Working Days
6	Medical Reimbu	rsement		19 10 C 1 L 1 L 1 L 1 L 1 L 1 L 1 L 1 L 1 L 1	A 100.00	A 1980	110 101 100 100
	a. Group A Officers	Assistant Director (Admn.)	30 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	15 Working Days
	b. Group B Officers	Assistant Director (Admn.)	30 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	15 Working Days
	c. Group C & D Officials	Assistant Director (Admn.)	30 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	15 Working Days
7	Travel allowance						
	a. Group A Officers	Assistant Director (Admn.)	30 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
	b. Group B Officers	Assistant Director (Admn.)	30 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days

			CANADA DE LA CALIFORNIA	THE PARTY OF	ALCOHOLD STATE	CALL SECTION AND ADDRESS OF	
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	c. Group C & D Officials	Assistant Director (Admn.)	30 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
8	Retirement Bene	efits					
	a. Group A Officers	Assistant Director (Admn.)	30 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
	b. Group B Officers	Assistant Director (Admn.)	30 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
	c. Group C & D Officials	Assistant Director (Admn.)	30 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
9		e Advance, General F	Provident Fund, KGID				
	a. Group A Officers	Assistant Director (Admn.)	15 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
	b. Group B Officers	Assistant Director (Admn.)	15 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
	c. Group C & D Officials	Assistant Director (Admn.)	15 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
	B) House buildin	g advance					
	a. Group A Officers	Assistant Director (Admn.)	15 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
	b. Group B Officers	Assistant Director (Admn.)	15 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
	c. Group C & D Officials	Assistant Director (Admn.)	15 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
10	Festival Advance						
	a. Group A Officers	Assistant Director (Admn.)	07 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
	b. Group B Officers	Assistant Director (Admn.)	07 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
	c. Group C & D Officials	Assistant Director (Admn.)	07 Working Days of receipt of complete application form	Head Quarters Assistant to Director	15 Working Days	Director	10 Working Days
11	Sending of Last F	Pay Certificate	a was a second	-	Wall To B & B & B & B & B & B & B & B & B & B		

S.N	List of	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated time for
	Services	officer	for designated	Officer	time for	Authority	Appellate Authority
			officer		Competent		
					Officer		
	a. Group A	Assistant	15 Working Days	Head Quarters	07	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working	1500 WE	ALCOHOLD BY
			complete application form	Director	Days		
<u> </u>	b. Group B	Assistant	15 Working Days	Head Quarters	07	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working	Director	10 Working Days
		, ,	complete	Director	Days		
			application form				
	c. Group C & D Officials	Assistant	15 Working Days	Head Quarters	07	Director	10 Working Days
	DOMICIAIS	Director (Admn.)	of receipt of complete	Assistant to Director	Working Days	151274	GEAL BUILDING
			application form	Director	Days	NASS.	
12	Sending of Servi	ce Book					
	a. Group A	Assistant	15 Working Days	Head Quarters	07	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working		
			complete application form	Director	Days	KI BOA	ASSESSED TO STATE OF THE PARTY
	b. Group B	Assistant	15 Working Days	Head Quarters	07	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working	Director	10 Working Days
		, ,	complete	Director	Days		
			application form				
	c. Group C &	Assistant	15 Working Days	Head Quarters	07	Director	10 Working Days
	D Officials	Director (Admn.)	of receipt of complete	Assistant to Director	Working Days	40 00 50	
			application form	Birector	Days	WARE.	
13	Declaration of P	robationary period					
į.	a. Group A	38 W Z		No direct recr	uitment		Section 1
	Officers b. Group B	Assistant	30 Working Days	Head Quarters	15	Director	15 Working Days
	Officers	Director (Admn.)	of completion of	Assistant to	Working	Director	13 WOLKING Days
		,	probationary	Director	Days		
			period				
	c. Group C &	Assistant	30 Working Days	Head Quarters	15	Director	15 Working Days
3	D Officials	Director (Admn.)	of completion of probationary	Assistant to Director	Working Days	100000	ALIENAE OF THE
			period	Director	Days		
14	Announcement	of Officiating period	P				
1	a. Group A	Assistant	30 Working Days	Head Quarters	15	Director	15 Working Days
	Officers	Director (Admn.)	of completion of	Assistant to	Working	12000	A STATE OF THE STA
	Constant	The Contract of	probationary period	Director	Days	The second second	3-1/15/15/15
è	b. Group B	Assistant	30 Working Days	Head Quarters	15	Director	15 Working Days
	Officers	Director (Admn.)	of completion of	Assistant to	Working		6 1-
Ž			probationary	Director	Days		
7		A	period	1116	4.7	D'arri	45 M/- 1/- 5
	c. Group C & D Officials	Assistant Director (Admn.)	30 Working Days of completion of	Head Quarters Assistant to	15 Working	Director	15 Working Days
Ä	Domerais	Director (Aurilla.)	probationary	Director	Days	10000	Carlotte Maria
	1-254)		period			11111	North Park III
15	Issue of Salary C	ertificate					
ì	a. Group A	Assistant	03 Working Days	Head Quarters	07	Director	10 Working Days
8	Officers	Director (Admn.)	of receipt of	Assistant to	Working	ment of the	
	Jan 39	CONTRACTOR OF STREET	complete	Director	Days	KING A	
	h Group P	Assistant	application form 03 Working Days	Hoad Quarters	07	Director	10 Working Days
2	b. Group B Officers	Director (Admn.)	of receipt of	Head Quarters Assistant to	Working	Director	10 Working Days
8	55615	zcotor (Admin.)	complete	Director	Days		
			application form		,		
	and the same of th				and the same of th		

S.N	List of	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated time for
	Services	officer	for designated	Officer	time for	Authority	Appellate Authority
			officer		Competent		
					Officer		
	2 Craun C 9	Assistant	02 Working Days	Hood Overtors	07	Director	10 Working Days
	c. Group C &	Assistant Director (Admn.)	03 Working Days	Head Quarters	Working	Director	10 Working Days
	D Officials	Director (Admin.)	of receipt of	Assistant to		CONTRACT.	
			complete application form	Director	Days		
			application form	State of the state of the		1035.75	
16	Encashment of E	Earned Leave					
	a. Group A	Assistant	30 Working Days	Head Quarters	07	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working		
			complete	Director	Days		STATE OF THE PERSON OF
			application form	SECOND SECOND	A 14 1 1 1 1 1	AD BUT SHE	
	b. Group B	Assistant	30 Working Days	Head Quarters	07	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working		
			complete	Director	Days		
			application form				
	c. Group C &	Assistant	30 Working Days	Head Quarters	07	Director	10 Working Days
	D Officials	Director (Admn.)	of receipt of	Assistant to	Working	Andrew .	THE REAL PROPERTY.
		Asses	complete	Director	Days	NAS 18	34,330 211-300
17	Formanding of	nalisation through	application form	Salar Property of	ALVALOR OF		Production of the U.S.
17		pplication through p		Head Conta	10	Discolor	10 \\\
	1. Group A Officers	Assistant	07 Working Days	Head Quarters	10	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working		JUNEAU COLOR
			complete application form	Director	Days		
	2. Group B	Assistant	07 Working Days	Head Quarters	10	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working	Director	TO MOLKING Days
	Officers	Director (Admin.)	complete	Director	Days		
			application form	Director	Days		
	3. Group C &	Assistant	07 Working Days	Head Quarters	10	Director	10 Working Days
	D Officials	Director (Admn.)	of receipt of	Assistant to	Working	Director	10 Working Days
	2 011101010	Director (Hammy	complete	Director	Days	LA PLOS	
		CVASSIBLE CO.	application form	Dayyet Gira		(1) (6) (9)	THE STREET STREET
18	Home Travel Co	ncession / Leave Tra					
	1. Group A	Assistant	10 Working Days	Head Quarters	10	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working		2327AS
			complete	Director	Days		
	-200		application form			THE STATE OF	
	2. Group B	Assistant	10 Working Days	Head Quarters	10	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working		
			complete	Director	Days		
			application form				
	3. Group C &	Assistant	10 Working Days	Head Quarters	10	Director	10 Working Days
	D Officials	Director (Admn.)	of receipt of	Assistant to	Working	1000	34 A 3 () () () () ()
		Charles Co.	complete	Director	Days	1000	THE RELEASE WELL
		17 45 8 47 6 5	application form	200 316 3	A COLOR	12 / 20 P	CONTRACTOR OF
19	Charge Allowand	ce					
	1. Group A	Assistant	10 Working Days	Head Quarters	07	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working	J. 1956. 30	
		The state of the s	complete	Director	Days	CHARLES.	
	and the same	N. F. W. W.	application form	1 1 1 W. W.	-	AVA	de since
	2. Group B	Assistant	10 Working Days	Head Quarters	07	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working		
			complete	Director	Days		
			application form				
	3. Group C &	Assistant	10 Working Days	Head Quarters	07	Director	10 Working Days
	D Officials	Director (Admn.)	of receipt of	Assistant to	Working	1,74539-	M
	water	128 3 6 5	complete	Director	Days		
	TEN DESCRIPTION OF THE PERSON	125 E 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	application form	The second	CAST TO SHO		
20	Release of salary	y arrears					
		A STATE OF THE PARTY OF THE PAR		The state of the s		7///	

			White Property	THE BUILD	* COLUM	1-1980	ALL SAME AND ALL SAME
S.N	List of	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated time for
	Services	officer	for designated	Officer	time for	Authority	Appellate Authority
			officer		Competent	,	· · · · · · · · · · · · · · · · · · ·
			Officer		•		
					Officer		
	1. Group A	Assistant	15 Working Days	Head Quarters	15	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working	1000	
		,	complete	Director	Days		
			application form			1000	The second second
	2. Group B	Assistant	15 Working Days	Head Quarters	15	Director	10 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working	Director	10 Working Days
	Officers	Director (Admin.)	complete	Director	Days		
			application form	Director	Days		
	3. Group C &	Assistant	15 Working Days	Head Quarters	15	Director	10 Working Days
	D Officials			CONTRACTOR OF THE PARTY OF THE		Director	10 Working Days
	DOMICIAIS	Director (Admn.)	of receipt of	Assistant to	Working	110 100 100	
			complete	Director	Days		
			application form	375 - 0 0 0	1500	ULBER	
21	Appointment or	Compassionate gro	und				
	1. Group B	Assistant	30 Working Days	Head Quarters	15	Director	15 Working Days
	Officers	Director (Admn.)	of receipt of	Assistant to	Working	ALC: NO	
	21110010		complete	Director	Days	THE RESERVE	
			application form	Director	Days	Andrew .	West of the second
		100	application form	3 TO 10 1 12 2	2512-25-1	NACT TO	
-	2. Group C &	Assistant	20 Working Days	Hoad Overtors	15	Director	1E Marking Days
	•	Assistant	30 Working Days	Head Quarters	Working	Director	15 Working Days
	D Officials	Director (Admn.)	of receipt of	Assistant to	0		
			complete	Director	Days		
22	Acceptance of P	ronosal	application form	THE PERSON NAMED IN	Photo 100 00	110,000	MATERIAL PROPERTY.
		Горози	15 Marking Davis	Danish Dinastan	20	Discotos	45 Meddine
	a) Sum	Biologic	15 Working Days	Deputy Director	_	Director	15 Working
	assured below	District	of receipt of		Working		Days
	Rs.5 lakhs	Insurance	complete		Days		
		Officer	application form				
	b) Sum	District	20 Working Days	Deputy Director	20	Director	15 Working
	assured above	Insurance	of receipt of	310000000000000000000000000000000000000	Working	4.0	Days
	5 lakhs but	Officer	complete	STORY STORY	Days	100	THE STATE OF THE PARTY OF
	below 8		application form			AL PRINT	
	lakhs	SHED LOS	A CONTRACTOR	Contract Con	100	25000 Ca	
_	10	District	2014/- 11 D	Devide Discolar	20	Discolar	45 Westing Dece
	c)Sum assured	District	30 Working Days	Deputy Director	20	Director	15 Working Days
	above Rs.8	Insurance	of receipt of		Working		
	lakhs	Officer	complete		Days		
			application form				
			t proposals are receiv	ved during pay revis	ions, exemption	on from the a	bove time limit is sought.
23	Sanction of Loar						
<u></u>	A)Upto Rs. 5 lak	hs	The state of the s	STATE OF THE PARTY OF THE	13 15	14 33 50	
	a) Directorate	Assistant	20 Working Days	Deputy Director	20	Director	15 Working Days
		Director /	of receipt of		Working		
		District	complete		Days		
		Insurance	application form				
		Officer					
		District	20 Working Days	Deputy Director	20	Director	15 Working
	b) District	Insurance	of receipt of	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Working		Days
	Insurance	Officer	complete	The state of the s	Days	William .	20,10
ı		0001	application form		23,5		THE PERSON OF
	Office						
	Office		application form	AND THE PARTY OF			Annual Control of the Control
	Office	198	аррисации топп	9-2-18		SH W.	
		khc	аррисацоп тотт			317	
	Office B) Above Rs.5 la						
	B) Above Rs.5 la	Assistant	25 Working Days	Deputy Director	20	Director	15 Working Days
				Deputy Director	20 Working	Director	15 Working Days
	B) Above Rs.5 la	Assistant	25 Working Days	Deputy Director		Director	15 Working Days
	B) Above Rs.5 la	Assistant Director /	25 Working Days of receipt of	Deputy Director	Working	Director	15 Working Days

	_		CATALOG BERN	THE PARTY OF THE PARTY.	The state of the s	CANAL MARKS	
S.N	List of	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated time for
	Services	officer	for designated	Officer	time for	Authority	Appellate Authority
			officer		Competent		
					Officer		
	b) District	District	25 Working Days	Deputy Director	20	Director	15 Working Days
	Insurance	Insurance	of receipt of		Working		
	Office	Officer	complete		Days		
			application form				
24	Maturity claims		1,1	CHILD TEN	Carlotte a		The State of the
	A)Up to Rs. 5 lak	hs					
		Assistant	30 Working Days	Deputy Director	20	Director	15 Working Days
	a) Directorate	Director /	of receipt of	CHIEF THE PARTY OF	Working	10000	NAME OF THE OWNER, WHEN
		District	details of service		Days	AD BEET	
		Insurance	particulars/salary			THE STATE OF	
		Officer	Head of Account			D: .	
	b) District	District Insurance	30 Working Days of receipt of	Deputy Director	20 Working	Director	15 orking days
	Insurance	Officer	details of service		Days		
	Office	Officer	particulars/salary		Days		
	000		Head of Account				
	B) Above Rs. 5 la	ikhs	20/100	Stant House	57,50	20727	the solution
		Assistant	30 Working Days	Deputy Director	20	Director	15 Working Days
	a) Directorate	Director /	of receipt of	Deputy Director	Working	Director	15 Working Days
	,	District	details of service		Days		
Ď.		Insurance	particulars/salary				
		Officer	Head of Account				
	the state of	District	30 Working Days	Deputy Director	20	Director	15 Working Days
Ž.	b) District	Insurance	of receipt of	35 July 100	Working	T010F. 19	\$1.000 miles 3 to 7
4	Insurance	Officer	details of service		Days		
2	Office		particulars/salary				The state of the
	TO SELECT		Head of Account	SAME TO SAME			IO STATE LINE
25	Surrender Value						
	A)Upto Rs. 5 lak			2017 W. P. S.		10000000	
6		Assistant	30 Working Days	Deputy Director	20	Director	15 Working Days
	a) Directorate	Director /	of receipt of		Working		
ř.		District	Voluntary		Days		
		Insurance	Retirement				
		Officer	Order, Relieving				
			Orders, Service				
			particulars,				
			salary Head of				
			Account details				
		District	30 Working Days	Deputy Director	20	Director	15 Working Days
	b) District	Insurance	of receipt of		Working	1000000	
	Insurance	Officer	Voluntary	ALC: NO.	Days	14.19.10	TO SERVICE SER
	Office	Per marine	Retirement	A comment		Port Bar	The state of the s
		1000000	Order, Relieving	A STATE OF THE STA	51.33	10000	OF SAME IN COLUMN
	1	The second second	Orders, Service			1 4 1 1 1 1	COLUMN TO THE PARTY OF THE PART
	100	1 3 W. W.	particulars,	3.301		2000	The state of the s
			salary Head of		THE PARTY OF	W. Calor Inc.	
	17. 6 1	30 W 1300 C	Account details	St. 10 - 13 - 14	5-6-5-	38 W.	30517 65-
	B) Above Rs.5 la	khs					
	,						

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	a) Directorate	Assistant Director / District Insurance Officer	30 Working Days of receipt of Voluntary Retirement Order, Relieving Orders, Service particulars, salary Head of Account details	Deputy Director	20 Working Days	Director	15 Working Days
	b) District Insurance Office	District Insurance Officer	30 Working Days of receipt of Voluntary Retirement Order, Relieving Orders, Service particulars, salary Head of Account details	Deputy Director	20 Working Days	Director	15 Working Days
26	Death Claims		No Unional S		COLUMN TO A STATE OF THE PARTY	1000	
	A)Up to Rs. 5 lak	hs					
	a) Directorate	Assistant	30 Working Days	Deputy Director	20	Director	15 Working Days
	10000	Director /	of receipt of		Working		A STATE OF THE PARTY OF THE PAR
		District	Claim form,		Days		
		Insurance Officer	Death Certificate, Survival Certificate,				
			Service particulars, details of salary Head of Account Salary recovery details and any other related				
	131 40	Call Agent	documents		31 10	CHECK!	7 18
	b) District Insurance Office	District Insurance Officer	30 Working Days of receipt of Claim form, Death Certificate, Survival Certificate, Service particulars, details of salary Head of Account Salary recovery details and any other related documents	Deputy Director	20 Working Days	Director	15 Working Days

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent	Appellate Authority	Stipulated time for Appellate Authority
					Officer		
	B) Above Rs.5 la	khs				15 BE 16	
	a) Directorate	Assistant Director / District Insurance Officer	30 Working Days of receipt of Claim form, Death Certificate, Survival Certificate, Service particulars, details of salary Head of Account Salary recovery details and any other related documents	Deputy Director	20 Working Days	Director	15 Working Days
	b) District Insurance Office	District Insurance Officer	30 Working Days of receipt of Claim form, Death Certificate, Survival Certificate, Service particulars, details of salary Head of Account Salary recovery details and any other related documents	Deputy Director	20 Working Days	Director	15 Working Days*

^{1.} S.N 1 to 26 inserted Vide Notification No. DPAR 8 NaSeKha 2014, 28/06/2014

0 2R)	Dietrict	Insurance	Offices
9.4DI	District	msurance	Offices

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Disbursement of s	salary					
	Group C & D Officials	District Insurance Officer	10 Working Days	Deputy Director, Directorate	10 Working Days	Director	10 Working Days
2	Time bound prom	notion of posts					
	Group C & D Officials	District Insurance Officer	15 Working Days	Deputy Director, Directorate	15 Working Days	Director	30 Working Days
3	Sanction of 20/25	/30 Years' Time boun	d promotion				

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	Group C & D Officials	District Insurance Officer	15 Working Days	Deputy Director, Directorate	15 Working Days	Director	30 Working Days
4	Release of Annual	Increment			,		,
	Group C & D Officials	District Insurance Officer	15 Working Days	Deputy Director, Directorate	15 Working Days	Director	30 Working Days
5	Sanction of Earne	d Leave & Commuted	Leave				
	Group C & D Officials	District Insurance Officer	10 Working Days of receipt of complete application form	Deputy Director, Directorate	07 Working Days	Director	10 Working Days
6	Medical Reimburs	sement					
	Group C & D Officials	District Insurance Officer	15 Working Days	Deputy Director, Directorate	15 Working Days	Director	30 Working Days
7	Travel allowance						
	Group C & D Officials	District Insurance Officer	30 Working Days of receipt of complete application	Deputy Director, Directorate	15 Working Days	Director	10 Working Days
8	Retirement Benef	its	form	Ser Verilla	C	CONTRACTOR OF THE PARTY OF THE	
	Group C & D Officials	District Insurance Officer	30 Working Days of receipt of complete application form	Deputy Director, Directorate	15 Working Days	Director	10 Working Days
9	a) Motor Vehicle	Advance, General Pro					
	Group C & D Officials	District Insurance Officer	15 Working Days of receipt of complete application form	Deputy Director, Directorate	15 Working Days	Director	10 Working Days
	b) House building						
	Group C & D Officials	District Insurance Officer	15 Working Days of receipt of complete application form	Deputy Director, Directorate	15 Working Days	Director	10 Working Days
10	Festival Advance						
	Group C & D Officials	District Insurance Officer	07 Working Days of receipt of complete application form	Deputy Director, Directorate	15 Working Days	Director	10 Working Days
11	Sending of Last Pa						
12	Group C & D Officials Sending of Service	Officer Officer	15 Working Days of receipt of complete application form	Deputy Director, Directorate	07 Working Days	Director	10 Working Days
12	Group C & D Officials	District Insurance Officer	15 Working Days of receipt of complete	Deputy Director, Directorate	07 Working Days	Director	10 Working Days

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
			application				
13	Declaration of Pro	bationary period					
	Group C & D Officials	District Insurance Officer	30 Working Days of completion of probationary period	Deputy Director, Directorate	15 Working Days	Director	15 Working Days
14	Announcement of	f Officiating period					
	Group C & D Officials	District Insurance Officer	30 Working Days of completion of probationary period	Deputy Director, Directorate	15 Working Days	Director	15 Working Days
15	Issue of Salary Cer						
	Group C & D Officials	District Insurance Officer	03 Working Days of receipt of complete application form	Deputy Director, Directorate	07 Working Days	Director	10 Working Days
16	Encashment of Ea	rned Leave					
	Group C & D Officials	District Insurance Officer	30 Working Days of receipt	Deputy Director, Directorate	07 Working Days	Director	10 Working Days
			of complete application form				
17	Forwarding of app	olication through prop	per channel				
	Group C & D Officials	District Insurance Officer	07 Working Days from Receipt	Deputy Director, Directorate	10 Working Days	Director	10 Working Days
18		cession / Leave Travel					
	Group C & D Officials	District Insurance Officer	10 Working Days of receipt of complete application form	Deputy Director, Directorate	10 Working Days	Director	10 Working Days
19	Charge Allowance						
	Group C & D Officials	District Insurance Officer	10 Working Days of receipt of complete application form	Deputy Director, Directorate	07 Working Days	Director	10 Working Days
20	Release of salary						
	Group C & D Officials	District Insurance Officer	15 Working Days of receipt of complete application form	Deputy Director, Directorate	15 Working Days	Director	10 Working Days
21	Appointment on 0	Compassionate groun					
	Group C & D Officials	District Insurance Officer	10 Working Days of receipt of complete application form	Deputy Director, Directorate	15 Working Days	Director	15 Working Days

^{1.} S.N 1 to 21 inserted Vide Notification No. DPAR 8 NaSeKha 2014, Dated: 28/06/2014

10. LABOUR DEPARTMENT

10.1 LABOUR DEPARTMENT (Citizen Services)

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Registration under the Karnataka Shops and Commercial Establishments Act 1961	Labour /Senior Labour Inspector	1 Working Days	Labour Officer	30 Working Days	Assistant Labour Commissioner	45 Working Days
2	Renewal of Registration under the Karnataka Shops and Commercial Establishments Act, 1961	Labour Inspector/ Senior Labour Inspector	10 Working Days	Labour Officer	30 Working Days	Assistant Labour Commissioner	45 Working Days
3	Registration of Principal employer under the Contract Labour (Regulation & Abolition) Act, 1970	Assistant Labour Commissioner	10 Working Days	Deputy Labour Commissioner	30 Working Days	Additional Labour Commissioner (Admn)	45 Working Days
4	License to the contractor under the Contract Labour (Regulation & Abolition) Act, 1970	Assistant Labour Commissioner	10 Working Days	Deputy Labour Commissioner	30 Working Days	Additional Labour Commissioner (Admn)	45 Working Days
5	Renewal of Licence to the contractor under the Contract Labour (Regulation & Abolition) Act, 1970	Assistant Labour Commissioner	Within 15 Working Days	Deputy Labour Commissioner	Within 30 Working Days	Additional Labour Commissioner (Admn)	Within 45 Working Days
6	Registration of establishment under the Building and Other Construction Workers (Regulation of Employment and Conditions) Act, 1996	Labour Officer	10 Working Days	Assistant Labour Commissioner	30 Working Days	Deputy Labour Commissioner	45 Working Days
7	Registration of plantations under the Plantation Labour Act, 1951	Labour Officer	Within 15 Working Days	Assistant Labour Commissioner	Within 30 Working Days	Deputy Labour Commissioner	Within 45 Working Days
8	Registration under the Trade Union Act, 1926	Asst. Labour Commissioner	Within 15 Working Days	Deputy Labour Commissioner	Within 30 Working Days	Commissioner of Labour	Within 45 Working Days

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
9	Registration under Motor Transport Workers Act, 1961	Asst. Labour Commissioner	Within 30 Working Days	Deputy Labour Commissioner	Within 30 Working Days	Additional Labour Commissioner (IR)	Within 45 Working Days
10	Registration under the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1979	Asst. Labour Commissioner	Morking Days	Deputy Labour Commissioner	30 Working Days	Joint Labour Commissioner (MW)	45 Working Days
11	Licence under the Inter-State Migrant Workmen (Regulation of Employment and Conditions of Service) Act, 1980	Assistant Labour Commissioner	Within 15 Working Days	Deputy Labour Commissioner	Within 30 Working Days	Joint Labour Commissioner (MW)	Within 45 Working Days
12	Licenses to industrial premises under the Beedi and Cigar (Conditions of Employment) Workers Act, 1966	Assistant Labour Commissioner	Within 7 Working Days	Deputy Labour Commissioner	Within 30 Working Days	Joint Labour Commissioner (MW)	Within 45 Working Days

^{1.} S.N 1 to 4, 6 & 10 amended vide Notification No. DPAR 35 NaSeKha 2019, Dated: 09/07/2019

10.2 DIRECTORATE OF ESIS (MEDICAL) SERVICES (Citizen Services)

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1.	Dispensary Level						
	Submission of Medical Reimbursement Bills of IP's (Rs. 5,000/- below sanction of	Administrative Medical Officer	45 Working Days	a. Dispensary attached to ESIC Model Hospital, Rajajinagar, Deputy Director (Admin)	15 Working Days	Director, ESIS Medical Services	15 Working Days
	Insurance Person's Medical bills subject for "Budget availability")			b. For other Dispensaries in the State Medical Superintendent ESI Hospitals / Diagnostic	15 Working Days	Director, ESIS Medical Services	15 Working Days
2.	HOSPITAL LEVEL	Walter B	3005		60270		

^{2.} S.N 1 amended vide Notification No. DPAR 17 SSM 2019, Dated: 29/11/2019

			THE PROPERTY OF	THE RESERVE OF THE PARTY OF THE	10 - March 1 - 10		THE RESERVE
S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
		officer	time for		time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
	Sanction of	Medical	60	Deputy Director	15 Working	Director ESIS	15
	Medical	Superintendent,	Working	(Administration)	Days	Medical	Working
	Reimbursements	ESI Hospitals /	Days			Services	Days
	Bill of IP's (Rs.	Diagnostic					
	5,000/- below	Centre					
	sanctioning of						
	Insurance Person's						
	Medical bills						
	subject for						
	"Budget						
	availability")						
3.	DIRECTORATE LEVEL		1 336	and the same	Rendle	WITTEN B	1 33
	Sanction of	Office	60	Deputy Director	15 Working	Director ESIS	15
	Medical	Superintendents	Working	(Administration)	Days	Medical	Working
	Reimbursements	of Concerned	Days			Services	Days
	Bill of IP's (Rs.	Medical					
	5,000/- below	Reimbursement					
	sanction of	Section					
	Insurance Person's						
	Medical bills						
	subject for						
	"Budget						
	Availability")						

^{1. 1,2 &}amp; 3 amended vide Notification No. DPAR 294 NaSeKha 2018 Dated: 26/08/2019

	10.3 D	EPARTMENT OF FA	CTORIES, BOILER	RS, INDUS	TRIAL SAFE	TY & HEAI	LTH (Citize	n Services)
	S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
á				time for	Officer	time for	Authority	time for
٩				designated		Competent		Appellate
Į.				officer		Officer		Authority
	1	Approval of Factory	Assistant Director/	60	Joint Director	60 Working	Director	60 Working
		plans	Senior Assistant	Working		Days		Days
			Director/ Deputy	Days				
			Director.					
	2	Registration of	Assistant Director/	60	Joint Director	60 Working	Director	60 Working
Ç		Factories and issue of	Senior Assistant	Working	NAME OF	Days	2021/87	Days
		licence	Director/ Deputy	Days		00000000	5.00	A-10-10-10
è			Director		29	The state of the s	5 32 7	
	3	Amendment of Licence	Assistant Director/	60	Joint Director	60 Working	Director	60 Working
		/ Transfer	Senior Assistant	Working		Days		Days
			Director/ Deputy	Days				
			Director					

S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
		g	time for	Officer	time for	Authority	time for
			designated		Competent	,	Appellate
			officer		Officer		Authority
4	Approval of Boiler and	Assistant Director	60	Joint Director	60 Working	Director	30 Working
	Pressure part		Working	AL DONNELL	Days		Days
	Manufacturing	///	Days		0.20 3445.3		
	drawing/ steam	\\:\	DO STORY	See and		OR LEVE	Dalings
	pipeline and pipeline	11/	57.00				
	layout drawings		(1)		90 (E) (E) (A)	WHE STORY	STANFORM OF
5	(a) Registration of	Assistant Director/	60	Joint Director	60 Working	Director	60 Working
3	Boilers, Economisers	Senior Assistant	Working	Joint Director	Days	Director	Days
	Bollers, Economisers				Days		Days
	(h) Dogistration of	Director/ Deputy	Days				
	(b) Registration of	Director					
	Steam pipelines						
			47	5	60.147 1:	5: ·	20.14
6	Issue of Boiler	Assistant Director/	17	Joint Director	60 Working	Director	30 Working
	Certificate on annual	Senior Assistant	Working		Days		Days
	inspection	Director/ Deputy	Days				
		Director					
7	Transfer of Licence	Assistant Director/	60	Joint Director	60 Working	Director	60 Working
	A THE STATE OF THE	Senior Assistant	Working		Days	125×30	Days
		Director/ Deputy	Days				
	The state of the s	Director	200		ALC: ALC: ALC: ALC: ALC: ALC: ALC: ALC:	3.30 1	
8	Renewal of	Assistant Director /	60	Joint Director	30 working	Director	30 working
	Factory License	Senior Assistant Director/Deputy	Working days		days		days
		Director	uays				
9	Certificate for	Assistant Director of	30	Joint Director	30 Working	Director	30 Working
	recognition as Boiler	Boilers, BTTEC,	Working	of Boilers,	Days	Wall of the	Days
	erector/repairer and	Bengaluru	Days	Bengaluru	300000	1 3 TEX	Not see
	renewal thereof				BOSEDIA.	100	
10	Certificate for	Assistant Director of	30	Joint Director	30 Working	Director	30 Working
	recognition as Boiler	Boilers, BTTEC,	Working	of Boilers,	Days	2	Days
	manufacturer and	Bengaluru	Days	Bengaluru	24,5		20,0
	renewal thereof	Deligatara	Days	SellBalara			
		tion vide Notification No.	DDAD 107 N	G 171 2012 1 :	1 02/12/2012		

- S.N 3,4,7 amended/addition vide Notification No.DPAR 197 NaSeKha 2012, dated: 03/12/2012.

- S.N 9,4,7 aliented/addition vide Notification No. DPAR29 NaSeKha 2016, 15.04.2016
 S.N 8 inserted Vide Notification No. DPAR29 NaSeKha 2016, 15.04.2016
 S.N 9, 10 inserted vide Notification DPAR 170 NaSeKha 2017 Dated 19.10.2017.
 S.N 1 to 4,7, amended vide Notification No. DPAR 35 NaSeKha 2019 Dated 09/07/2019

10.4 KARNATAKA BUILDING CONSTRUCTION WORKERS WELFARE BOARD (Citizen Services)

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Treatment of Major Ailments Benefit	Labour Officer	45 Working Days	Assistant Labour Commissioner	60 Working Days	Deputy Labour Commissioner	75 workings days
2	Education Assistance	Labour Officer	45 Working Days	Assistant Labour Commissioner	60 Working Days	Deputy Labour Commissioner	75 workings days

			PHAREST AT		THE REPORT	THE THE Y	
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
3	Marriage Assistance	Labour Officer	60 Working Days	Assistant Labour Commissioner	75 Working Days	Deputy Labour Commissioner	90 workings days
4	Funeral Assistance	Labour Officer	45 Working Days	Assistant Labour Commissioner	60 Working Days	Deputy Labour Commissioner	75 workings days
5	Maternity Benefit	Labour Officer	30 Working Days	Assistant Labour Commissioner	45 Working Days	Deputy Labour Commissioner	60 workings days
6	Medical Benefit	Labour Officer	30 Working Days	Assistant Labour Commissioner	45 Working Days	Deputy Labour Commissioner	60 workings days
7	Accidental Death/ Disability Benefit	Assistant Labour Commissioner	45 Working Days	Deputy Labour Commissioner	60 workings days	Joint Secretary, Minimum Scale	75 workings days
8	Application for Continuation for Pension	Assistant Labour Commissioner	30 Working days	Deputy Labour Commissioner	45 Working Days	Joint Labour Commissioner , Karnataka Building and Other Construction Workers Welfare Board	60 Working Days
9	Application for Shrama Samarthya	Labour Officer	30 Working days	Assistant Labour Commissioner	45 Working Days	Joint Labour Commissioner , Karnataka Building and Other Construction Workers Welfare Board	60 Working Days
10	Application for Pension	Assistant Labour Officer	30 Working days	Deputy Labour Commissioner	45 Working Days	Joint Labour Commissioner , Karnataka Building and Other Construction Workers Welfare Board	60 Working Days
11	Application for Duplicate Identity Card	Labour Inspector/ Senior Labour Inspector	15 Working days	Labour Officer	45 Working Days	Joint Labour Commissioner , Karnataka Building and Other Construction	60 Working Days

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
						Workers Welfare Board	
12	Application for Assistance for free school Education and Nutrition of support of the Registered women construction workers – Thayi magu sahaya hastha	Labour Officer	30 Working days	Assistant Labour Commissioner	45 Working Days	Joint Labour Commissioner , Karnataka Building and Other Construction Workers Welfare Board	60 Working Days
13	Application for continuation of Existing Registration for next one or three years	Labour Inspector/ Senior Labour Inspector	15 Working days	Labour Officer	45 Working Days	Joint Labour Commissioner , Karnataka Building and Other Construction Workers Welfare Board	60 Working Days
14	Application for disability pension and ex-gratia	Assistant Labour Commissioner	30 Working days	Deputy Labour Commissioner	45 Working Days	Joint Labour Commissioner , Karnataka Building and Other Construction Workers Welfare Board	60 Working Days
15	Application for continuation for disability pension	Assistant Labour Commissioner	30 Working days	Deputy Labour Commissioner	45 Working Days	Joint Labour Commissioner , Karnataka Building and Other Construction Workers Welfare Board	60 Working Days
16	Registration of Building and other Construction Workers	Labour Inspector/ Senior Labour Inspector / Labour Officer	Within 15 Working Days	Assistant Labour Commissioner	Within 30 Working D ays	Secretary, Building and Other Construction Workers Welfare Board	Within 45 Working Days

- 1. S.N 1 to 4 inserted vide Notification No. DPAR 166 NaSeKha 2018, Dated: 11/01/2017(listed under labour department)
- 2. S.N 5,6,7 inserted vide Notification DPAR 111 NASEKHA 2015, Dated: 07-12-2015
- 3. 1 to 7 again listed vide Notification DPAR 179 NaSekha 2018, Dated 25/05/2019 (shifted to Karnataka Building construction workers welfare Board)
- **4.** S.N 16 inserted vide Notification No. DPAR 13 SSM 2021, Dated: 29-09-2021 (The service shifted from Jabour department)

11. DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT

11.1A DEPARTMENT FOR EMPOWERMENT OF DIFFERENTLY ABLED AND SENIOR CITIZEN (Citizen Services)

CN List of Consistent Designer	and City later differen	6	City Jakad	A II	Cui e de la el
S.N List of Services Designa	•	Competent	Stipulated	Appellate	Stipulated
office		Officer	time for	Authority	time for
	officer		Competent		Appellate
			Officer		Authority
1 Disability Certificate Distric	t 21 Working	Deputy	15 Working	Director	15
and Identity Card for Disable	d Days	Director,	Days		Working
Differently Abled Welfare O	fficer	Women &			Days
Persons		Child			-
		Development			
2 Senior Citizen Identity District	t 21 Working	Deputy	15 Working	Director	15
Card Disable		Director,	Days	F. 30. (1)	Working
Welfare O	ACT NO. OF PERSON STREET	Women &	24,5		Days
Wellare	lincei	Child		W12301115	Days
	THE PERSON	Development	1 1 1 10 10		
Non-Government District Organization (NGO's)		Deputy	07	Joint Director/	07
Organization (NGO's) Registration Certificate Welfare O		Director, Women and	Working	Director, Directorate for	Working
under Rights of	fficer Days	Child Welfare	Days	the	Days
Persons with Disability		Department		Empowerment	
Act 2016.		(All 30		of Differently	
7100 2010.		District)		abled and	
		2.56.756,		Senior	
				citizens,	
				Bangalore	
4 Non-Government Distric		Deputy	07	Joint Director/	07
Organization (NGO's) Disable		Director,	Working	Director,	Working
Registration Renewal Welfare O	fficer Days	Women and	Days	Directorate for	Days
Certificate under		Child Welfare	1127 DAT	the	DITE.
Rights of Persons with		Department	2000	Empowerment	CONTRACTOR OF THE PARTY OF THE
Disability Act 2016.	NO CHEST	(All 30		of Differently	CO CONTRACTO
		District)	TO SHE WAY	abled and	
CARLES CONTRACTOR SECTION		22/5/45	Mark Carlo	Senior	Marie C
			1000 990 00	citizens,	N. 1204 349
Ron-Government Distric	t 30	Deputy	07	Bangalore Joint Director/	07
Organization (NGO's) Distable		Director,	Working	Director,	Working
the Maintenance and Welfare O	J	Women and	Days	Director,	Days
Welfare of Parents and	Days	Child Welfare	Days	the	Days
Senior Citizens act-		Department		Empowerment	
2007.		(All 30		of Differently	
		District)		abled and	
		,		Senior	
				citizens,	
				Bangalore	

11.1B DEPARTMENT FOR EMPOWERMENT OF DIFFERENTLY ABLED AND SENIOR CITIZEN

(Personnel Services)

S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated		
		officer	for designated	Officer	time for	Authority	time for		
			officer		Competent		Appellate		
					Officer		Authority		
6	Disbursement of monthly Salary								

			THE STATE OF THE STATE OF				
S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
		officer	for designated officer	Officer	time for Competent	Authority	time for Appellate
			officer		Officer		Appenate
	For Head office	Assistant	15 Working	Deputy	15 Working	Director	15
	HOD/Group-A & B	Director	Days subject to	Director	Days	A STATE OF	Working
	officer and Group –C &	,	clearance from				Days
	D Staff		HRMS	CLESS IN	3308	ALCO DE	
	For DDWO office	District Disabled	15 Working	Deputy	15 Working	Joint Director	15
	B officer and Group –C	Officer	Days subject to clearance from	Director (D)	Days		Working Days
	& D Staff		HRMS				Days
	Govt., Teacher Training	Deputy Director	15 Working	Joint Director	15 Working	Director	15
	Centre for VI & HI	(T)	Days subject to	H.O	Days		Working
	Group-A & B and		clearance from	327		300	Days
	Group –C & D Staff For Institutions	Cuparintandants	HRMS 15 Working	District	15 Working	Donutu	15
	FOR INSTITUTIONS	Superintendents	Days subject to	District	Days	Deputy Director (D)	Working
	B Group officer and C		clearance from	Welfare	Buys	Director (B)	Days
	& D Staff		HRMS	Officer			
	Braille Press	Manager	15 Working	District	15 Working	Deputy	15
	Group B officer	211278	Days subject to	Disabled	Days	Director (D)	Working
	Group C & D Staff	THE REAL PROPERTY.	clearance from HRMS	Welfare Officer		STELL STATE	Days
	Hostels for Men &	Superintendent	15 Working	District	15 Working	Deputy	15
	Women		Days subject to	Disabled	Days	Director (D)	Working
			clearance from	Welfare			Days
			HRMS	Officer			
7	Sanction of time Bond Ac	dvancement			ERE	W. C.	
	Group B & C Staffs of	Director	30 Working	Joint Secretary	15 Working	Secretary	15
	the Department		Days from the date of		Days		Working Days
			receiving the				Days
			completed				
			application				
	Group D Staffs of the	Assistant	30 Working	Deputy	15 Working	Director	
	Detp.	Director	Days from the	Director	Days	William	1 35
			date of receiving the		THE COST		STATE OF
			completed	A. 412.0 4.00			NAME OF
		211278	application	10000			0036
		THE REAL PROPERTY.		TO DELLE		STELL STATE	15
							Working
							Days
				43 11 15			1000
	THE STATE	THE REAL PROPERTY.	Sell Silver	Carlotte State	CHELL	W. C. C.	
			- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1		-27-1 A 3*		
			Service Committee	STATE OF THE STATE	GUCOUS		
-	Sanction of senior Scale/	Soloction Scale /Time	. Decid Advances		Strain State State		
8	Saliction of Sellior Scale/	selection state / Hill	e Bond Advanceme	ent			

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	Group -B & C Staff	Director	30 Working Days from the date of receiving the completed application	Joint Secretary	15 Working Days	Secretary	15 Working Days
	Group- D Staff	Assistant Director	30 Working Days from the date of receiving the completed application	Deputy Director	15 Working Days	Joint Director	15 Working Days
9	Sanction of Annual Increi	ment Group C & D Si	ап				
	Group –C & D Staff for H.O.	Assistant Director	30 Working Days	Deputy Director	15 Working Days	Joint Director	15 Working Days
	For DDWO office Group- C & D Staff	Disabled Welfare Officer	30 Working Days	Deputy Director (D)	15 Working Days	Joint Director	15 Working Days
	Govt., Teacher Training Centre for VI & HI Group –C & D Staff	Deputy Director	30 Working Days	Joint Director	15 Working Days	Director	15 Working Days
	For Institutions Group C & D Staff	Superintendent	30 Working Days	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Braille Press Group C & D Staff	Manager	30 Working Days	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Hostels for Men & Women for Superintendents	District Disabled Welfare Officer	30 Working Days	Deputy Director (D)	15 Working Days	Joint Director	15 Working Days
	For C & D Staff	Superintendent	30 Working Days	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
10	Sanction of Earned Leave	e / Commuted leave	G.O No.FD2TFP 203	10 dtd 30/4/2010			est his
	Group-A & B	Director	20 Working Days subject to the sheet of leave HEADING from A.G.	Joint Secretary	15 Working Days	Secretary	15 Working Days
	C & D Staff for H.O.	Assistant Director	20 Working Days	Deputy Director	15 Working Days	Joint Director	15 Working Days

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	For DDWO office B Officer	Deputy director	20 Working Days subject to the sheet of leave HEADING from A.G.	Joint Director	15 Working Days	Director	15 Working Days
	Group –C & D Staff	District Disabled welfare officer	20 Working Days	Deputy Director (D)	15 Working Days	Joint Director	15 Working Days
	Govt., Teacher Training Centre for VI & HI Group-A	Director	20 Working Days subject to the sheet of leave HEADING from A.G.	Joint Secretary	15 Working Days	Secretary	15 Working Days
	Group B	Deputy Director (T)	20 Working Days subject to the sheet of leave HEADING from A.G	Joint Secretary	15 Working Days	Director	15 Working Days
	Group C & D Staff	Deputy Director (T)	20 Working Days	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	For Institution B Group officer	District Disabled Welfare Officer	20 Working Days subject to the sheet of leave HEADING from A.G	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	and Group C & D Staff	Superintendent	20 Working Days	District disabled welfare officer	15 Working Days	Deputy Director (D)	15 Working Days
	Braille Press Manager Group-B	District Disabled Welfare of Welfare Officer	20 Working Days subject to the sheet of leave HEADING from A.G	Deputy Director (D)	15 Working Days	Joint Director	15 Working Days
	Hostels for Men & Women Group-C & D	District Disabled Welfare of Welfare Officer	20 Working Days	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
11	Medical Reimbursement For Head office HOD/Group –A & B officer and Group C & D Staff	Director	30 Working Days from the date of receiving the	Joint Secretary	15 Working	Secretary	15 Working
		Assistant Director	completed application with conclusive documents	Deputy Director	Days	Joint Director	Days
	Fro DDWO office B Officer	Deputy Director (D)	30 Working Days from the date of receiving the completed application	Joint Director H.O	15 Working Days	Director	15 Working Days

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S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent	Appellate Authority	Stipulated time for Appellate
			with conclusive		Officer		Authority
			documents				
	Group C & D Staff	District Disabled welfare Officer	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director	15 Working Days	Joint Director H.O	15 Working Days
	Govt., Teacher Training Centre for VI & HI Group –A	Director	30 Working Days from the date of receiving the completed application with conclusive documents	Joint Secretary	15 Working Days	Secretary	15 Working Days
	Group B, C & D Staff	Deputy Director (T)	30 Working Days from the date of receiving the completed application with conclusive documents	Joint Director H.O	15 Working Days	Director	15 Working Days
	For institutions B Group officer	District Disabled Welfare Officer	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	and Group C & D Staff	Superintendent	30 Working Days from the date of receiving the completed application with conclusive documents	District disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Braille Press Group B Officer	District Disabled Welfare Officer	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	Group C & D Staff	Manager	30 Working Days from the date of receiving the completed application with conclusive documents	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days

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S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	Hostels for Men & Women	District Disabled Welfare Officer	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
12	T.A. Claims			DAVE AND	E VEST	207/22/43	
	For Head office HOD/Group –A & B officer and Group C & D Staff	Assistant Director	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director	15 Working Days	Joint Director	15 Working Days
	Fro DDWO office B Officer	Deputy Director (D)	30 Working Days from the date of receiving the completed application with conclusive documents	Joint Director H.O	15 Working Days	Director	15 Working Days
	Group C & D Staff	District Disabled Welfare Officer	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director (D)	15 working days	Joint Director H.O	15 Working Days
	Govt., Teacher Training Centre for VI & HI Group –A	Deputy Director WCD	30 Working Days from the date of receiving the completed application with conclusive documents	Joint Director H.O	15 Working Days	Director	15 Working Days
	Group B, C & D Staff	Deputy Director (T)	30 Working Days from the date of receiving the completed application with conclusive documents	Joint Director	15 Working Days	Director	15 Working Days
	For institutions B Group officer	District Disabled Welfare	30 Working Days from the date of receiving the completed application	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days

S.N	List of Services	Designated officer	Stipulated time for designated	Competent Officer	Stipulated time for	Appellate Authority	Stipulated time for
			officer		Competent Officer	, , , , , , , , , , , , , , , , , , , ,	Appellate Authority
			with conclusive documents	O BOOK			
	and Group C & D Staff	Superintendent	30 Working Days from the date of receiving the completed application with conclusive documents	District Director welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Braille Press Group B Officer	District Disabled Welfare Officer	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director (D)	15 Working Days	Director	15 Working Days
	Group C & D Staff	Manager	30 Working Days from the date of receiving the completed application with conclusive documents	District Disabled Welfare Officer	15 Working Days	Director (D)	15 Working Days
	Hostels for Men & Women	District Disabled Welfare Officer	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
13	Forwarding of Pension Pa	apers					
	For Head office Group –A & B	Director	30 Working Days from the date of receiving the completed application with conclusive documents	Joint Secretary	15 Working Days	Secretary	15 Working Days
	Group C & D Staff	Assistant Director	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director	15 Working Days	Director	15 Working Days
	For DDWO office B Officer	Deputy Director (D)	30 Working Days from the date of receiving the completed application	Joint Director H.O	15 Working Days	Director	15 Working Days

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S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
			with conclusive documents				
	Group C & D Staff	District Disabled Welfare Officer	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	Govt., Teacher Training Centre for VI & HI Group –A officer	Director	30 Working Days from the date of receiving the completed application with conclusive documents	Joint Secretary	15 Working Days	Secretary	15 Working Days
	Group B, C & D Staff	Deputy Director (T)	30 Working Days from the date of receiving the completed application with conclusive documents	Joint Director H.O	15 Working Days	Director	15 Working Days
	For institutions B Group officer	District Disabled Welfare Officer	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director (D)	15 Working Days	Director	15 Working Days
	and Group C & D Staff	Superintendent	30 Working Days from the date of receiving the completed application with conclusive documents	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Braille Press Group B Officer	District Disabled Welfare Officer	30 Working Days from the date of receiving the completed application with conclusive documents	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	Group C & D Staff	Manager	30 Working Days from the date of receiving the completed application with conclusive documents	District Disabled welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days

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S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated
		officer	for designated	Officer	time for	Authority	time for
			officer		Competent		Appellate
		5: 5: 11/3	2014/ 1:		Officer		Authority
	Hostels for Men & Women	District Disabled welfare Officer	30 Working Days from the	Deputy Director (D)	15 Working	Joint Director H.O	15 Working
	Superintendent	wellare Officer	date of	Director (D)	Days	н.О	Days
	Superintendent		receiving the				Days
			completed	San State of the		The second second	
			application	184,35391	THE A ST	3 184, 3 53	
			with conclusive	STATE OF THE STATE	000000	WHITE STORY	NAME OF STREET
	0 000		documents	Editor Action	45.14		45
	Group C & D	Superintendent	30 Working Days from the	District Disabled	15 Working Days	Joint Director H.O	15 Working
			date of	welfare	Duys	11.0	Days
			receiving the	Officer			,
			completed				
			application				
			with conclusive documents				
14	Sanction of Festival Adva	nce Group C & D Sta	L	(C (C (C (C (C (C (C (C (C (C	The Health	W. C. C. C.	11 11 11
<u> </u>	For Head office	Assistant	07 Working	Deputy	15 Working	Joint Director	15
	Group –C & D Staff	Director	Days	Director	Days		Working
							Days
	For DDWO office	District Disabled	07 Working	Deputy	15 Working	Joint Director	15
	Group C & D Staff	welfare Officer	Days	Director (D)	Days	STELL STATE	Working
	Govt., Teacher Training	Deputy Director	07 Working	Deputy	15 Working	Joint Director	Days 15
	Centre for VI & HI	(T)	Days	Director (D)	Days	H.O	Working
	Group – C & D Staff	, ,		()	7		Days
	For institutions Group	Superintendent	07 Working	District	15 Working	Deputy	15
	C & D Staff		Days	Disabled	Days	Director (D)	Working
		C. S. S. Link		Welfare		March St.	Days
	Braille Press	Manager	07 Working	Officer District	15 Working	Deputy	15
	Group C & D Staff	Widnager	Days	Disabled	Days	Director (D)	Working
	·		,	Welfare	,	, ,	Days
				Officer			
	Hostels for Men &	District Disabled	07 Working	Deputy	15 Working	Joint Director	15
	Women	Welfare Officer	Days	Director (D)	Days	H.O	Working
	Superintendent Group C & D	Superintendent	07 Working	District	15 Working	Deputy	Days 15
	3.54p 6 4 b	Supermenterit	Days	Disabled	Days	Director (D)	Working
				welfare			Days
		(2)		Officer			
15	Last Pay Certificate HOD/		20.14/2-1	Damed	1E M	Joint Direct	15
	For Head office Group –A, B, C & D	Assistant Director	20 Working Days from the	Deputy Director	15 Working Days	Joint Director	15 Working
	Group A, b, C & b	Director	date of receipt	Director	Days		Days
			of the proposal				. 12
	For DDWO office	District disabled	20 Working	Deputy	15 Working	Joint Director	15
	Group B officer &	welfare officer	Days from the	Director	Days		Working
	Group C & D Staff		date of receipt		The latest the		Days
	Court Toppher Train's	Donutu Discate	of the proposal	Joint Disease	1E Media	Disastes	15
	Govt., Teacher Training Centre for VI & HI	Deputy Director (T)	20 Working Days from the	Joint Director	15 Working Days	Director	15 Working
		(1)	date of receipt		Days		Days
	Group – A & B, & Group C & D Staff		of the proposal				24,5
		Companiet		District	4F M/- 1:	Device	15
	For institutions B Group officer & Group	Superintendent	20 Working Days from the	District Disabled	15 Working Days	Deputy Director	15 Working
	C & D Staff	316840	date of receipt	Welfare	Days	Director	Days
		27576	of the proposal	Officer	Marie State		10
						1.7	

			A.L. 1.1.1.1	7112777			A.I. I. I
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	Braille Press Group B officer, Group C & D Staff	Manager	20 Working Days from the date of receipt of the proposal	District Disabled Welfare Officer	15 Working Days	Deputy Director	15 Working Days
	Hostels for Men & Women	Superintendent	20 Working Days from the date of receipt of the proposal	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
16	Declaration of Probationa	ary period					
	For Group B & Group C	Director	30 Working Days from the date of receipt of the proposal	Joint Secretary	15 Working Days	Secretary	15 Working Days
	Group D Staff	Assistant Director	with conclusive documents	Deputy Director		Joint Director	
17	Issue of Salary Certificate	Sac of the	135	10000		10000	6
	For Head office Group –A, B, C & D Staff	Assistant Director	05 Working Days from the date of submission of request	Deputy Director	15 Working Days	Joint Director	15 Working Days
	For DDWO office Group B officer & Group C & D Staff	District Disabled Welfare Officer	05 Working Days from the date of submission of request	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	Govt., Teacher Training Centre for VI & HI Group – A & B, & Group C & D Staff	Deputy Director (T)	05 Working Days from the date of submission of request	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	For institutions B Group officer & Group C & D Staff	Superintendents	05 Working Days from the date of submission of request	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Braille Press Group B officer, Group C & D Staff	Manager	05 Working Days from the date of submission of request	District Disabled welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Hostels for Men & Women	Superintendents	05 Working Days from the date of submission of request	District Disabled welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
18	Sanction of Leave Salary	(Surrender Leave) G.	O No. FD 2 TFP 201	10 dtd 30/4/2010			

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	For Head office Group –A & B	Director	30 Working Days from the date of application in full with the concurrence of A.G.	Joint Secretary	15 Working Days	Secretary	15 Working Days
	Group C & D Staff	Assistant Director	30 Working Days from the date of receipt of application in full	Deputy Director	15 Working Days	Joint Director	15 Working Days
	For DDWO office Group B officer	Deputy Director (D)	30 Working Days from the date of application in full with the concurrence of A.G	Joint Director H.O	15 Working Days	Director	15 Working Days
	Group C & D Staff	District welfare officer	30 Working Days from the date of receipt of application in full	Deputy Director (D)	15 Working Days	Joint Director	15 Working Days
	Govt., Teacher Training Centre for VI & HI Group – A	Director	30 Working Days from the date of application in full with the concurrence of A.G	Joint Secretary	15 Working Days	Secretary	15 Working Days
	Group B	Deputy Director (T)	30 Working Days from the date of application in full with the concurrence of A.G	Joint Director	15 Working Days	Director	15 Working Days
	C & D Staff	Deputy Director (T)	30 Working Days from the date of receipt of application in full	Joint Director	15 Working Days	Director	15 Working Days
	For institutions B Group officer	District Disabled welfare officer	30 Working Days from the date of application in full with the concurrence of A.G	Deputy Director (D)	15 Working Days	Joint Director	15 Working Days
	& Group C & D Staff	Superintendent	30 Working Days from the date of application in full	Direct Disabled welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Braille Press Group B officer,	District Disabled welfare Officer	30 Working Days from the date of application in full	Deputy Director	15 Working Days	Joint Director	15 Working Days

S.N	List of Services	Designated officer	Stipulated time for designated	Competent Officer	Stipulated time for	Appellate Authority	Stipulated time for
			officer		Competent Officer		Appellate Authority
	Group C & D Staff	Manager	30 Working Days from the date of application in full	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Hostels for Men & Women	District Disabled Welfare Officer	30 Working Days from the date of application in full	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
19	Sanction of HTC/LTC For Head office Group –A	Director	20 Working Days from the date of completed application with conclusive documents subject to approval of the Govt.	Joint secretary	15 Working Days	Secretary	15 Working Days
	Group −B	Director	20 Working Days from the date of completed application with conclusive documents	Joint Secretary	15 Working Days	Secretary	15 Working Days
	Group C & D Staff	Assistant Director	20 Working Days from the date of completed application with conclusive documents	Deputy Director H.O	15 Working Days	Joint Director	15 Working Days
	For DDWO office Group B officer	Deputy Director (D)	20 Working Days from the date of	Joint Director	15 Working Days	Director	15 Working Days
	Group C & D Staff	District Disabled Welfare Officer	completed application with conclusive documents	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	Govt., Teacher Training Centre for VI & HI Group – A and	Director	20 Working Days from the date of completed application with conclusive documents subject to approval of the Govt.	Joint Secretary	15 Working Days	Secretary	15 Working Days

S.N	List of Services	Designated	Stipulated time	Competent	Ctinulated	Appellate	Stipulated
3.11	LIST OF SETVICES	officer	for designated officer	Officer	Stipulated time for Competent Officer	Authority	time for Appellate Authority
	B, and Group C & D Staff	Deputy Director (T)	20 Working Days from the date of completed application with conclusive documents	Joint Director H.O	15 Working Days	Director	15 Working Days
	For institutions	District Disabled	20 Working	Deputy	15 Working	Joint Director	15
	B Group officer	Welfare Officer	Days from the	Director(D)	Days	H.O	Working
	, , , , , , , , , , , , , , , , , , , ,	A	date of	S. Barre		1 5	Days
	and Group C & D Staff	Superintendent	completed	District	15 Working	Deputy	15
			application	Disabled	Days	Director (D)	Working
			with conclusive	Welfare	,	,	Days
			documents	Officer			
	Braille Press	District Disabled	20 Working	Deputy	15 Working	Joint Director	15
	Group B officer	Welfare Officer	Days from the	Director (D)	Days	H.O	Working
		130000	date of	130787	3 2 2 2 3 6	13000	Days
		8=/13	completed	17 18		03	
		OUT THE	application	OUT THE		AND SEA	311427
	ENGRE STON		with conclusive	A STORY	60000	9-16-1	Merce
		3355	documents	1000	35/4/4	-1000	8135
	Group C & D Staff	Manager	20 Working	District	15 Working	Deputy	15
			Days from the	Disabled	Days	Director (D)	Working
			date of	Welfare			Days
			completed	Officer			
			application with conclusive				
			documents				
	Hostels for Men &	District Disabled	20 Working	Deputy	15 Working	Joint Director	15
	Women	welfare officer	Days from the	Director (D)	Days	H.O	Working
		and the control	date of	23000. (5)			Days
		30 / 0	completed	30000	1000		
		San Paris	application	The state of the s		1 1300	
			with conclusive	19			
		TO STORY	documents	OB THE			
		12 31	Street to	12 3	Level 1		
20	Arrears of Salary						

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	For Head office Group –A & B and Group C & D Staff	Assistant Director	30 Working Days from the date of submission in detail with conclusive documents and subject to clearance from HRMS	Deputy Director	15 Working Days	Joint Director	15 Working Days
	For DDWO office Group B officer & Group C & D Staff	District Disabled Welfare Officer	30 Working Days from the date of submission in detail with conclusive documents and subject to clearance from HRMS	Deputy Director (D)	15 Working Days	Joint Director	15 Working Days
	Govt., Teacher Training Centre for VI & HI Group – A & B and Group C & D Staff	Deputy Director (T)	30 Working Days from the date of submission in detail with conclusive documents and subject to clearance from HRMS	Joint Director	15 Working Days	Director	15 Working Days
	For institutions B Group officer & Group C & D Staff	Superintendents	30 Working Days from the date of submission in detail with conclusive documents and subject to clearance from HRMS	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Braille Press Group B officer, Group C & D Staff	Manager	30 Working Days from the date of submission in detail with conclusive documents and subject to clearance from HRMS	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days

S.N	List of Services	Docignated	Stinulated time	Compotent	Stinulated	Annollato	Stipulated
S.IN	LIST OF SERVICES	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	Hostels for Men & Women	Superintendents	30 Working Days from the date of submission in detail with conclusive documents and subject to clearance from HRMS	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
21	Compassionate Appointr	nent		10 mm			
,	For Group C & D	Director	30 Working Days from the date of submission in detail with conclusive documents and Subject to the availability of Post	Joint Secretary	15 Working Days	Secretary	15 Working Days
22	Service Register Group –	B officers		1 P 1		1 4 4	
	For Head office Group C & D Staff	Assistant Director	30 Working Days	Deputy Director	15 Working Days	Joint Director	15 Working Days
	For DDWO office Group C & D Staff	District Disabled Welfare Officer	30 Working Days from the date of submission	Deputy Director (D)	15 Working Days	Joint Director	15 Working Days
	Govt., Teacher Training Centre for VI & HI Group C & D Staff	Deputy Director (T)	30 Working Days from the date of submission	Joint Director H.O.H.O	15 Working Days	Director	15 Working Days
	For institutions Group C & D Staff	Superintendents	30 Working Days from the date of submission	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Braille Press Group C & D Staff	Manager	30 Working Days from the date of submission	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Hostels for Men & Women	District Disabled Welfare Officer	30 Working Days from the date of submission	Deputy Director (D)	15 Working Days	Joint Director	15 Working Days

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	Group –C & D	Superintendents	30 Working Days from the date of submission	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
23	Forwarding of application	n through proper cha	annel	A Company	S & STATE	3 1 6	15 5 4 7
	For Head office Group A Group	Director	15 Working Days	Joint Secretary	15 Working Days	Secretary	15 Working Days
	Group B and C & D Staff	Assistant Director	15 Working Days	Deputy Director	15 Working Days	Joint Director	15 Working Days
	For DDWO office Group B Officer	Deputy Director (D)	15 Working Days	Joint Director	15 Working Days	Director	15 Working Days
	And C & D Staff	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	Govt., Teacher Training Centre for VI & HI Group A	Director	15 Working Days	Joint Secretary	15 Working Days	Secretary	15 Working Days
	Group B, C & D Staff	Deputy Director (T)	15 Working Days	Deputy Director H.O	15 Working Days	Joint Director	15 Working Days
	For institutions Group B	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	Group –C & D Staff	Superintendents	15 Working Days	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days
	Braille Press Group B	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days
	Group –C & D Staff	Manager	15 Working Days	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days

S.N	List of Services	Designated	Stipulated time	Competent	Stipulated	Appellate	Stipulated	
3.14	Elst of services	officer	for designated officer	Officer	time for Competent Officer	Authority	time for Appellate Authority	
	Hostels for Men & Women Superintendents	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days	Joint Director H.O	15 Working Days	
	Group C & D Staff	Superintendents	15 Working Days	District Disabled Welfare Officer	15 Working Days	Deputy Director (D)	15 Working Days	
24	MCA/Computer Advance	S						
	Group A & B Officer	Director	30 Working Days from the date of submission of application with conclusive document and availability of budget and subject to approval of the Govt	Joint Secretary	15 Working Days	Secretary	15 Working Days	
	Group C & D Staff	Assistant Director	30 Working Days from the date of submission of application with conclusive document and availability of budget	Deputy Director	15 Working Days	Director	15 Working Days	
25	Charge Allowances G.O N	lo.FD 2 TFP 2010 dtd						
	Director			Govt. will take the				
	Group A Officer in H.O.	Upto 4 months Director	30 Working Days from the date of submission of the application	Joint Secretary	30 Working Days	Secretary	20 Working Days	
	Group B Officers & Group C Staff in H.O.	Assistant Director	30 Working Days from the date of submission of application	Deputy Director	30 Working Days	Director	20 Working Days	
	For DDWO office DDWO	Deputy Director (D)	30 Working Days from the date of submission of application	Joint Director	30 Working Days	Director	20 Working Days	
	Group -C	District Disabled Welfare Officer	30 Working Days from the date of submission of application	Deputy Director (D)	30 Working Days	Joint Director	20 Working Days	

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	Govt., Teacher Training Centre for VI & HI Group -A	Director	30 Working Days from the date of submission of application	Joint Secretary	30 Working Days	Secretary	20 Working Days
	Group B, C & D Staff	Deputy Director (T)	30 Working Days from the date of submission of application	Deputy Director H.O	30 Working Days	Joint Director	20 Working Days
	For institutions Group B	District Disabled Welfare Officer	30 Working Days from the date of submission of application	Deputy Director (D)	30 Working Days	Joint Director H.O	20 Working Days
	Group –C & D Staff	Superintendent	30 Working Days from the date of submission of application	Deputy Director (D)	30 Working Days	Joint Director H.O	20 Working Days
	Braille Press Group B	District Disabled Welfare Officer	30 Working Days from the date of submission of application	Deputy Director (D)	30 Working Days	Joint Director H.O	20 Working Days
	Group –C & D Staff	Manager	30 Working Days from the date of submission of application	District Disabled Welfare Officer	30 Working Days	Deputy Director (D)	20 Working Days
	Hostels for Men & Women Superintendents	District Disabled Welfare Officer	30 Working Days from the date of submission of application	Deputy Director (D)	30 Working Days	Joint Director H.O	20 Working Days
	Group C & D Staff	Superintendents	30 Working Days from the date of submission of application	District Disabled Welfare Officer	30 Working Days	Deputy Director (D)	20 Working Days*5

S.N 1 & 2 amended vide Notification No.DPAR 13 EaKaAa 2012, Dated: 05/05/2012.
 S.N 1 & 2 amended vide Notification No.DPAR 152 NaSeKha 2013, Dated:19/10/2013.
 S.N 6 to 25 Inserted Vide Notification No.DPAR 8 NaSeKha 2014, Dated:28/06/2014.
 S.N 3 to 5 inserted vide Notification No.DPAR 62 NaSe 2019, Dated:29/11/2019

11.2 Women and Child Development Department (Citizen Services)

SI.	List of	Designated	Stipulated	Competent	Stipulated	Appellate authority	Stipulated
No	Services	Officer	time for	officer	time for		time for
			designated		competent		Appellate
			officer		officer		authority
1	Pradhan	C.D.P.O at	30	Director,	10	Additional Chief Secretary to Govt,	10
	Mantri	Taluk Level	Working	Women and	Working	Department of Women and Child	Working
	Matru	or A.W.W at	Days	Child	Days	Development and Empowerment of	Days
	Vandana	Field Lavel		Development		Differently Abled and Senior Citizens.	
	Yojan			Department,		Bangalore.	
	(P.M.M.V.Y)			Bengalore.			

^{.1.} S.N 1 inserted vide Notification No.DPAR 25 SSM 2020, Dated:13/07/2020

	12. HOUSING DEPARTMENT									
12.1	KARNATAKA HOUSI				Pho Verice					
S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated			
			time for	Officer	time for	Authority	time for			
			designated		Competent		Appellate			
			officer		Officer		Authority			
1	Approval of Building	Assistant Executive	30 Working	Executive	15 Working	Chief	30 Working			
	Plan for construction of	Engineer, Chief of	Days	Engineer	Days	Engineer	Days			
	housing sites of 250 Sq.	Town Planning	State of the state of				F-37-00			
	area.	Office					2000			
2	Issue of Draft sale Deed	Assistant Executive	30 Working	Executive	15 Working	Chief	15 Working			
	for allotment in respect	Engineer, Chief of	Days	Engineer	Days	Engineer	Days			
	of House /Site /Flat,	Town Planning								
	etc.	Office								
3	Refund of initial deposit	Accounts Officer	30 Working	Controller	15 Working	Housing	15 Working			
	for site allotment		Days	of	Days	Commissioner	Days			
			1000	Accounts						
4	Issue of auction	Assistant Revenue	40	Deputy	15	Secretary	15			
3	confirmation letters to successful bidders of	Officer/Assistant Executive Engineer	Working Days	General Manager,	Working Days		Working Days			
	auction		20,0	Allotment	24,0		24,0			
4				Section						

- S.N 1 to 3 Inserted vide Notification No.DPAR 119 NaSeKha 2012, Dated: 26/10/2012
 S.N. 4 inserted vide Notification No DPAR 12 SSM 2019, Dated: 18/03/2020

12.2 KARNATAKA SLUM DEVELOPMENT BOARD(Citizen Services)

		AKNATAKA SEC	IVI DE VELOI	WIEITI BOTT	(Chizen ber	rees)	2017 - 200	
	S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
			officer	time for	Officer	time for	Authority	time for
				designated		Competent		Appellate
				officer		Officer		Authority
The same of the	1	NOC to repair the house as per Section 5(b) of the Karnataka Slum Areas (Improve- ment and Clearance) Act, 1973.	Executive Engineer	15 Working Days	Joint Commissioner	10 Working Days	Commissioner	07 Working Days
John Mary 1987 11 1982 11 11 11 11 11 11 11 11 11 11 11 11 11	2	Act, 1973. Absolute Sale Deed to those who have paid full amount fixed by Government and issued Hakku Pathras by the Board for the Houses constructed by the Slum dwellers in the declared slum areas.	Executive Engineer	30 Working Days	Technical Director	15 Working Days	Commissioner	10 Working Days
Charles and a control of	3	Issue of Allotment Letter	Executive Engineer, Assistant Executive Engineer, Division/Sub Division Office,	30 Working days	Technical Director, Karnataka Slum Development Board	10 Working Days	Commissioner, Karnataka Slum Development Board	07 Working Days

S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
		officer	time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
		Karnataka					
		Slum					
		Development					
		Board					

- S.N 1 & 2 Amended vide Notification No.DPAR 12 SSM 2019, Dated: 18/03/2020 S.N 3 inserted vide Notification No. DPAR 77 SAMS 2020, Dated: 10/11/2020
- S.N 1,2 inserted vide notification No. DPAR 119 NaSekha 2012, Dated: 26/10/2012

12.3 RAJIV GANDHI HOUSING CORPORATION LIMITED (Citizen Services)

S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
		officer	time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
1	New Application	Panchayat	15	Executive	30	Chief Executive	30
	for Housing	Development	Working	Officer, Taluk	Working	Officer	Working
	Schemes	Officer	Days	Panchayat	Days		Days
2	New Application	All Urban Local	15	Project Director,	30	Deputy	30
	for Housing /Site	Bodies, Chief	Working	District, Urban	Working	Commissioner	Working
	Schemes	Officer,	Days	Development	Days		Days
		Municipal		Cell			
		Commissioner/					
		Commissioner					

1. S.N 1 to 2 Inserted vide Notification No.DPAR 12 SSM 2019, Dated: 18/03/2020

13. ANIMAL HUSBANDRY & VETERNARY SERVICES 13.1 FISHERIES DEPARTMENT (Citizen Services)

1		ISHERIES DEPARTMEN			15 d 2 5 mm		150000	
	S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	1	Issue of Registration/ Licenses to Boats a) Fresh registration of fishing boats b) Registry of mortgage c) Alteration d) Transfer of registry from one port to another e) Transfer of ownership f) Change of name of fishing boat g) Duplicate copy of certificate of registry	Assistant Director of Fisheries Grade-II	15 Working Days	Deputy Director of Fisheries	15 Working Days	Director of Fisheries	30 Working Days
	2	Issue of Licenses for fishing in Reservoirs	Assistant Director of Fisheries Grade-I & II	10 Working Days	Senior Assistant Director of Fisheries	15 Working Days	Deputy Director of Fisheries	30 Working Days
	3	Issue of order for the disposal of fishing rights under the jurisdiction of District level Officer	Assistant Director of Fisheries Grade-II	45 Working Days	Assistant Director of Fisheries Grade-II and Senior Assistant Director of Fisheries	15 Working Days	Deputy Director of Fisheries	30 Working Days.
	4	Subsidy for purchase of fish seed	Assistant Director of Fisheries, Grade-II	70 Working Days	Senior Assistant Director of Fisheries/Assistant Director of Fisheries, Grade-I	15 Working Days	Deputy Director of Fisheries	30 Working Days
	5	Approval of Beneficiary for Distribution of fishery requisite kits (SS)	Assistant Director of Fisheries, Grade-II	60 Working Days	Senior Assistant Director of Fisheries/Assistant Director of Fisheries, Grade-I	15 Working Days	Deputy Director of Fisheries	30 Working Days
	6	Registration of fish seed production and rearing farms	Assistant Director of Fisheries, Grade-II	60 Working Days	Senior Assistant Director of Fisheries/Assistant Director of Fisheries, Grade-I	15 Working Days	Deputy Director of Fisheries	30 Working Days
A CONTRACTOR OF THE PARTY OF TH	7	Registration of ornamental fish farm/hatchery/shop	Assistant Director of Fisheries, Grade-II	60 Working Days	Senior Assistant Director of Fisheries/Assistant Director of Fisheries, Grade-I	15 Working Days	Deputy Director of Fisheries	30 Working Days

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
8	Providing relief to distress fishermen	Assistant Director of Fisheries, Grade-II	90 Working Days	Senior Assistant Director of Fisheries/Assistant Director of Fisheries, Grade-I	15 Working Days	Director of Fisheries	30 Working Days
9	Approval of Beneficiary for Assistance to purchase of life saving equipment's	Assistant Director of Fisheries, Grade-II	60 Working Days	Senior Assistant Director of Fisheries/Assistant Director of Fisheries, Grade-I	15 Working Days	Deputy Director of Fisheries	30 Working Days
10	Issue of Diesel Passbook to boats	Assistant . Director of Fisheries Grade I/ Grade II	15 Working Days	Deputy Director of Fisheries, Mangalore / Karwar	10 Working days	Joint Director of Fisheries (Marine) Directorate of Fisheries	15 working days

- 1. S. N 1 inserted/amended vide Notification No. DPAR 197 Nasekha 2012, Dated: 03.12.2012.
- S.N 4 to 9 inserted vide Notification No.DPAR 169 NaSeKha 2013, Dated: 06/02/2014. S.N 10 inserted vide Notification No.DPAR 29 NaSeKha 2016, Dated: 15/04/2016. S.N 1-3 inserted vide Notification No. DPAR 119 NaSeKha 2012, dated: 26-10-2012

13.2 A DEPARTMENT OF ANIMAL HUSBANDRY AND VETERINARY SERVICES(Citizen Services)

S. N	List of Services Health Certificate	Designated officer	Stipulated time for designate d officer	Competen t Officer	Stipulated time for Competent Officer	Appellate Authority Joint Director	Stipulate d time for Appellate Authority
		Officer/Assistan t Director	,	Director	,	(Development)	,
2	Post Mortem Certificate	Veterinary Officer/Assistan t Director	7 days	Deputy Director	7 days	Joint Director (Development)	15 days
3	License for Poultry and Cattle Feeds manufacturing units	Assistant Director KCPF	30 days	Joint Director (Farm)	30 days	Director	30 days
4	Ex-gratia payment in stipulated time	Assistant Director S&WDC	15 days	Deputy Director KSWDC	15 days	Managing Director KSWDC	15 days
5	Issue of vaccination certificate for transport of animals	Veterinary Officer	1 day	Assistant Director	1 day	Deputy Director	1 day

		STATE OF THE PARTY.	7-18-5	1000	MARCH TO BE	F 7 1 1 7 7 7	THE RESERVE
S. N	List of Services	Designated officer	Stipulated time for designate d officer	Competen t Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulate d time for Appellate Authority
6	Redressal of Public Grievances	Assistant Director	10 days	Deputy Director	10 days	Commissioner	10 days
7	Inspection of cattle/poultry/sheep/goat/pigger y and other farms	Jurisdictional Veterinary officer, Senior Veterinary officers, Chief Veterinary Officers,	05 Working Days	Deputy Director (Admin)	05 Working Days	Joint Director (State Sector)	05 Working Days
8	Inspection of pinjrapole and other goshalas	Jurisdictional Veterinary officer, Senior Veterinary officers, Chief Veterinary Officers,	15 Working Days	Deputy Director (Admin)	05 Working Days	Joint Director (State Sector)	05 Working Days
9	Inspection report for pet shop registration	Jurisdictional Veterinary officer, Senior Veterinary officers, Chief Veterinary Officers,	10 Working Days	Deputy Director (Admin)	10 Working Days	Member Secretary KAWB	15 Working Days
10	Inspection of dog breeding and marketing centres for registration	Jurisdictional Veterinary officer, Senior Veterinary officers, Chief Veterinary Officers,	10 Working Days	Deputy Director (Admin)	10 Working Days	Member Secretary KAWB	15 Working Days

13.2 B DEPARTMENT OF ANIMAL HUSBANDRY AND VETERINARY SERVICES (Personnel Services)

SI.	List of Services	Designated Officer	Stipulated time for	Competent officer	Stipulated time for	Appellate authority	Stipulate d time for
0			designate d officer		competen t		Appellate authority
					officer		
11.0	ertificate issued on the bo	isis of K.C.S.R 53 (f) to	o officers				
	Certificate issued on	Veterinary	15	Deputy Secretary	15	Principal secretary /	10
а	the basis of K.C.S.R	officers, senior	Working	The state of	Working	secretary	Working
	53(f) to officers for	veterinary	Days		Days		Days
	Group-A	officers, chief	San Marie	Marie San	10.3	1 d	
	ALC: NO.	veterinary	100 05 A	Street, Street			
	THE PARTY OF THE P	officers, deputy	The same of	100 15 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	The same		

SI. N o	List of Services	Designated Officer	Stipulated time for designate d officer	Competent officer	Stipulated time for competen t officer	Appellate authority	Stipulate d time for Appellate authority
		director's, joint director (state sector), joint director (admin) and Commissioner					
12. 7	Terms and conditions for t		tion for foreig	n service.			
а	Terms and conditions for the officers on deputation for foreign service for Group-A officers	Veterinary officers, senior veterinary officers, chief veterinary officers, deputy director's, joint director (state sector), joint director (admin) and	15 Working Days	Deputy Secretary	15 Working Days	Principal secretary / secretary	10 Working Days
b	Terms conditions for the officers on deputation for foreign service for Group B,C & D	Veterinary officers, senior veterinary officers, chief veterinary officers, deputy director's, joint director (state sector), joint director (admin)	15 Working Days	Joint Director (Admin)	15 Working Days	Commissioner	10 Working Days
	ifferent types of leave sai	nction other than C.L.					
а	Different types of leave sanction other than C.L for Group-A officers	Joint director (admin)	10 Working Days	Commissioner	15 Working Days	Principal secretary /secretary	10 Working Days
Ь	Different types of leave sanction other than C.L for Group B,C & D (Working in head office)	Deputy Director	10 Working Days	Joint Director (Admin)	15 Working Days	Commissioner	10 Working Days
С	Different types of leave sanction other than C.L. for Group- B,C & D (Working in sub-ordinate office's)	Veterinary officer's, Senior Veterinary officers, Chief Veterinary officers, deputy director's	10 Working Days	Deputy Directors and Joint Directors (State Sector)	15 Working Days	Joint Directors (State Sector), Director and Commissioner	10 Working Days
	robationary period declar		45	Denvit Con :	45	D. C. C. L	40
а	Probationary period declaration for group an officer	Commissioner	15 Working Days	Deputy Secretary	15 Working Days	Principal Secretary/Secretary	10 Working Days
b	Probationary period declaration for Group-B,C & D	Veterinary officers, Chief Veterinary officers, Deputy Directors, Joint Director (State Zone)	15 Working Days	Joint Director (Admin)	15 Working Days	Commissioner	10 Working Days

Deputy Secretary Deputy Secretary Stipulated officer Competent to find edignate Competent to		_		and the second	ALC: ALL MAN		THE RESERVE	1-11-11
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d officer			Officer		officer			
Stroposal to be submitted to A. G. office before retirement of the employees Principal officers, Deputy Director of Group-A	0					competen		
1.5 Proposal to be submitted to A.G. office before retirement of the employees 15 10 10 10 10 10 10 10				d officer		-		authority
a Proposal to be submitted to A.G. offices Senior Veterinary officers, Senior United by Proposal to be submitted to A.G. offices Sector) b Proposal to be submitted to A.G. offices Sector) b Proposal to be submitted to A.G. officers, Senior Veterinary officers, Deputy Director's and Joint Director retirement of the employees for Group B.C. & D United State Sector) b Proposal to be submitted to A.G. officers, Senior Veterinary officers, Deputy Director's and Joint Director retirement of the employees for Group B.C. & D United State Sector) B.C. & D United State S						officer		
a Proposal to be submitted to A.G. offices Senior Veterinary officers, Senior Veterinary officers, Senior Veterinary officers, Senior Veterinary officers, Deputy Director's and Joint Director retirement of the employees for Group A. b Proposal to be Submitted to A.G. offices Sector) b Proposal to be Veterinary officers, Deputy Director (State Sector) b Proposal to be Veterinary officers, Deputy Director (State Sector) b Proposal to be Veterinary officers, Deputy Director (Andmin), (Polyclinic), [Field) Days Joint Director (Andmin), (Polyclinic), [Field), (Polyclin	15.1	l Proposal to be submitted t	l o A.G. office before r	l etirement of tl	l he emplovees			
submitted to A.G. officers, Senior veterinary officers, Deputy Director of Group-A officers, Deputy Director of Group-A (working bays officers) and Joint Director (State Sector) b Proposal to be submitted to A.G. officers, Senior veterinary officers, Deputy Director of Group-A (working bays officers) and Joint Director (State Sector) Days (State Sector), Days (St						15	Principal	10
office before retirement of the employees for Group-A A Proposal to be submitted to A.G. officers, Chief Veterinary officers, Deputy Director's and Joint			•	11 1				
retirement of the employees for Group-A officers, Chief veterinary officers, Cheputy Director's and Joint Director (State Sector) D Proposal to be submitted to A.G. officers, Senior officers (Schef employees for Group-B, C.& D officers, Chef employees for Group-B, C.& D officers, Chef veterinary office			· ·	11.	STATE OF STA			
mployees for Group-A A Proposal to be submitted to A.G. offices Deputy Director's and Joint Director's (State Sector) B Proposal to be submitted to A.G. office before retirement of the employees for Group B.C. & D B.C. & D B.C. & D Permission to get approval For passport for Group-A Permission to get approval Proficers, Deputy Director (State Sector) D Permission to get approval Forest approval Forest approval for passport for Group-B.C. & D Permission to get approval Proficers, Deputy Director (State Sector) D Permission to get approval Forest approval Forest approval for passport for Group-B.C. & D Permission to get approval Forest approval Forest approval for passport of Working Officers, Deputy Director's and Joint Direc			•	,7,7				
A officers, Deputy Director's and Joint Director submitted to A.G. office before retirement of the employees for Group B.C. & D officers, Chief Veterinary officers, Deputy Director's and Joint Director (Jadmin). 16. Permission to get approval for passport for Group-A officers, Deputy Director (State Sector) Days officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) Days officers, Senior Veterinary officers, Deputy Director's and Joint Director (State Sector) Days officers, Senior Veterinary officers, Deputy Director's and Joint Director (State Sector) Days officers, Deputy Director's and Joint Director (State Sector) Days officers, Deputy Director's and Joint Director (State Sector) Days officers, Deputy Director's and Joint Director (State Sector) Days officers, Deputy Director's and Joint Director (State Sector) Days officers, Deputy Director's and Joint Director (State Sector) Days officers, Deputy Director's and Joint Director (State Sector) Days officers, Deputy Director's and Joint Director (State Sector) Days officers, Deputy Director Group-A (working under concerned Deputy Director Office Training Center) Days officers of Campaigneer of Cam			•	A PERSON	SAME AND SAME	NAME OF STREET	NASWAY ETROPE	MARKET SEE
Director's and Joint Director (State Sector) 90			•	20969	40000	1-2-2-292	A CONTRACTOR	more and the
Dim Director State Sector Os Joint Director Joint Directo				10000		10 13 22		Contract of
State Sector Deputy Director (State Sector) Deputy Secretary Deputy Secretary Deputy Secretary Deputy Secretary Deputy Secretary Days D					STATE OF THE		THE RESERVE AND ADDRESS.	
b Proposal to be submitted to A.G. officers, Senior Officers, Senior Officers (State Sector), Days Officers, Chief Officers and Joint Director (State Sector) 16. Permission to get approval for passport officers, Chief Off				259/50103		(T) (A) (A)		A 100 A 100
submitted to A.G. officers, Senior Veterinary officers, Chief Veterinary officers, Chief Veterinary officers, Chief Veterinary officers, Senior Veterinary officers, Senior Veterinary officers, Deputy Director (State Sector) 16. Permission to get approval for passport of Group-A veterinary officers, Deputy Director's and Joint Director's State Sector) b Permission to get approval for passport officers, Deputy Director's and Joint Director's and Joint Director's State Sector) b Permission to get approval for passport officers, Deputy Director's and Joint Director's and Joint Director's Company officers, Deputy Director's and Joint	- h	Dranacal to be	, ,	00	Joint Director	15	Commissioner/C F O	10
office before retirement of the employees for Group B, C. & D solution of Charge Allowance of Group-B, C. & D allowance for Group-B, C. & D b	b	•	•			_	·	_
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B,C & D			· ·					
Director's and Joint Director State Sector			•		, , ,,,			
16 Permission to get approval for passport 2 2 2 3 3 4 4 4 4 4 4 4 4		B,C & D			, (Admin).			
16. Permission to get approval for passport approval for passport officers, Senior Veterinary officers, Chief Veterinary officers, Deputy Director (State Sector) 15								
15 Permission to get approval for passport 25 Permission to get approval for passport officers, Senior Veterinary officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) 15 Joint Director (Admin) 27 27 28 28 28 28 28 28			Joint Director					
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officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) 10 C.E.O 10 Working A (working under concerned Deputy Director Office) A (working under concerned Deputy Director Office Training center) C Sanction of charge allowance for Group- C (working under concerned Deputy Director Office Training center) C Sanction of charge allowance for Group- C (working under concerned Deputy Director Office Training center) C Sanction of charge allowance for Group- C (working under concerned Deputy Director Office Training center) C Sanction of charge allowance for Group- C (working under concerned Deputy Director Office Training center) C Sanction of charge allowance for Group- C (working under concerned Deputy Director Office, Deputy Director To U Working Days Days C Sanction of Charge allowance for Group- C (working under concerned Deputy Director Office, Deputy Director Training Center) To U Working Days Days C Sanction of Charge allowance for Group- C (working under concerned Deputy Director Office,		approval for passport	officers, Senior	Working	(Admin)	Working	THE PARTY OF THE P	Working
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concerned Deputy Director Office Training center) c Sanction of charge allowance for Group- C (working under concerned Deputy Director Office, C Sanction of charge allowance for Group- C (working under concerned Deputy Director Office, C Sanction of charge allowance for Group- C (working under concerned Deputy Director Office,		·	(Training Center)	_	(State Sector)			
Director Office Training center) C Sanction of charge allowance for Group- C (working under concerned Deputy Director Office, Deputy Director (Training Center) Working Days Days C.E.O. Zilla 15 Working Panchayat Working Days Days		, ,		Days		Days		Days
Training center) c Sanction of charge allowance for Group-C (working under concerned Deputy Director Office, Deputy Director 10 C.E.O. Zilla 15 Commissioner 10 Working Panchayat Working Days Days Days		•						
c Sanction of charge allowance for Group-C (working under concerned Deputy Director Office, Deputy Director (Training Center) 10 (Working Days) C.E.O. Zilla 15 (Working Days) Commissioner Days								
allowance for Group- C (working under concerned Deputy Director Office, Working Panchayat Working Days Days Working Days Days Working Days								
C (working under Days Days concerned Deputy Director Office,	С						Commissioner	
concerned Deputy Director Office,			(Training Center)	Working	Panchayat			
Director Office,		,	Control of the second	Days	THE PARTY OF THE P	Days		Days
			10000	10000	AND THE NAME OF THE PARTY OF TH	10000000		
Training center)			A STATE OF THE PARTY OF THE PAR		A CONTRACTOR OF THE PARTY OF TH			
		Training center)	COP SECAS	Mary Mary	1-17-18-22-45			

	ı						
SI.	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate authority	Stipulate
N		Officer	time for	officer	time for		d time for
0			designate		competen		Appellate
			d officer		t		authority
					officer		
d	Sanction of charge	Deputy Director	10	Joint Director	15	Commissioner	10
u	allowance for Group-	(Admin)	Working	(State Sector)	Working	Commissioner	Working
	C (working under	(Aumin)	Days	(State Sector)	Days		•
	concerned Deputy		Days		Days		Days
	Director Office)						
	Sanction of charge	Deputy Director	10	C.E.O. Zilla	15	Commissioner	10
е	allowance for Group-	(Admin)	Working	the contract of the contract o	Working	Commissioner	Working
	B (working under	(Aumin)		Panchayat	Days		Days
	concerned Deputy		Days	San Carry	Days	And the second second	Days
	Director Office)		ASS S 100			THE PARTY OF THE P	TOTAL ST
£	,	Donuty Director	10	Joint Director	15	Commissioner	10
f	Sanction of charge	Deputy Director	Working		Working	Commissioner	
	allowance for Group-	(Training Center)		(State Sector)			Working
	B (working under		Days		Days		Days
	concerned Deputy						
	Director Office						
10 4	training center)						
	Annual Increment	Joint Director	20	Director	15	Commissioner	10
а		Joint Director	30	Director	_	Commissioner	10
	Group-B,C & D	(Admin)	Working		Working		Working
10.0	lormingion to set	I for forcing to	Days		Days		Days
	Permission to get approva		15	Commississes	1.5	Dringing	10
а	Permission to get	Deputy	15	Commissioner	15	Principal	10
	approval for foreign	Director's and	Working		Working	Secretary/Secretary	Working
	tour for Group-A	Joint Director	Days		Days		Days
-	D	(State Sector)	4.5	Let at Discourse	45	6	10
b	Permission to get	Veterinary	15	Joint Director	15 Washing	Commissioner	10
	approval for foreign	officers, Senior	Working	(Admin)	Working	The state of the s	Working
							D
	tour for Group-B,C &	Veterinary	Days	State of the second	Days		Days
	tour for Group-B,C &	officers, Chief	Days		Days		Days
		officers, Chief Veterinary	Days		Days		Days
		officers, Chief Veterinary officers, Deputy	Days		Days		Days
		officers, Chief Veterinary officers, Deputy Director's and	Days		Days		Days
		officers, Chief Veterinary officers, Deputy Director's and Joint Director	Days		Days		Days
20.5	D	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector)	Days		Days		Days
	D anction of Medical reimbo	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement		Donut: Director		C 5 0 7:11-	
20.S a	D anction of Medical reimbor Sanction of medical	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary	15	Deputy Director	10	C.E.O. Zilla	10
	anction of Medical reimbo Sanction of medical reimbursement to	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of	15 Working	Deputy Director (Admin)	10 Working	C.E.O. Zilla Panchayat	10 Working
	anction of Medical reimbor Sanction of medical reimbursement to A,B,C & D Group of	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary	15		10		10
	anction of Medical reimbu Sanction of medical reimbursement to A,B,C & D Group of Veterinary	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief	15 Working		10 Working		10 Working
	anction of Medical reimbu Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary	15 Working		10 Working		10 Working
	anction of Medical reimbu Sanction of medical reimbursement to A,B,C & D Group of Veterinary	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary officer of	15 Working		10 Working		10 Working
	anction of Medical reimbu Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary officer of Veterinary officer of Veterinary	15 Working		10 Working		10 Working
а	anction of Medical reimbu Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary officer of Veterinary officer of Veterinary Hospital	15 Working Days	(Admin)	10 Working Days	Panchayat	10 Working Days
	anction of Medical reimbu Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary officer of Veterinary officer of Veterinary Assistant	15 Working Days	(Admin) Deputy Director	10 Working Days	Panchayat C.E.O. Zilla	10 Working Days
а	anction of Medical reimbu Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary officer of Veterinary officer of Veterinary Assistant Director of	15 Working Days	(Admin)	10 Working Days	Panchayat	10 Working Days
а	anction of Medical reimbu Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary officer of Veterinary Assistant Director of Veterinary	15 Working Days	(Admin) Deputy Director	10 Working Days	Panchayat C.E.O. Zilla	10 Working Days
а	anction of Medical reimbu Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary officer of Veterinary officer of Veterinary Assistant Director of	15 Working Days	(Admin) Deputy Director	10 Working Days	Panchayat C.E.O. Zilla	10 Working Days
b	anction of Medical reimble Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary Hospital	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary officer of Veterinary Hospital Assistant Director of Veterinary Hospital	15 Working Days 15 Working Days	(Admin) Deputy Director (Admin)	10 Working Days	Panchayat C.E.O. Zilla Panchayat	10 Working Days 10 working Days
а	anction of Medical reimble Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary Hospital Sanction of Medical	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary officer of Veterinary Hospital Assistant Director of Veterinary Hospital Deputy	15 Working Days 15 Working Days	(Admin) Deputy Director	10 Working Days	Panchayat C.E.O. Zilla	10 Working Days
b	anction of Medical reimble Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary Hospital Sanction of Medical reimbursement to	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary officer of Veterinary Hospital Assistant Director of Veterinary Hospital Director of Veterinary Dispensary/Chief Veterinary Officer of Veterinary Officer of Veterinary Director of Veterinary Hospital Deputy Controller	15 Working Days 15 Working Days	(Admin) Deputy Director (Admin)	10 Working Days 10 Working Days 10 Working Days	Panchayat C.E.O. Zilla Panchayat	10 Working Days 10 working Days 10 Working
b	anction of Medical reimble Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary Hospital Sanction of Medical reimbursement to A,B,C & D Group of	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary Officer of Veterinary Dispensary/Chief Veterinary officer of Veterinary Hospital Assistant Director of Veterinary Hospital Dipeuty Controller (Finance)	15 Working Days 15 Working Days	(Admin) Deputy Director (Admin)	10 Working Days	Panchayat C.E.O. Zilla Panchayat	10 Working Days
b	anction of Medical reimble Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary Hospital Sanction of Medical reimbursement to	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Dispensary/Chief Veterinary officer of Veterinary Hospital Assistant Director of Veterinary Hospital Deputy Controller (Finance) Commissionerat	15 Working Days 15 Working Days	(Admin) Deputy Director (Admin)	10 Working Days 10 Working Days 10 Working Days	Panchayat C.E.O. Zilla Panchayat	10 Working Days 10 working Days 10 Working
в С	anction of Medical reimbol Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary Hospital Sanction of Medical reimbursement to A,B,C & D Group of Commissionerate	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Officer of Veterinary Hospital Assistant Director of Veterinary Hospital Deputy Controller (Finance) Commissionerat e	15 Working Days 15 Working Days 15 Working Days	Deputy Director (Admin) Director	10 Working Days 10 Working Days 10 Working Days	Panchayat C.E.O. Zilla Panchayat Commissioner	10 Working Days 10 working Days 10 Working Days
b	anction of Medical reimbol Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary Hospital Sanction of Medical reimbursement to A,B.C & D Group of Commissionerate	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Officer of Veterinary Hospital Assistant Director of Veterinary Hospital Deputy Controller (Finance) Commissionerat e Deputy Director,	15 Working Days 15 Working Days 15 Working Days	Deputy Director (Admin) Director Deputy Secretary	10 Working Days 10 Working Days 10 Working Days	Panchayat C.E.O. Zilla Panchayat	10 Working Days 10 working Days 10 Working Days
в С	anction of Medical reimble Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary Hospital Sanction of Medical reimbursement to A,B.C & D Group of Commissionerate Sanction of Medical reimbursement to	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Officer of Veterinary Hospital Assistant Director of Veterinary Hospital Deputy Controller (Finance) Commissionerat e Deputy Director, Department of	15 Working Days 15 Working Days 15 Working Days 15 Working Days	Deputy Director (Admin) Director	10 Working Days 10 Working Days 10 Working Days	Panchayat C.E.O. Zilla Panchayat Commissioner	10 Working Days 10 working Days 10 Working Days
в С	anction of Medical reimble Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary Hospital Sanction of Medical reimbursement to A,B.C & D Group of Commissionerate Sanction of Medical reimbursement to A,B.C & D Group of	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) Ursement Veterinary officer of Veterinary Officer of Veterinary Officer of Veterinary Hospital Assistant Director of Veterinary Hospital Deputy Controller (Finance) Commissionerat e Deputy Director, Department of Animal	15 Working Days 15 Working Days 15 Working Days	Deputy Director (Admin) Director Deputy Secretary	10 Working Days 10 Working Days 10 Working Days	Panchayat C.E.O. Zilla Panchayat Commissioner	10 Working Days 10 working Days 10 Working Days
в С	anction of Medical reimble Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary Hospital Sanction of Medical reimbursement to A,B.C & D Group of Commissionerate Sanction of Medical reimbursement to A,B.C & D Group of Commissionerate	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) ursement Veterinary officer of Veterinary Officer of Veterinary Hospital Assistant Director of Veterinary Hospital Deputy Controller (Finance) Commissionerat e Deputy Director, Department of Animal Husbandry and	15 Working Days 15 Working Days 15 Working Days 15 Working Days	Deputy Director (Admin) Director Deputy Secretary	10 Working Days 10 Working Days 10 Working Days	Panchayat C.E.O. Zilla Panchayat Commissioner	10 Working Days 10 working Days 10 Working Days
в С	anction of Medical reimble Sanction of medical reimbursement to A,B,C & D Group of Veterinary Dispensary/Veterinar y of Hospital Sanction of medical reimbursement to A,B,C & D Group of Taluk Veterinary Hospital Sanction of Medical reimbursement to A,B.C & D Group of Commissionerate Sanction of Medical reimbursement to A,B.C & D Group of	officers, Chief Veterinary officers, Deputy Director's and Joint Director (State Sector) Ursement Veterinary officer of Veterinary Officer of Veterinary Officer of Veterinary Hospital Assistant Director of Veterinary Hospital Deputy Controller (Finance) Commissionerat e Deputy Director, Department of Animal	15 Working Days 15 Working Days 15 Working Days 15 Working Days	Deputy Director (Admin) Director Deputy Secretary	10 Working Days 10 Working Days 10 Working Days	Panchayat C.E.O. Zilla Panchayat Commissioner	10 Working Days 10 working Days 10 Working Days

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SI.	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate authority	Stipulate
N		Officer	time for	officer	time for		d time for
o			designate		competen		Appellate
			d officer		t		authority
					officer		
		(Administration)					
		and (Polyclinic)					
е	Sanction of Medical	Deputy Director	15	Joint Director	10	Director	10
	reimbursement to	(Training Centres	Working	(State Sector)	Working		Working
	A,B.C & D Group of	and Farms)	Days	Sales Distriction	Days	A STATE OF BUILDING	Days
	Training Centre and		A		CONTRACTOR OF	CASTALL RESERVE	10000
	Farms		Aller S.	ALCO THE REAL	TO CHARLES	Chin Street	at set
f	Sanction of Medical	Joint Director	15	Director	10	Commissioner	10
	reimbursement to	(State Sector)/	Working		Working		Working
	A,B.C & D Group of	Deputy	Days		Days		Days
	Joint Director (State	Controller					
	Sector)	(Finance)					
21.T	ime Bound Increment						
а	Time Bound	Joint Director	30	Director	15	Commissioner	10
	Increment for Group	(Admin)	Working		Working		Working
	B,C and D the Group		Days		Days		Days
22.5	anction of GPF Advance						
а	Sanction of GPF	Joint	15	Director/Deputy	10	Commissioner/CEO	10
	Advance	Director(State	Working	Secretary (Zilla	Working	(Zilla Panchayat)	Working
		Sector)/Deputy	Days	Panchayat	Days		Days
		Director,	,	,			•
		(Polyclinic)/					
		Deputy					
		Controller					
		(Finance)					

- 1. S.N 1 to 6 inserted vide Notification No.DPAR 111 NaSeKha 2015, Dated: 07-09-2015.
- 2. S.N 7 to 10 inserted vide Notification No. DPAR 6 SSM 2022, Dated: 09-11-2022.
- 3. S.N 8 to 22 inserted vide Notification No. DPAR 6 SSM 2022, Dated: 09-11-2022

14. PUBLIC WORKS, PORTS & INLAND WATER TRANSPORT DEPARTMENT

14.1A PUBLIC WORKS DEPARTMENT (Citizen Services)
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	S.N	List of Servi	ces	Designa		Stipulated	Competent	Stipulated	Appellate	Stipulated time
				office	er	time for	Officer	time for	Authority	for Appellate
						designated		Competent		Authority
						officer		Officer		
ŀ										
	1	Permission	tor	Assista	ant	15 Working	Executive	07 Working	Superintending	07 Working
		Road cutting	g on	Execut	ive	Days	Engineer	Days	Engineer	Days
		National High	ways,	Engine	eer					
		State Highway	-							
		Major Disti	rict							
		Roads								
F										
	2	Permission	for	Execut	ive	30 Working	Superintending	07 Working	Chief Engineer	10 Working
		erection o	of	Enginee	er of	Days	Engineer	days		Days
		hoardings a	and	Highwa	avs			01779 S. LOTE		300 Y 3 10 7
		construction			-,-					
						3		St. 2-1		100
		structures a	long			State of the		A STATE OF THE STA		The state of the s
		National High	ways,			CONTRACTOR A				
		State Highway	s and			Contract of the second				The Contract of
		Major Disti				and the		* al sel		A COLUMN
			ice			Charles S.		TO WELL		A STORY OF THE
		Roads.						2 9 1		45 91
	3	Issue of Buil	ding	Offic	е	20 Working	EE	20 Working	SE	20 Working
		condition / fi	tness	Superinte	ndent	Days		Days		Days
b		certificate a	fter			·		-		-
ì		receipt o	f							
i,		application	ı in							
		complete ma	inner							
	4	Renewal	/ Fresh	license of	contract	tor after submiss	sion of relevant do	cuments in comp	ete manner by the	Contractor
Ļ			20.7			DISTRIBUTE A	7000 104400	3211721	ARLES DAN	10-27 (1-2 m)
ř		Class IV		Offic		10 Working	EE	10 Working	SE	10 Working
		· · · ·		Superinte		Days		Days		Days
		Class III	5,000	Regist	rar	20 Working	SE	20 Working	CE	20 Working
3		Class II and a	la constant	D '- t		Days	C.F.	Days	C	Days
		Class II and a	bove	Regist	rar	30 Working	CE	30 Working	Sec	30 Working
Ļ						Days		Days		Days
	5	Renewal / Fres	sh licens	se of contra	ctor for	processing CRs	of Contractor after	receipt of docum	ents in complete i	manner
		a)	F	.D.A.	10 V	Vorking Days	AEE	10 Working	EE	10 Working
						77 P 198		Days		Days
		b)	C	Office	10 V	Vorking Days	EE	10 Working	SE	10 Working
			Super	intendent				Days		Days
		c)	Re	gistrar	10 V	Vorking Days	SE	10 Working	CE	10 Working
		7				1		Days		Days
		d)	Re	gistrar	15 V	Vorking Days	CE	15 Working	Sec	20 Working
								Days		Days
7	6	Private		Office	15 V	Vorking Days	EE	15 Working	SE	15 Working
		Building	Super	intendent		Section 1		Days		Days
		rent fixation			/	The state of				
		after receipt				TEN VICE				THE PARTY OF THE
		of			1411	22200				V 1 2 2 2 2 2
		application				777			100	
		in complete			2 3 1	The second				
		manner				ST-42111				
		- S/1-8				STATE OF STREET			0	
L		1	2-74-2	W. W. L. D. L.	3,3	The state of	CONTRACTOR OF THE PARTY OF THE	1	14/	

S.N	1:44.46	Danimated	Cation along at the configuration of the configurat	Commetent	Calina alaska al alina a	A.s.s.allada	Chinalohad
5.11	List of	Designated	Stipulated time for	Competent	Stipulated time	Appellate	Stipulated
	Services	officer	designated officer	Officer	for Competent	Authority	time for
					Officer		Appellate
							Authority
7	Government / Private building valuation after receipt of application in complete manner	Office Superintendent	15 Working Days	EE	15 Working Days	SE	15 Working Days
8	Inspection carried out for verification to ensure proper restoration	Assistant Executive Engineer of respective Sub Division	60 Working Days	Superintending Engineer of respective PWD circle	10 Working Days	Chief Engineer of respective PWD Zone	10 Working Days

14.1B PUBLIC WORKS DEPARTMENT (Personnel Services)

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent	Appellate Authority	Stipulated time for Appellate Authority
9	Disbursement of	f Salary in Time (To All C	Category of Officers &	& Officials). (Exclu	Officer	there the pay is	drawing through
	HRMS)			(
	a)	F.D.A.	3 Working Days	AEE	3 Working Days	EE	10 Working Days
	b)	Office Superintendent	3 Working Days	EE	3 Working Days	SE	10 Working Days
	c)	Registrar	3 Working Days	SE	3 Working Days	CE	10 Working Days
	d)	Registrar	3 Working Days	CE	3 Working Days	Sec	10 Working Days
10	Annual Increme	nt		200			
	a)	F.D.A.	10 Working Days	AEE	10 Working Days	EE	10 Working Days
	b)	Office Superintendent	10 Working Days	EE	10 Working Days	SE	10 Working Days
	c)	Registrar	10 Working Days	SE	10 Working Days	CE	10 Working Days
	d)	Registrar	10 Working Days	CE	10 Working Days	Sec	10 Working Days
11	Stagnation Incre	ment (Depending on de	elegation of power)				
	a)	F.D.A.	10 Working Days (to submit the file)	AEE	10 Working Days	EE	10 Working Days
	b)	Office Superintendent	10 Working Days (to submit the file)	EE	10 Working Days	SE	10 Working Days
	c)	Registrar	10 Working Days (to submit the file)	SE	10 Working Days	CE	10 Working Days

			- :	***	4.1		-			- · ·
S.N	List of		Designated o	tficer	Stipulated time	Competent	t	Stipulated	Appellate	Stipulated time
	Service	es			for designated	Officer		time for	Authority	for Appellate
					officer			Competent		Authority
								Officer		
	d)		Registra	r	10 Working	CE		10 Working	Sec	10 Working
	,				Days approve			Days approve		Days
					the proposal			the proposal		
12					nt of Promotion / 20		30 Y	rs - 1st, 2nd & 3rd	d Additional Inci	rements (In
	accordanc	e with			of Financial Powers			PH-25 A		
	a)		F.D.A.		Vorking Days (to	AEE) Working Days	EE	10 Working
			subi		mit the file in all		(to submit the		Days
					respects)			file in all		
	b)		000		Varking Days (to	FF	10	respects)	SE	10 Marking
	b)	Cur	Office perintendent		Vorking Days (to mit the file in all	EE		Working Days to submit the	SE	10 Working
		Sup	Derintendent	Subi	respects)		(file in all		Days
					respects			respects)		
	c)		Registrar	10 V	Vorking Days (to	SE	10) Working Days	CE	10 Working
	-,				mit the file in all			to submit the		Days
				22.0	respects)		,	file in all		
					. ,			respects)		
	d)		Registrar	To app	prove the proposal	CE	Т	o approve the	Sec	10 Working
					Working Days		1	proposal 10		Days
				1/3	Carried Co.		1	Working Days		No Comme
				200			-12			100
13			/ HPL / EOL							
		Group	- A, B,C&D			STATE OF THE STATE			Ber Geld	
	a)		F.D.A.		orking Days upon	AEE) Working Days	EE	10 Working
					t of Application in			pon receipt of		Days
				cor	mplete manner		- 1	Application in		
								complete		
	b)		Office	10 W/	orking Days upon	EE	10	manner) Working Days	SE	10 Working
	D)	Sur	perintendent		Working Days upon eipt of Application in complete manner	LL		pon receipt of	3L	Days
	F0/200	Jup	Serintendent					Application in		Days
	* als				inproce mainrei		×	complete		* al all
	3000							manner		
	c)		Registrar	10 W	orking Days upon	SE	10) Working Days	CE	10 Working
				receip	t of Application in			pon receipt of		Days
				cor	mplete manner		1	Application in		
								complete		
								manner		
	41)		Dogistus	10.10	orking Davis	CF	40) Morling D	Coo	10 \\/
	d)		Registrar		orking Days upon t of Application in	CE		Working Days	Sec	10 Working
	18/12				mplete manner			pon receipt of Application in		Days
	77-77			COI	inpiete mainter			complete		
	2800			1/2	10 3 min 1 / 1		18	manner		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
14	Medical R	eimbu	ırsement							
	a)		F.D.A.	7 W	orking Days upon	AEE	7	Working Days	EE	7 Working Days
					t of Application in		u	pon receipt of		
	- SEC.				olete manner (To		1	Application in		ESER MARK
	-			submit to higher				complete		12 34-12
	1000			4 / 10	authority)			manner		
	b)		Office		orking Days upon	EE		Working Days	SE	7 Working Days
		Sup	perintendent		t of Application in			pon receipt of		
					olete manner (To		- 1	Application in		
				Su	bmit to higher			complete		
,	c)		Pogistran	711/	authority)	CE	7	manner Working Days	CE	7 Working Days
	c)		Registrar		orking Days upon t of Application in	SE		Working Days	CE	7 Working Days
	276		THE RESERVE OF THE PERSON NAMED IN	receip	t or Application in		u	pon receipt of	11/9	

S.N	N	List of Service		Designated of	fficer	Stipulated time for designated officer	Competent Officer	time for Competent	Appellate Authority	Stipulated time for Appellate Authority
					su	plete manner (To bmit to higher authority)		Officer Application in complete manner		
		d)		Registrar	7 Working Days to approve the proposal		CE	7 Working Days to approve the proposal	Sec	7 Working Days
15	5	TA (in acco	ordan	ce with Delegation	on of Powers)					
		a)		F.D.A.	7 Working Days upon receipt of Application in complete manner (To submit to higher authority)		AEE	7 Working Days upon receipt of Application in complete manner	EE	7 Working Days
		b)	Su	Office perintendent	receip	orking Days upon ot of Application in plete manner (To bmit to higher authority)	EE	7 Working Days upon receipt of Application in complete manner	SE	7 Working Days
		c)		Registrar	receip com	orking Days upon bt of Application in plete manner (To bmit to higher authority)	SE	7 Working Days upon receipt of Application in complete manner	CE	7 Working Days
		d)	Registrar		7 Working Days to approve the proposal		CE	7 Working Days to approve the proposal	Sec	7 Working Days
16	ŝ	Finalizatio	n of F	Retirement Benef	its					
		A) Submis	sion o	of Employee retir	ement	papers to AG in all re	spect			Weight.
		a)		F.D.A.	the to	As per KCSR 90 rking Days prior to date of retirement submit the file to higher officer in omplete manner	AEE	As per KCSR 90 Working Days prior to the date of retirement	EE	10 Working Days
		b) Office Superintendent		the to	as per KCSR 90 rking Days prior to date of retirement submit the file to higher officer in omplete manner	EE	As per KCSR 90 Working Days prior to the date of retirement	SE	10 Working Days	
		c) Registrar		the to	as per KCSR 90 rking Days prior to date of retirement submit the file to nigher officer in omplete manner	SE	As per KCSR 90 Working Days prior to the date of retirement	CE	10 Working Days	
		d) Registrar		the to	as per KCSR 90 rking Days prior to date of retirement submit the file to cerned authority in complete manner	CE	As per KCSR 90 Working Days prior to the date of retirement	Sec	10 Working Days	

S.N	List of Services	Designated offic	for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	B) To submit fa	amily pension / Volur	ntary Retirement papers t	to AG			
	a)	F.D.A.	15 Working Days upon receipt of proposal in complete manner	AEE	15 Working Days upon receipt of proposal in complete manner	EE	15 Working Days
	b)	Office Superintendent	15 Working Days upon receipt of proposal in complete manner	EE	15 Working Days upon receipt of proposal in complete manner	SE	15 Working Days
	c)	Registrar	15 Working Days upon receipt of proposal in complete manner	SE	15 Working Days upon receipt of proposal in complete manner	CE	15 Working Days
	d)	Registrar	15 Working Days upon receipt of proposal in complete manner	CE	15 Working Days upon receipt of proposal in complete manner	Sec	15 Working Days
	C) Finalization	of EGIS	The state of the s	The state of the s	the same of	1000	
	a)	F.D.A.	10 Working Days upon receipt of proposal in complete manner	AEE	10 Working Days upon receipt of proposal in complete manner	EE	10 Working Days
	b)	Superintendent	10 Working Days upon receipt of proposal in complete manner	EE	10 Working Days upon receipt of proposal in complete manner	SE	10 Working Days
	c)	Registrar	10 Working Days upon receipt of proposal in complete manner	SE	10 Working Days upon receipt of proposal in complete manner	CE	10 Working Days
	d)		10 Working Days upon receipt of proposal in complete manner	CE	10 Working Days upon receipt of proposal in complete manner	Sec	10 Working Days
	D) Leave Encas	shment in accordance	e with Rule 118 A of KCSF	Rs	NAME OF TAXABLE PARTY.		Control of the Contro
	a)	F.D.A.	7 Working Days	AEE	7 Working Days	EE	7 Working Days
	b)	Office Superintendent	7 Working Days	EE	7 Working Days	SE	7 Working Days
	c)	Registrar	7 Working Days	SE	7 Working Days	CE	7 Working Days
	d)	Registrar	7 Working Days	CE	7 Working Days	Sec	7 Working Days
	E) To submit th	ne NDC / NEC in resp	ect of Gazetted Govt. ser	vants and also f	or other groups		
	a)	F.D.A.	7 Working Days to submit the file to higher officer	AEE	7 Working Days to submit the file to higher officer	EE	7 Working Days

S.N	List of Services	Designated office	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent	Appellate Authority	Stipulated time for Appellate Authority
					Officer		
	b)	Office Superintendent	7 Working Days to submit the file to higher officer	EE	7 Working Days to submit the file to higher officer	SE	7 Working Days
	c)	Registrar	7 Working Days to submit the file to higher officer	SE	7 Working Days to submit the file to higher officer	CE	7 Working Days
	d)	Registrar	7 Working Days to submit the file to higher officer	CE	7 Working Days to submit the file to higher officer	Sec	7 Working Days
17			rawal (in accordance with				
	a)	F.D.A.	7 Working Days upon receipt of Application in complete manner	AEE	7 Working Days upon receipt of Application in complete manner	EE	7 Working Days
	b)	Office Superintendent	7 Working Days upon receipt of Application in complete manner	EE	7 Working Days upon receipt of Application in complete manner	SE	7 Working Days
	с)	Registrar	7 Working Days upon receipt of Application in complete manner	SE	7 Working Days upon receipt of Application in complete manner	CE	7 Working Days
	d)	Registrar	7 Working Days upon receipt of Application in complete manner	CE	7 Working Days upon receipt of Application in complete manner	Sec	7 Working Days
18	Advances			40 TO	Carlo La Carlo	2000	
	a) HBA b) M a)	CA c) Solar / Comp F.D.A.	outer Advance (in accorda 7 Working Days upon receipt of Application in complete manner	nce with the po AEE	7 Working Days upon receipt of Application in complete	budget provisio EE	n) 7 Working Days
	b)	Office Superintendent	7 Working Days upon receipt of Application in complete manner	EE	7 Working Days upon receipt of Application in complete	SE	7 Working Days
	c)	Registrar	7 Working Days upon receipt of Application in complete manner	SE	7 Working Days upon receipt of Application in complete	CE	7 Working Days
	d)	Registrar	7 Working Days upon receipt of Application in complete manner	CE	7 Working Days upon receipt of Application in complete manner	Sec	7 Working Days
19	Festival Advan	ce	13 Dec	74.55	13 Day		

			70.75	Contract to the second		ALCOHOLDS FOR		
S.N	List of Services	Designated offi	icer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	a)	F.D.A.	rece	orking Days upon ipt of Application omplete manner	AEE	7 Working Days upon receipt of Application in complete manner	EE	7 Working Days
	b)	Office Superintendent	rece	orking Days upon ipt of Application omplete manner	EE	7 Working Days upon receipt of Application in complete manner	SE	7 Working Days
	c)	Registrar	rece	orking Days upon ipt of Application omplete manner	SE	7 Working Days upon receipt of Application in complete manner	CE	7 Working Days
	d)	Registrar	rece	orking Days upon ipt of Application omplete manner	CE	7 Working Days upon receipt of Application in complete manner	Sec	7 Working Days
20	To- Transit the	LPC upon Transfer	/ Retir	ement				
	a)	F.D.A.		Working Days	AEE	7 Working Days	EE	7 Working Days
	b)	Office Superintendent		Working Days	EE	7 Working Days	SE	7 Working Days
	c)	Registrar		Working Days	SE	7 Working Days	CE	7 Working Days
	d)	Registrar	/	Working Days	CE	7 Working Days	Sec	7 Working Days
21	To- Transit the	SR upon Transfer /	Retire	ment (only cases of	free from depa	artmental enquiries a	and any other ch	narges)
	a)	F.D.A.	7	Working Days	AEE	7 Working Days	EE	7 Working Days
	b)	Office Superintendent	7	Working Days	EE	7 Working Days	SE	7 Working Days
	c)	Registrar		Working Days	SE	7 Working Days	CE	7 Working Days
	d)	Registrar		Working Days	CE	7 Working Days	Sec	7 Working Days
22	cadres)			•	ary period (in a	ccordance with the		
	a)	F.D.A.	com to su co	orking Days from pletion of 2 years ubmit proposal in mplete manner	AEE	7 Working Days upon receipt of proposal in complete manner	EE	7 Working Days
	b)	Office Superintendent	com to su	orking Days from pletion of 2 years ubmit proposal in mplete manner	EE	7 Working Days upon receipt of proposal in complete manner	SE	7 Working Days
	c)	Registrar	com to su	orking Days from pletion of 2 years ubmit proposal in mplete manner	SE	7 Working Days upon receipt of proposal in complete manner	CE	7 Working Days
	d)	Registrar	com	orking Days from pletion of 2 years o approve the proposal	CE	7 Working Days from completion of 2 years to approve the proposal	Sec	7 Working Days

S.N	List of Services	Designated off	for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
23	Sanction of sur	render leave encas	hment in accordance with	Rule 118 of KCS	SRs	4696	
	a)	F.D.A.	7 Working Days	AEE	7 Working Days	EE	7 Working Days
	b)	Office Superintendent	7 Working Days	EE	7 Working Days	SE	7 Working Days
	c)	Registrar	7 Working Days	SE	7 Working Days	CE	7 Working Days
	d)	Registrar	7 Working Days	CE	7 Working Days	Sec	7 Working Days
24	HTC / LTC (in a		powers delegated)	,			
	a)	F.D.A.	7 Working Days from the date of submission of Application in complete manner	AEE	7 Working Days from the date of submission of Application in complete manner	EE	7 Working Days
	b)	Office Superintendent	7 Working Days from the date of submission of Application in complete manner	EE	7 Working Days from the date of submission of Application in complete manner	SE	7 Working Days
	c)	Registrar	7 Working Days from the date of submission of Application in complete manner	SE	7 Working Days from the date of submission of Application in complete manner	CE	7 Working Days
	d)	Registrar	7 Working Days from the date of submission of Application in complete manner	CE	7 Working Days from the date of submission of Application in complete manner	Sec	7 Working Days
25			ts (in accordance with the			FE - 12 D	The state of the state of
	a) b)	F.D.A. Office	7 Working Days 7 Working Days	AEE EE	7 Working Days 7 Working Days	EE SE	7 Working Days 7 Working Days
		Superintendent					
	c) d)	Registrar Registrar	7 Working Days 7 Working Days	SE CE	7 Working Days 7 Working Days	CE Sec	7 Working Days 7 Working Days
26		e Grounds Appointr		CL	7 WOLKING Days	Jec	7 WORKING Days
	a)	F.D.A.	7 Working Days from the date of submission of Application in complete manner (to submit to higher authority)	AEE	7 Working Days from the date of submission of Application in complete manner (to submit to higher authority)	EE	7 Working Days
	b)	Office Superintendent	7 Working Days from the date of submission of Application in complete manner (to submit to higher authority)	EE	7 Working Days from the date of submission of Application in complete manner (to submit to higher authority)	SE	7 Working Days

S.N	List of	Designated office	er Stipulated time	Competent	Stipulated	Appellate	Stipulated time
	Services		for designated	Officer	time for	Authority	for Appellate
			officer		Competent		Authority
	c)	Registrar	10 Working Days from	SE	Officer 10 Working Days	CE	7 Working Days
	C)		the date of submission	3L	from the date of	CL	7 WOIKING Days
			of Application in		submission of		Charles of the
			complete manner (to		Application in		The second
			submit to higher		complete		
			authority)		manner (to submit to higher		ESTATE OF
					authority)		* The state of
	d)	Registrar	To approve the	CE	To approve the	Sec	7 Working Days
			proposal 15 Working		proposal 15		
			Days from the date of receipt of Application		Working Days from the date of		
			in complete manner		receipt of		
			·		Application in		
					complete		
27	Permission to	draw First Salary (To	issue Age certificate) (in a	accordance witl	manner	ed)	Table of co
21	a)	F.D.A.	7 Working Days	AEE	7 Working Days	EE EE	7 Working Days
	·						,
	b)	Office Superintendent	7 Working Days	EE	7 Working Days	SE	7 Working Days
	c)	Registrar	7 Working Days	SE	7 Working Days	CE	7 Working Days
	-11	Danistana	7 Menhine Deve	CF	7 Manhine Davis	Coo	7 Manhine Dave
	d)	Registrar	7 Working Days	CE	7 Working Days	Sec	7 Working Days
28			with the power delegate				
	a)	F.D.A.	3 Working Days to submit the proposal	AEE	3 Working Days to submit the	EE	3 Working Days
	9	6	submit the proposal		proposal		
	b)	Office	3 Working Days to	EE	3 Working Days	SE	3 Working Days
		Superintendent	submit the proposal		to submit the proposal		
	c)	Registrar	3 Working Days to	SE	3 Working Days	CE	3 Working Days
		-	submit the proposal		to submit the proposal		
	d)	Registrar	3 Working Days to	CE	3 Working Days	Sec	3 Working Days
			approve		to approve		
29	Permission for	higher studies (in ac	cordance with the power	delegated)	The state of the s		TO THE
	a)	F.D.A.	7 Working Days to	AEE	7 Working Days	EE	7 Working Days
			submit the proposal in complete manner to		to submit the proposal in		
			higher authority		complete		
			ingile: dutile:icy		manner to		
					higher authority		
	b)	Office	7 Working Days to	EE	7 Working Days	SE	7 Working Days
	19 11 11	Superintendent	submit the proposal in		to submit the		3-11-15
	345		complete manner to		proposal in		
	100		higher authority		complete manner to		
	000 B C 10		THE RESERVE		higher authority		- 175 B. C. 175
	c)	Registrar	7 Working Days to	SE	7 Working Days	CE	7 Working Days
			submit the proposal in		to submit the		
			complete manner to higher authority		proposal in		
			inglier authority		complete manner to		
					higher authority		
			f			- 10/	

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent	Appellate Authority	Stipulated time for Appellate Authority
			onicei		Officer		Authority
	d)		7 Working Days to ubmit the proposal in complete manner to higher authority	CE	7 Working Days to submit the proposal in complete manner to higher authority	Sec	7 Working Days
30	Issue of NoC to	acquire passport					
	a)	r	Working Days upon eceipt of application in complete manner	AEE	3 Working Days upon receipt of application in complete manner	EE	3 Working Days
	b)	Superintendent r	Working Days upon eceipt of application n complete manner	EE	5 Working Days upon receipt of application in complete manner	SE	3 Working Days
	c)	r	Working Days upon eceipt of application n complete manner	SE	8 Working Days upon receipt of application in complete manner	CE	3 Working Days
	d)	th	To approve / submit ne proposal to higher uthority 10 Working Days upon receipt of application in complete manner	CE	To approve / submit the proposal to higher authority 10 Working Days upon receipt of application in complete manner	Sec	3 Working Days
31		urchase / sale of Govt. I r delegation of power)	Employees movable an	d immovable pr	operty after receipt	of Application i	n complete
	а)		10 Working Days to submit the file in complete manner to higher authority	AEE	10 Working Days to submit the file in complete manner to higher authority	EE	10 Working Days
	b)	Superintendent	15 Working Days to submit the file in complete manner to higher authority	EE	15 Working Days to submit the file in complete manner to higher authority	SE	10 Working Days
	c)		20 Working Days to submit the file in complete manner to higher authority	SE	20 Working Days to submit the file in complete manner to higher authority	CE	20 Working Days
	d)	Registrar To	approve / submit to higher authority in	CE	To approve / to submit to higher	Sec	30 Working Days

S.N	List of Services	Designated officer	Stipulated time for designated	Competent Officer	Stipulated time for	Appellate Authority	Stipulated time for Appellate
	Scrvices		officer	Officer	Competent Officer	Authority	Authority
			omplete manner 30 Working Days		authority 30 Working Days to submit the file in complete manner		
32	complete man	ssion for Government oner	employees to proceed	abroad after re	ceipt of Application	with all relevan	t details in
	a)		5 Working Days to submit the file in omplete manner to higher authority	AEE	5 Working Days to submit the file in complete manner	EE	5 Working Days
	b)	Superintendent	15 Working Days to submit the file in omplete manner to higher authority	EE	15 Working Days to submit the file in complete manner	SE	5 Working Days
	c)	4.0	20 Working Days to submit the file in omplete manner to higher authority	SE	20 Working Days to submit the file in complete manner	CE	10 Working Days
	d)	ti I	o approve / submit the proposal with all relevant details to higher authority 30 Vorking Days as per lelegation of power	CE	To approve / submit the proposal with all relevant details to higher authority 30 Working Days as per delegation of power	Sec	20 Working Days
33	Forwarding of	Government Employee	s loan application in re	spect of KGID /	GPF		A SECTION
	a)	С	5 Working Days to submit the file in omplete manner to concern authority	AEE	5 Working Days to submit the file in complete manner to concern authority	EE	10 Working Days
	b)	Superintendent c	10 Working Days to submit the file in omplete manner to concern authority	EE	10 Working Days to submit the file in complete manner to concern authority	SE	10 Working Days
	c)	c	10 Working Days to submit the file in omplete manner to concern authority	SE	10 Working Days to submit the file in complete manner to concern authority	CE	10 Working Days
	d)	С	15 Working Days to submit the file in omplete manner to concern authority	CE	15 Working Days to submit the file in complete manner to concern authority	Sec	10 Working Days
34	Employee wait	ing period approval					

S.N	List of Services	Designated offi	for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	a)	F.D.A.	10 Working Days to submit the file in complete manner to concern authority	AEE	10 Working Days to submit the file in complete manner to concern authority	EE	10 Working Days
	b)	Office Superintendent	10 Working Days to submit the file in complete manner to concern authority	EE	10 Working Days to submit the file in complete manner to concern authority	SE	10 Working Days
	c)	Registrar	10 Working Days to submit the file in complete manner to concern authority	SE	10 Working Days to submit the file in complete manner to concern authority	CE	10 Working Days
	d)	Registrar	30 Working Days to submit the file in complete manner to concern authority	CE	15 Working Days to submit the file in complete manner to concern authority	Sec	30 Working Days
35	Correction of r	name and seniority	number of government en	nployee in senio	ority list		18 -610
	a)	F.D.A.	10 Working Days to submit the file in complete manner to higher authority	AEE	10 Working Days to submit the file in complete manner to higher authority	EE	10 Working Days
	b)	Office Superintendent	10 Working Days to submit the file in complete manner to higher authority	EE	10 Working Days to submit the file in complete manner to higher authority	SE	10 Working Days
	c)	Registrar	15 Working Days to submit the file in complete manner to higher authority	SE	15 Working Days to submit the file in complete manner to higher authority	CE	10 Working Days
	d)	Registrar	30 Working Days to submit the file in complete manner to higher authority	CE	30 Working Days to submit the file in complete manner to higher authority	Sec	30 Working Days

^{1.}S.N 1 & 2 - Inserted vide Notification No.DPAR 119 NaSeKha 2012, Dated: 26/10/2012 2 S.N 3,4,5,6,7, 9 to 35 - Inserted vide Notification No.DPAR 8 NaSeKha 2014, Dated: 28/06/2014 3.S.N 8 - inserted vide Notification No. DPAR 47 SSM 2020: Dated: 09/10/2020

14.2 KSHIP (Personnel Services)

14.2 A) KSHIP DIVISION

_) KSHIP DIVISION						
S.	N	List of Services	Designated	Stipulated	Competent	Stipulated time	Appellate	Stipulated
			officer	time for	Officer	for Competent	Authority	time for
				designated		Officer		Appellate
				officer				Authority
1	1	Disbursement of Salary in	AD	3 Working	C.A.O	10 Working	Project	10 Working
		Time (To All Category of	(Admin)	Days		Days	Director	Days
		Officers & Officials).						
		(Excluding the offices where the pay is drawn						
		through HRMS)						
2	2	Annual Increment	AD	10 Working	C.A.O	10 Working	Project	10 Working
			(Admin)	Days		Days	Director	Days
	3	Stagnation Increment	AD	10 Working	C.A.O	10 Working	Project	10 Working
,	,	Stagnation merement	(Admin)	Days (to	C.A.O	Days upon	Director	Days
			(* 12.11.11)	submit the		receipt of		upon
				file)		Application in		receipt of
						complete		Application
						manner		in
								complete
	1	TBA/AGP/20 Yrs, 25 Yrs &	AD	10 Working	C.A.O	10 Working	Project	manner 10 Working
		30 Yrs - 1st, 2nd & 3rd	(Admin)	Days (to	C.A.O	Days upon	Director	Days
9		Additional Increments (In		submit the	3249243	receipt of	1200 19	upon
Ď.		accordance with the		file)		proposal in		receipt of
		General Delegation of	100-25	TO MINES		complete		proposal in
100		Financial Powers)	and the		1000	manner	1. 18 10	complete
1			100-100	S. S. AMP. DALL		OR SERVICE		manner
	5	EL / Com.Leave / HPL / EOL						
		a) Approval Group - C&D	AD (Admin)	10 Working	C.A.O	10 Working	Project	10 Working
			(Admin)	Days upon receipt of		Days upon receipt of	Director	Days upon receipt of
4			HOUSE SOL	Application in	LI ZHOE	Application in	July 250	Application
4		AND DESCRIPTION OF	100	complete	200	complete		in
			5330	manner		manner	The same	complete
			JESAF CO		COLUMN TO		1237/4	manner
		b) Approval Group - C&D	AD	7 Working	C.A.O	7 Working Days	Project	7 Working
			(Admin)	Days (to submit the file		upon receipt of proposal in	Director	Days upon receipt of
				to higher		complete		proposal in
Į.				authorities)		manner		complete
								manner
6	ĵ.	Medical Reimbursement	AD	7 Working	C.A.O	7 Working Days	Project	7 Working
			(Admin)	Days (to	All to the	upon receipt of	Director	Days upon
			100000	submit the file	of Charles	Application in	Swall Etc	receipt of
-		* al west had a	68.40	to higher	31693	complete	4363	Application in
			53.30	authorities)	3353	manner	1346	complete
			12145 W		201214		20218	manner
7	7	TA (in accordance with	AD	7 Working	C.A.O	7 Working Days	Project	7 Working
		Delegation of Powers)	(Admin)	Days (to		3 /	Director	Days
				submit the file				
Į.				to higher				
<u> </u>	,			authorities)	A Charles of the		Of the Park of the	
1	3	Finalization of Retirement Be	400-1000	131010	1. 2. 2. 2.	alt 3300	Carlo Sand	-
		a) Finalization of	AD	As per KCSR	C.A.O	As per KCSR 90	Project	As per
7		Pensionary Benefits	(Admin)	90 Working		Working Days	Director	KCSR 90
7				Days prior to the date of		prior to the date of		Working
				retirement		retirement		Days prior to the date
		Wall to the Advantage of the	CONTRACTOR STREET	retirement	Charles of the State of the Sta	retirement	1 //	to the date

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
							of retirement
	b) To submit the Pension papers to AG in connection with Family Pension / Voluntary Retirement	AD (Admin)	15 Working Days upon receipt o proposal in complete manner	C.A.O	15 Working Days upon receipt o proposal in complete manner	Project Director	15 Working Days upon receipt o proposal in complete manner
	c) Finalization of EGIS	AD (Admin)	10 Working Days upon receipt o proposal in complete manner	C.A.O	10 Working Days upon receipt o proposal in complete manner	Project Director	10 Working Days upon receipt o proposal in complete manner
	d) Leave Encashment in accordance with Rule 118 A of KCSRs	AD (Admin)	7 Working Days	C.A.O	7 Working Days	Project Director	7 Working Days
	e) To submit the NDC / NEC in respect of Gazetted Govt. servants	AD (Admin)	7 Working Days to submit the file to higher officer	C.A.O	7 Working Days to submit the file to higher officer	Project Director	7 Working Days upon receipt of Application in complete manner
9	GPF Advance/Partial Final Withdrawal (in accordance with the power delegated in the Rules)	AD (Admin)	7 Working Days upon receipt of Application in complete manner	C.A.O	7 Working Days upon receipt of Application in complete manner	Project Director	7 Working Days upon receipt of Application in complete
10	Advances						
	a) HBA b) MCA c) Solar / Computer Advance (in accordance with the power delegated and budget provision)	AD (Admin)	7 Working Days to submit the Application in complete manner	C.A.O	7 Working Days upon receipt of Application in complete manner	Project Director	10 Working Days upon receipt of Application in complete manner
11	Festival Advance	AD (Admin)	7 Working Days	C.A.O	7 Working Days	Project Director	7 Working Days
12	To- Transit the LPC upon Transfer / Retirement	AD (Admin)	7 Working Days	C.A.O	7 Working Days	Project Director	7 Working Days
13	To- Transit the SR upon Transfer / Retirement (only cases of free from departmental enquiries and charges for misconduct)	AD (Admin)	7 Working Days	C.A.O	7 Working Days	Project Director	7 Working Days
14	Declaration of probationary period / extension of probationary period (in accordance with the powers delegated for different cadres)	AD (Admin)	7 Working Days from completion of 2 years to submit proposal in complete manner	C.A.O	7 Working Days upon receipt of proposal in complete manner	Project Director	7 Working Days upon receipt of proposal in complete manner

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
15	Sanction of surrender leave encashment in accordance with Rule 118 of KCSRs	AD (Admin)	7 Working Days	C.A.O	7 Working Days	Project Director	7 Working Days
16	HTC / LTC (in accordance with the powers delegated)	·		C.A.O	7 Working Days from the date of submission of application	Project Director	7 Working Days from the date of submission of application
17	Charge Allowance / Incharge Arrangements (in accordance with the powers delegated)	AD (Admin)	7 Working Days	C.A.O	7 Working Days	Project Director	7 Working Days
18	Compassionate Grounds Appointment	AD (Admin)	7 Working Days to submit the Application in complete manner	C.A.O	7 Working Days to submit the Application in complete manner	Project Director	Dispose 15 Working Days from the date of receipt of application in complete manner
19	Permission to draw First Salary (To issue Age certificate) (in accordance with the power delegated)	AD (Admin)	7 Working Days	C.A.O	7 Working Days	Project Director	7 Working Days
20	Travelling Approval (in accordance with the power delegated)	AD (Admin)	3 Working Days to submit the proposal	C.A.O	3 Working Days to submit the proposal	Project Director	3 Working Days to submit the proposal
21	Permission for higher studies	AD (Admin)	7 Working Days to submit the proposal	C.A.O	7 Working Days to submit the proposal	Project Director	7 Working Days to submit the proposal
22	Issue of NOC to acquire passport	AD (Admin)	3 Working Days upon receipt of application in complete manner	C.A.O	3 Working Days upon receipt of application in complete manner	Project Director	7 Working Days upon receipt of application in complete manner

^{1.} S.N.1 to 22 Inserted Vide Notification No.DPAR 8 NaSeKha 2014, Dated:28/06/2014.

14.2 B) KSHIP SUB-DIVISION (Personnel Services)

_	D) KSIIII SOD-DIVISION		/	and the same of			
S.N	List of Services	Designated	Stipulated time	Competent	Stipulated time	Appellate	Stipulated
		officer	for designated	Officer	for Competent	Authority	time for
			officer		Officer		Appellate
							Authority
1	Disbursement of Salary in	AEE	3 Working Days	Ex. Eng	10 Working Days	SE	10
	Time (To All Category of						Working
	Officers & Officials).						Days
	(Excluding the offices where						
	the pay is drawing through						
	HRMS)						

		_	Att. 1	•		1	211
S.N	List of Services	Designated	Stipulated time	Competent	Stipulated time	Appellate	Stipulated
		officer	for designated	Officer	for Competent	Authority	time for
			officer		Officer		Appellate
							Authority
2	Annual Increment	AEE	10 Working Days	Ex. Eng	10 Working Days	SE	10
						10 100	Working
		/ //		2017		23000	Days
3	Stagnation Increment	AEE	10 Working Days	Ex. Eng	10 Working Days	SE	10
			(to submit the		upon receipt of		Working
			file)		Application in		Days
					complete		upon
					manner		receipt of
							Application
							in
							complete
							manner
4	TBA/AGP/20 Yrs, 25 Yrs & 30	AEE	10 Working Days	Ex. Eng	10 Working Days	SE	10
	Yrs - 1st, 2nd & 3rd Additional	A59	(to submit the	The state of the s	upon receipt of		Working
	Increments (In accordance	A	file)	300000	proposal in	2300000	Days
	with the General Delegation	(6.50)		- 1/4 (34	complete	3-2115	upon
	of Financial Powers)	A. 12 (13 (1))	and to be the	2000	manner	State of the	receipt of
						1000	proposal in
		100-07/2	1.00	CT TO SERVI	W. C. C. C. C. C. C. C.	HETE TO	complete
		No. of the last	THE RELATED	Part Land	The second	0.73	manner
5	EL / Com.Leave / HPL / EOL						
	a) Approval Group - C&D	AEE	10 Working Days	Ex. Eng	10 Working Days	SE	10
		7/3-2-3	upon receipt of		upon receipt of		Working
		0	Application in	10	Application in	200	Days upon
		23	complete	The state of the s	complete		receipt of
			manner	30000	manner	9360797	Application
		3/15/5		-1/15		7-2/15	in
			Call College	5083131		1000	complete
_	b) Approval Group - C&D	AEE	7 Working Days	Ex. Eng	7 Working Days	SE	manner 7 Working
	b) Approval Group - C&D	ALL	(to submit the	EX. EIIg	upon receipt of	3E	Days upon
			file to higher		proposal in		receipt of
			authorities)		complete		proposal in
			dutilonties)		manner		complete
							manner
6	Medical Reimbursement	AEE	7 Working Days	Ex. Eng	7 Working Days	SE	7 Working
		0	(to submit the	270 2118	upon receipt of		Days upon
		23	file to higher	The state of the s	Application in		receipt of
		100 Tues	authorities)	300000	complete	2300000	Application
		3/15/5		-1/15	manner	7-2/15	in
			Call College	5083131		1000	complete
	A STATE OF THE STATE OF		Billion of the same		- The Late of the	Way or to	manner
7	TA (in accordance with	AEE	7 Working Days	Ex. Eng	7 Working Days	SE	7 Working
	Delegation of Powers)		(to submit the				Days
			file to higher				
			authorities)				
8	Finalization of Retirement Bene	fits	MAN SHELL SHE	-	The Selection of	12 803	-
		710-27		1-7-1	THE RESERVE OF THE PERSON NAMED IN	19-7/3-	200
	a) Finalization of Pensionary	AEE	As per KCSR 90	Ex. Eng	As per KCSR 90	SE	As per
	Benefits		Working Days		Working Days		KCSR 90
			prior to the date		prior to the date		Working
			of retirement		of retirement		Days prior
							to the date
							of
							retirement
	b) To submit the Pension	AEE	15 Working Days	Ex. Eng	15 Working Days	SE	15
	papers to AG in connection	100	upon receipt o	100	upon receipt o		Working
	with Family Pension /	PART OF THE PART O	proposal in	19545	proposal in		Days upon
L	Voluntary Retirement	200					receipt o

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
			complete manner		complete manner		proposal in complete manner
	c) Finalization of EGIS	AEE	10 Working Days upon receipt o proposal in complete manner	Ex. Eng	10 Working Days upon receipt o proposal in complete manner	SE	Morking Days upon receipt o proposal in complete manner
	d) Leave Encashment in accordance with Rule 118 A of KCSRs	AEE	7 Working Days	Ex.Eng	7 Working Days	SE	7 Working Days
	e) To submit the NDC / NEC in respect of Gazetted Govt. servants	AEE	7 Working Days to submit the file to higher officer	Ex. Eng	7 Working Days to submit the file to higher officer	SE	7 Working Days upon receipt of Application in complete manner
9	GPF Advance/Partial Final Withdrawal (in accordance with the power delegated in the Rules)	AEE	7 Working Days upon receipt of Application in complete manner	Ex. Eng	7 Working Days upon receipt of Application in complete manner	SE	7 Working Days upon receipt of Application in complete
10	Advances	25.14.12	2.310030-75	2000	100 St. 100 St. 100	1200	manner
10	a) HBA	AEE	7 Working Days	Ex. Eng	7 Working Days	SE	10
	b) MCA c) Solar / Computer Advance (in accordance with the	248	to submit the Application in complete	TO NATE	upon receipt of Application in complete		Working Days upon receipt of
	power delegated and budget provision)		manner		manner		Application in complete
11	Festival Advance	AEE	7 Working Days	Ex. Eng	7 Working Days	SE	7 Working Days
12	To- Transit the LPC upon Transfer / Retirement	AEE	7 Working Days	Ex. Eng	7 Working Days	SE	7 Working Days
13	To- Transit the SR upon Transfer / Retirement (only cases of free from departmental enquiries and charges for misconduct)	AEE	7 Working Days	Ex. Eng	7 Working Days	SE	7 Working Days
14	Declaration of probationary period / extension of probationary period (in accordance with the powers delegated for different cadres)	AEE	7 Working Days from completion of 2 years to submit proposal in complete manner	Ex. Eng	7 Working Days upon receipt of proposal in complete manner	SE	7 Working Days upon receipt of proposal in complete manner

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
15	Sanction of surrender leave encashment in accordance with Rule 118 of KCSRs	AEE	7 Working Days	Ex. Eng	7 Working Days	SE	7 Working Days
16	HTC / LTC (in accordance with the powers delegated)	AEE	7 Working Days from the date of submission of application	Ex. Eng	7 Working Days from the date of submission of application	SE	7 Working Days from the date of submission of application
17	Charge All / Incharge Arrangements (in accordance with the powers delegated)	AEE	7 Working Days	Ex. Eng	7 Working Days	SE	7 Working Days
18	Compassionate Grounds Appointment	AEE	7 Working Days to submit the Application in complete manner	Ex. Eng	7 Working Days to submit the Application in complete manner	SE	Dispose 15 Working Days from the date of receipt of application in complete manner
19	Permission to draw First Salary (To issue Age certificate) (in accordance with the power delegated)	AEE	7 Working Days	Ex. Eng	7 Working Days	SE	7 Working Days
20	Travelling Approval (in accordance with the power delegated)	AEE	3 Working Days to submit the proposal	Ex. Eng	3 Working Days to submit the proposal	SE	3 Working Days to submit the proposal
21	Permission for higher studies	AEE	7 Working Days to submit the proposal	Ex. Eng	7 Working Days to submit the proposal	SE	7 Working Days to submit the proposal
22	Issue of NOC to acquire passport	AEE	3 Working Days upon receipt of application in complete manner	Ex. Eng	3 Working Days upon receipt of application in complete manner	SE	7 Working Days upon receipt of application in complete manner

 $^{1. \}hspace{0.5cm} S.N \hspace{0.1cm} 1 \hspace{0.1cm} to \hspace{0.1cm} 22 \hspace{0.1cm} inserted \hspace{0.1cm} Vide \hspace{0.1cm} Notification \hspace{0.1cm} No.DPAR \hspace{0.1cm} 8 \hspace{0.1cm} NaSeKha \hspace{0.1cm} 2014, \hspace{0.1cm} dated: \hspace{0.1cm} 28/06/2014.$

15. FOREST, ECOLOGY & ENVIRONMENT DEPARTMENT 15.1 KARNATAKA STATE POLLUTION CONTROL BOARD (Citizen Services)

15.1	KARNATAKA STATE PO	ILLUTION CO	NIKOT ROV	ARD (Citizen	Services)		
S.	List of Services	Designated	Stipulated	Competent	Stipulated time	Appellate	Stipulate
N		officer	time for	Officer	for Competent	Authority	d time
			designated		Officer		for
			officer				Appellat
1	Disposal of Consent for	Regional	30 Working	Divisional	15 Working	Member-	15
_	establishment/Consent for	Officer	Days	Senior	Days	Secretary	Working
	Establishment/		,-	Environment		,	Days
	Consent for Expansion			Officer			.,.
	Applications-Green						
	Category						
2	Disposal of Consent for	Divisional	30 Working	Chief	15 Working	Member	15
	Establishment/ Consent for	Senior	Days	Environment	Days	Secretary	Working
	Expansion Applications	Environment	200 2500 07	Officer	THE RESERVE OF SHARE		Days
	under Water Act 1974 and	Officer	100000000000000000000000000000000000000				
	Air Act 1981-Orange		-				
	Category				BASILO HOL		7540
3	Disposal of Consent for Esta	Concerned	90 Working	Member	15 Working	Chairman	20
	blishment/Consent for Exp	Section Head	Days	Secretary	Days		Working
	ansion Applications under						Days
	Water Act 1974 and Air Act						
	1981-Red Category EIA Proj						
	ects		50.11/		45.14		
4	Consent for Establishment	Concerned	60 Working	Member	15 Working	Chairman	30 Working
3	/ Consent for Expansion	section head	Days	Secretary	Days		Working
	Applications under Water		200 250 07		THE RESERVE OF SHARE		Days
	Act 1974 and Air Act 1981 -		Test (1) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				
	Red Category Non EIA Projects				A CONTRACTOR		
5	Disposal of Consent for	Regional	30 Working	Regional	30 Working	Member	30
,	Operation applications	Officer	Days	Senior	Days	Secretary,	Working
9	under Water Act 1974 &	Omeen	Days	Environment	Duys	Karnataka State	Days
	Air Act 1981 in respect of			al Officer		Polution Control	24,5
6	Green Category			u. 0c.		Board.	
6	Disposal of consent for	Regional	60 Working	Chief	30 Working	Member	30
2	Operation Applications	Senior	Days	Environment	Days	Secretary, KSPCB	Working
3	under Water Act 1974 and	Environment	P455-845	Officer -1			Days
2	Air Act 1981 – Orange	al Officer	RASINES		SALES ASSESSED		
	Category						
7	Disposal of consent for	Concerned	90 Working	Member	30 Working	Chairman, KSPCB	30
	Operation Applications	Section head	Days	Secretary,	Days		Working
6	under Water Act 1974 and	at Head		KSPCB			Days
	Air Act 1981 – Red	Office					
	Category	Decision 1	20.14/1.1	London Mark	20.14. 1:	N.C I-	20
8	Disposal of Authorization	Regional	30 Working	Jurisdictional	30 Working	Member	30 Working
	Application under Hazardous &	Officer	Days	Regional	Days	Secretary,	Working
5	Transboundary Movement)		100000	Senior Environment	Mary College	Karnataka State Polution Control	Days
	Rules, 2016 (Green		100000000000000000000000000000000000000	al Officer	10 13 mg	Board.	
	Category)		200	ai Officei		board.	
9	Disposal of Authorization	Regional	60 Working	Chief	30 Working	Member	30
	Application under	Senior	Days	Environment	Days	Secretary,	Working
	Hazardous & Other Waste	Environment	, -	Officer-1	,	Karnataka State	Days
1	(Management &	al Officer				Polution Control	,
į.	Transboundary Movement)					Board.	
	Rules, 2016 (Orange						
	Category)						
10	Disposal of Authorization	Concerned	90 Working	Member	30 Working	Chairman,	30
	Application under	Section Head	Days	Secretary,	Days	Karnataka State	Working
5	Hazardous & Other Waste	at Head	4000000	Karnataka	Markey William	Polution Control	Days
	(Management &	Office	1500	State	S. Company	Board.	
	Transboundary Movement)			Polution			
1	Rules, 2016 (Red Category)						
						1.11	

_					T 711.79	THE RESERVE		
	S.	List of Services	Designated	Stipulated	Competent	Stipulated time	Appellate	Stipulate
	N		officer	time for	Officer	for Competent Officer	Authority	d time for
				designated officer		Officer		Appellat
				Officer	Control	All Control of the Control		Арренас
					Board.			58.63
1	11	Disposal of	Section	90	Member	30	Chairman, Ka	30
		Registration/Renewal Application under	Head at Board office	Working Days	Secretary	Working Days	rnataka State Poll ution Contro	Working Days
		Plastic waste				7	l Board, Parisara	
		Management Rules, 2016					Bhavan No.49, C	
							hurch Street, Ba	
							ngalore- 5600	
							01.	
]	12	Disposal of Registration/Renewal	Section Head at	120 Working	Member Secretary	30 Working	Chairman, K arnataka State Po	30 Working
		Application under E-Waste	Board office	Days	Secretary	Days	llution Contr	Days
		Management Rules, 2016		13:138		100	ol Board, Parisara	3.34-3
							Bhavan No.49, C hurch	
							Street, Ba	1000
				STEEL ST		Sherrer.	ngalore- 5600	1200
1	.3	Disposal of authorization	Regional	90 Working	Regional	30 Working	01. Member	30
1	.3	application under	Officer	Days	Senior	Days	Secretary,	Working
1		Biomedical waste		,	Environment	•	Karnatatka State	Days
		Management Rules, 2016			Officer		Pollution Board,	
		(White Category)					Parisara Bhavan, No. 49, Church	
							street, Bangalore	
 		Discount of authorization	Danianal	00 M/a dii a a	Chiat	20 14/2	- 560001	20
	14	Disposal of authorization application under	Regional Senior	90 Working Days	Chief Environment	30 Working Days	Member Secretary,	30 Working
		Biomedical waste	Environment		Officer - 1		Karnatatka State	Days
2		Management Rules, 2016	Officer	545 Oct		SAME SOLD	Pollution Board,	APPLY S
7		(Orange Category)	(RSEO)	36.00			Parisara Bhavan, No. 49, Church	
							street, Bangalore	
1		ACRE BONDERS OF					- 560001	
1	15	Disposal of authorization application under	Section Head at Board	90 Working Days	Member Secretary	30 Working Days	Chairman, Karnatatka State	30 Working
		Biomedical waste	Office	Days	Secretary	Days	Pollution Board,	Days
		Management Rules, 2016					Parisara Bhavan,	
		(Red Category)					No. 49, Church street, Bangalore	
							- 560001	
1	16	Disposal of authorization	Section Head	60 Working	Member	30 Working	Chairman,	30
9		application under Solid waste Management Rules,	at Board Office	Days	Secretary	Days	Karnatatka State Pollution Board,	Working Days
		2016 (for City Corporation)	Office	MINE BY			Parisara Bhavan,	Days
				135130			No. 49, Church	11.00
				4 1 1 1 1 1			street, Bangalore - 560001	
1	17	Disposal of authorization	Regional	60 Working	Jursiditional	30 Working	Member	30
		application under Solid	Officer	Days	Regional	Days	secretary,	Working
		waste Management Rules,			Senior		Karnatatka State	Days
		2016 (for CMC/ TMC/TP)			Environment al Officer		Pollution Board, Parisara Bhavan,	
					(RSEO)		No. 49, Church	
							street, Bangalore	
L	1	S.N. 1 - Inserted vide Notific	eties No DDAD	IAO NaCaKha 20	10 1-1-1-00/40/0	040	- 560001	

^{1.} S.N. 1 - Inserted vide Notification No. DPAR 119 NaSeKha 2012, dated: 26/10/2012

^{2.} S.N. 6 to 10 - Inserted vide Notification No. DPAR 199 NaSeKha 2017, dated: 25/10/2017

- 3. S.N 11,12 inserted vide Notification No. DPAR 44 SSM 2020, dated:08/10/2020
- 4. S.N 2,3,5,8,9,10 amended vide Notification No. DPAR 79 SSM 2020, dated:17/11/2020
- 5. S.N 13 to 17 inserted vide Notification No. DPAR 79 SSM 2020, dated: 17/11/2020
- 6. S.N 4,6,7 amended vide Notification No. DPAR 79 SSM 2020, dated: 17/11/2020
- 7. S.N 11,12 amended vide Notification No. DPAR 79 SSM 2020, dated: 04-09-2021

15.2A FOREST DEPARTMENT (Citizen Services)

	A FOREST DEPAR		en pervices			100000	
S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
		officer	time for		time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
1	Distribution of	R.F.O	7 Working	A.C.F	7 Working	D.C.F	7 Working
_	seedlings to public-		Days	7.11-0.11	Days	2.0	Days
	issue of orders		24,5		24,5		24,5
2	Sanction of ex-gratia	RFO	30	ACF/DCF/	30	APCCF(Wildlife)/	30 Working
_	to the affected	1 0	Working	CF	Working	PCCF(Wildlife)	Days
	person in case of		Days		Days		,-
	crop damage caused				maria de la		PAR ST
	by wild animals		Strade Co.		Section 1990		10 10 10 10 10 10 10 10 10 10 10 10 10 1
3	Sanction of ex-gratia	Jurisdictional	15	ACF/DCF/	25	APCCF(Wildlife)/	30 Working
	to the effected	Range Forest	Working	CF/CCF	Working	PCCF(Wildlife)	Days
	person in case of	Officer	Days		Days		
	Cattle killed by wild						
	animal						
4	Sanction of ex-gratia	RFO	15 Workin	ACF/DCF/	20	APCCF	30 Working
	to the affected in		g	CF/CCF	Working	(Wildlife)	Days
	case of Human		Days		Days	/PCCF	
	death/permanent		112300		11 12 10 1	(Wildlife)	2 10 m
	disability caused						
	due to wild animal.		No of the last		STORY.		CONTRACTOR
5	Permission for	R.F.O/ D.C.F	90	C.C.F	90	PCCF (HOFF)	30 Working
	cutting trees	(Tree Officer)	Working	(Tree Authority)	Working		Days
	Transit permit	DEO/DCE	Days 42	C.C.F	Days 60	PCCF (HOFF)	20 \\/==l:i==
6	Transit permit	R.F.O/ D.C.F	Working	C.C.F	Working	PCCF (HOFF)	30 Working Days*1
							Days 1
			Davs		Davs		
7	License for storage	Jurisdictional	Days 30	Jurisdictional	Days 30	Jurisdictional	30
7	License for storage of Sandalwood	Jurisdictional Deputy	30	Jurisdictional Deputy	30	Jurisdictional Chief Conservator	30 Working
7	_	Jurisdictional Deputy Conservator	30 Working	Jurisdictional Deputy Conservator of	30 Working		Working
7	_	Deputy	30	Deputy	30	Chief Conservator	
7	_	Deputy Conservator	30 Working	Deputy Conservator of	30 Working	Chief Conservator	Working
	of Sandalwood	Deputy Conservator of Forests	30 Working Days	Deputy Conservator of Forests	30 Working Days	Chief Conservator of Forests	Working Days
	of Sandalwood Permission for	Deputy Conservator of Forests Jurisdictional	30 Working Days	Deputy Conservator of Forests Jurisdictional	30 Working Days	Chief Conservator of Forests Jurisdictional Tree	Working Days
8	of Sandalwood Permission for cutting of Rosewood trees	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests	30 Working Days 30 Working Days	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests	30 Working Days 30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority	Working Days 30 Working Days
	of Sandalwood Permission for cutting of Rosewood trees Permission for	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional	30 Working Days 30 Working Days	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional	30 Working Days 30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree	Working Days 30 Working Days
8	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests	30 Working Days 30 Working Days 30 Working	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Deputy	30 Working Days 30 Working Days 30 Working	Chief Conservator of Forests Jurisdictional Tree Authority	Working Days 30 Working Days 30 Working
8	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional	30 Working Days 30 Working Days	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Deputy Conservator of	30 Working Days 30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree	Working Days 30 Working Days
8	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests	30 Working Days 30 Working Days 30 Working	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Deputy	30 Working Days 30 Working Days 30 Working	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree	Working Days 30 Working Days 30 Working
9	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer	30 Working Days 30 Working Days 30 Working Days	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests	30 Working Days 30 Working Days 30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority	Working Days 30 Working Days 30 Working Days
8	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands Renewal of Sawmill	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer	30 Working Days 30 Working Days 30 Working Days 30 Working Days	Deputy Conservator of Forests Jurisdictional	30 Working Days 30 Working Days 30 Working Days 30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority Jurisdictional Tree Authority	Working Days 30 Working Days 30 Working Days 30 Working Days
9	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer Jurisdictional Range Forests	30 Working Days 30 Working Days 30 Working Days 30 Working Days	Deputy Conservator of Forests Jurisdictional Deputy	30 Working Days 30 Working Days 30 Working Days 30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority Jurisdictional Chief Conservator	Working Days 30 Working Days 30 Working Days 30 Working Days
9	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands Renewal of Sawmill	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer	30 Working Days 30 Working Days 30 Working Days 30 Working Days	Deputy Conservator of Forests Jurisdictional Deputy Conservator of	30 Working Days 30 Working Days 30 Working Days 30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority Jurisdictional Tree Authority	Working Days 30 Working Days 30 Working Days 30 Working Days
9	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands Renewal of Sawmill License	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer Jurisdictional Range Forests Officer	30 Working Days 30 Working Days 30 Working Days 30 Working Days	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests	30 Working Days 30 Working Days 30 Working Days 30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority Jurisdictional Chief Conservator of Forests	Working Days 30 Working Days 30 Working Days 30 Working Days
9	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands Renewal of Sawmill License	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer Jurisdictional Range Forests Officer Jurisdictional	30 Working Days 30 Working Days 30 Working Days 30 Working Days 30 Working Days	Deputy Conservator of Forests Jurisdictional	30 Working Days 30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority Jurisdictional Chief Conservator of Forests Additional	Working Days 30 Working Days 30 Working Days 30 Working Days 30 Working Days
9	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands Renewal of Sawmill License Issue of Certificate of Non-Forest Land	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer Jurisdictional Range Forests Officer Jurisdictional Deputy	30 Working Days 30 Working Days 30 Working Days 30 Working Days 90 Working	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Circle Conservator	30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority Jurisdictional Chief Conservator of Forests Additional Principal	Working Days 30 Working Days 30 Working Days 30 Working Days
9	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands Renewal of Sawmill License Issue of Certificate of Non-Forest Land (For Business	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer Jurisdictional Range Forests Officer Jurisdictional Durisdictional Deputy Conservator	30 Working Days 30 Working Days 30 Working Days 30 Working Days 30 Working Days	Deputy Conservator of Forests Jurisdictional Circle Conservator of Forest/	30 Working Days 30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority Jurisdictional Chief Conservator of Forests Additional Principal Chief Conservator	Working Days 30 Working Days 30 Working Days 30 Working Days 30 Working Days
9	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands Renewal of Sawmill License Issue of Certificate of Non-Forest Land	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer Jurisdictional Range Forests Officer Jurisdictional Deputy	30 Working Days 30 Working Days 30 Working Days 30 Working Days 90 Working	Deputy Conservator of Forests Jurisdictional Circle Conservator of Forest/ Chief Conservator	30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority Jurisdictional Chief Conservator of Forests Additional Principal Chief Conservator of Forests (Land	Working Days 30 Working Days 30 Working Days 30 Working Days 30 Working Days
9	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands Renewal of Sawmill License Issue of Certificate of Non-Forest Land (For Business	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer Jurisdictional Range Forests Officer Jurisdictional Durisdictional Deputy Conservator	30 Working Days 30 Working Days 30 Working Days 30 Working Days 90 Working	Deputy Conservator of Forests Jurisdictional Circle Conservator of Forest/	30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority Jurisdictional Chief Conservator of Forests Additional Principal Chief Conservator	Working Days 30 Working Days 30 Working Days 30 Working Days 30 Working Days
9 10 11	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands Renewal of Sawmill License Issue of Certificate of Non-Forest Land (For Business purpose)	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer Jurisdictional Range Forests Officer Jurisdictional Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests	30 Working Days 30 Working Days 30 Working Days 30 Working Days 90 Working Days	Deputy Conservator of Forests Jurisdictional Circle Conservator of Forest/ Chief Conservator of Forests	30 Working Days 30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority Jurisdictional Chief Conservator of Forests Additional Principal Chief Conservator of Forests (Land Record) Additional	Working Days 30 Working Days
9 10 11	of Sandalwood Permission for cutting of Rosewood trees Permission for cutting of Sandalwood trees grown in Private Lands Renewal of Sawmill License Issue of Certificate of Non-Forest Land (For Business purpose) Letter for Distance	Deputy Conservator of Forests Jurisdictional Deputy Conservator of Forests Jurisdictional Range Forests Officer Jurisdictional Range Forests Officer Jurisdictional Deputy Conservator of Forests	30 Working Days 30 Working Days 30 Working Days 30 Working Days 90 Working Days	Deputy Conservator of Forests Jurisdictional Circle Conservator of Forest/ Chief Conservator of Forests Jurisdictional	30 Working Days	Chief Conservator of Forests Jurisdictional Tree Authority Jurisdictional Tree Authority Jurisdictional Chief Conservator of Forests Additional Principal Chief Conservator of Forests (Land Record)	Working Days 30 Working Days 30 Working Days 30 Working Days 30 Working Days

S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
		officer	time for		time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
		Conservator	11 1-1	Chief Conservator	Acres 6	of Forests (Land	Action to the
		of Forests		of Forests	1073350	Record)	007733207

15.2B FOREST DEPARTMENT (Personnel Services)

	S.	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
		List of Services	=		Competent Officer			·
	N		officer	time for		time for	Authority	time for
				designated		Competen		Appellate
				officer		t Officer		Authority
1	13	Timely disbursal of	D.D.O		PCCF(HOFF) concerned	10	Principal	10 Worki
		salary		10	Controlling Officer	Working	Secretary /	ng
		a) Group- A / IFS		Working		Days	DCF	Days
		Officers		Days	/		/CF/CCF/APCCF	
		b) Group -B,C, and	D.D.O	10	RFO/ DCF	10	Concerned DCF	10
		D		Working	/CF/CCF/APCCF	Working	/CF/CCF/APCCF/P	Working
				Days		Days	CCF	Days
-	14	Time bound up-	concerned	Complete	concerned DCF /	15	(HOFF) Concerned	30
1	14	gradation approval	Appointment	proposals	CF/CCF/APCCF	Working	CF/CCF/APCCF/	Working
		Group -B,C, and D	Authority	received	CI/CCI/AI CCI	Days	PCCF (HOFF)	Days
		Group B,c, and B	racioney	before 15		Days	1 661 (11611)	Days
1				Working				
				Days				
8	15	Senior scale of pay	concerned	Complete	concerned DCF /	15	Concerned	30
		and selection	Appointment	proposals	CF/CCF/APCCF	Working	CF/CCF/APCCF/	Working
		grade Group -	Authority	received		Days	PCCF (HOFF	Days
		B,C, and D		before 15		-		
		AFRICA		Working				all of
L		A. C. Strade of the Control		Days		E-0.75(F1)		General State
1	16	Approval of	D.DO/	15	concerned RFO/DCF /	15	Concerned	30
		Annual increments	Appointing	Working	CF/CCF/APCCF	Working	CF/CCF/APCCF/	Working
1	17	Group -B,C, and D Sanction of Earned	Authority	Days 10	annormad	Days 7 Working	PCCF (HOFF APCCF/ PCCF	Days 10
1	1/	Leave/ commuted	concerned RFO/DCF /	Working	concerned CCF/APCCF/PCCF		(HOFF)/ Principal	Working
Ä		Leave not	CF/CCF/APCCF	Days after	(HOFF)	Days	Secretary (FEE)	Days
		exceeding 4	CI/CCI/AI CCI	receipt of	(11011)	Sec. 15.	Secretary (LL)	Days
		months (excluding		application				
		the staff on						
		deputation)		F		A 36-7 =		4.16.36.3
		a) Group-A/IFS		201				
		Officer						
		b) Group-B,C, and	concerned	15	concerned RFO/DCF /	7 Working	Concerned	10
		D	RFO/DCF /	Working	CF/CCF/APCCF/PCCF	Days	DCF/CF/CCF/APCC	Working
			CF/CCF/APCCF	Days	(HOFF)		F/ PCCF (HOFF)/	Days
							Principal	
	10	B 1 1	,	20		45	Secretary (FEE)	20
	18	Reimbursement of	concerned	30	concerned	15 Markins	Concerned	30
		medical expenses	D.D.O	Working	CF/CCF/APCCF/PCCF(H	Working	DCF/CF/CCF/APCC	Working
		(if treated in Govt.		Days	OFF)	Days	F/ PCCF (HOFF)/	Days
		Hospitals/ Govt. Autonomous		TO BUILDING		B. C. Carlo	Principal Secretary (FEE)	STATE OF THE STATE OF
		medical					Secretary (LE)	
		institutions and						
		other hospitals		3		15919		
		recognized by				THE		
		government				CONTRACT OF THE PARTY OF THE PA		
		a) Group-A/IFS		Cara.		13/2/		
		Officer				Marie B		
		A COLUMN TO A STATE OF THE PARTY OF THE PART	CONTRACTOR AND ADDRESS OF THE PARTY OF THE P		THE RESERVE OF THE PARTY OF		/-//	

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S.	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
N		officer	time for		time for	Authority	time for
			designated		Competen		Appellate
			officer		t Officer		Authority
	b) Group-B,C, and	D.D.O	30	concerned RFO/DCF /	15	Concerned	15
	D		Working	CF/CCF/APCCF	Working	DCF/CF/CCF/APCC F/ PCCF (HOFF)	Working
			Days		Days	F/ PCCF (HOFF)	Days
19	Claims of	PCCF(HOFF)	Complete	PCCF(HOFF)	15	Principal	10
	Travelling	,	filled		Working	Secretary/ Chief	Working
	allowance (Home		application		Days	Secretary	Days
	Travel concession,		15		1-3000		Salass
	Training/Tour)		Working		MOSE A		
	a) Group-A/IFS Officer		Days		SACE		CT TAKE
	b) Group-B, C, and	D.D.O	30	DCF / CF/CCF/APCCF	15	Concerned	10
	D D	5.5.0	Working	Del y elycelyAl cel	Working	DCF/CF/CCF/APCC	Working
			Days		Days	F/ PCCF (HOFF)	Days
20	Sending proposals	PCCF(HOFF)	30	PCCF(HOFF)	15 —	Principal	10
	to the Accountant		Working		Working	Secretary/ Chief	Working
	General for		Days		Days	Secretary	Days
	Settlement of				-350 A		STATISTICS
	pension and Gratuity		DATE OF THE PARTY OF		00000		SAME OF
	a) Group-A/IFS				13/27		Salas S
	Officer				MARKET A		
	b) Group-B,C, and	D.D.O	30	concerned RFO/DCF /	15	Concerned	10
	D		Working	CF/CCF/APCCF	Working	DCF/CF/CCF/APCC	Working
			Days		Days	F/ PCCF (HOFF)	Days
21	Sanction of	PCCF(HOFF)/AP	15 Working	APCCF/PCCF	15	PCCF(HOFF)	10
	advances and partial/final	CCF	Days	(HOFF)	Working Days	Principal Secretary	Working Days
	withdrawal from				Days	(FEE)	Days
	GPF				33.00	(1 ==)	
	a) Group-A/IFS				1350 A		STATES IN
	Officer				0.000		BANK C
	b) Group-B,C, and	concerned DCF	15 Working	concerned DCF	15	Concerned	10
	D	/CCF / APCCF	Days	/CF/CCF/ APCCF	Working	CF/CCF/APCCF/	Working
22	Festival Advance	D.D.O	7 Working	concerned DCF	Days 7 Working	PCCF (HOFF) Concerned	Days 10
	a) Group-A/IFS	5.5.0	Days	/CF/CCF/APCCF/PCCF(H	Days	CF/CCF/ APCCF/	Working
	Officer			OFF)		PCCF (HOFF)	Days
					Section.	Principal	35 8 C. C.
	NT-REE					Secretary(FEE)	Carlotte Control
	b) Group-B,C, and	D.D.O	15 Working	DCF/CF/CCF/ APCCF	15 Warkins	Concerned	10
	D		Days		Working Days	CF/CCF/ APCCF/ PCCF (HOFF)	Working Days
23	Issue of LPC on	D.D.O	15 Working	Concerned DCF/CF/CCF/	7 Working	Principal	10
	Transfe	2.3.0	Days	APCCF/ PCCF (HOFF)	Days	Secretary/	Working
	r or		19.3	,	13-14	PCCF (HOFF)/	Days
	Deputa					APCCF/CCF/CF	
	tion				1111111		State of the last
	a) Group-A/IFS Officer		2500		-		255 14
	b) Group-B,C, and	D.D.O	10	Concerned	7 Working	Concerned	10
	D D	5.5.0	Working	RFO/DCF/CF/CCF/ APCCF	Days	DCF/CF/CCF/	Working
			Days	, , , , , , , , , , , , , , , , , , , ,	/5	APCCF/ PCCF	Days
						(HOFF)	
24	Transmitting the	D.D.O	15	Concerned	7 Working	Concerned	10
	Service Register		Working	RFO/DCF/CF/CCF/	Days	DCF/CF/CCF/	Working
	Group-B,C, and D		Days	APCCF/ PCCF(HOFF)	2000	APCCF/ PCCF	Days
	A COLUMN				1300	(HOFF) Principal Secretary (FEE)	
						Jecretary (LLL)	

			THE RESERVE	THE THE PARTY	E MARCHA	ALL DATE OF THE PARTY OF THE PA	THE PARTY
S.	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
N		officer	time for		time for	Authority	time for
			designated		Competen		Appellate
			officer		t Officer		Authority
25	Declaring	Concerned	30 Working	Concerned Appointing	15 Markins	Principal Secretary (FEE)	15
	probationary period Group-B,C,	Appointing Authority	Days after successful	Authority	Working Days	Secretary (FEE)	Working Days
	and D	Additiontly	completion		Duys		Days
			of				
			probationar				
			y period				
26	Declaring officiating period	Not Applicable	3		5365K		100.300
	a) Group-A/IFS				Part of		
	Officer						
	b) Group-B,C, and	Concerned	30 Working	Concerned CCF/	15	Concerned	15
	D	Appointing	Days	APCCF/ PCCF(HOFF)	Working	APCCF/	Working
		Authority			Days	PCCF(HOFF)/ Principal	Days
						Secretary	
						(FEE)	
27	Issue of salary	D.D.O	3 Working	Concerned D.D.O	7 Working	Concerned D.D.O	10
	certificate		Days		Days	Above	Working
	a) Group-A/IFS Officer		Calmet.		2-000	Controlling Officer	Days
	Officer				NOTE N	Officer	THE RESERVE
	b) Group-B,C, and	D.D.O	3 Working	Concerned D.D.O	7 Working	Concerned D.D.O	10
	D		Days		Days	Above	Working
						Controlling	Days
28	Sanction of	Concerned	Complete	PCCF(HOFF)/	7 Working	Officer Concerned	10
20	encashment of	Controlling	Complete filled	Concerned CCF/	Days	APCCF/	Working
	surrender leave.	officer	application	APCCF	Sayo	PCCF(HOFF)/	Days
	a) Group-A/IFS		15 Working		1000	Principal	Section 1
	Officer		Days		12770-1	Secretary	
	b) Group-B,C, and	Concerned	Complete	Concerned DCF/	7 Working	(FEE) Concerned	10
	D Oroup-B,C, and	Controlling	filled	CF/CCF/ APCCF	Days	CF/CCF/ APCCF/	Working
		officer	application	0.700.700.		PCCF(HOFF)/	Days
			30 Working				
			Days				
29	Transmission of	Concerned	Apply for 7	Concerned Controlling	10	Concerned	10
	application under	Controlling	Working	officer	Working	Controlling	Working
	KGID and GPF	officer	Days		Days	officer/Chief	Days
	through proper				3.310	Controlling	336
	channel a) Group-A/IFS				-366		55-36-
	Officer		SAME OF		GE 600		SAME OF
	b) Group-B,C, and	Concerned	Apply for 7	DCF/ CF/CCF/ APCCF	10	Concerned	10
	D	Controlling	Working		Working	CF/CCF/ APCCF/	Working
-		officer	Days	0 1 227/22	Days	PCCF(HOFF)/	Days
30	Travelling allowance for	Concerned Controlling	Apply for 7 Working	Concerned CCF/APCCF / PCCF(HOFF)	10 Working	Concerned APCCF/	10 Working
	Home Travel	officer	Days	/ 1 CCI (110FF)	Days	PCCF(HOFF)/	Days
	Concession and	,				Principal	
	Leave Travel					Secretary (FEE)/	TH
	Concession		11 16		The War	Chief Secretary	=
	a) Group-A/IFS Officer		Strate Line		422		
	b) Group-B,C, and	Concerned	Apply for	DCF/ CF/CCF/ APCCF	7 Working	Concerned	10
	D D	Controlling	15 Working	5.7 5.7 56.7 1.8 551	Days	CF/CCF/ APCCF/	Working
		officer	Days			PCCF(HOFF)	Days
	The second secon	and the same of the same of		The second second second second second		-1'17	

S. N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competen t Officer	Appellate Authority	Stipulated time for Appellate Authority
31	Sanction of charge allowance (till 4 months) a) Group-A/IFS Officer	Concerned CCF/ APCCF / PCCF(HOFF)	10 Working Days from the date of receipt of application	Concerned APCCF/PCCF (HOFF)	7 Working Days	PCCF(HOFF)/ Principal Secretary (FEE)/ Chief Secretary	10 Working Days
	b) Group-B,C, and D	Concerned Controlling officer	10 Working Days	Concerned DCF/CF/CCF/ APCCF/ PCCF(HOFF)/	7 Working Days	Concerned CF/CCF/ APCCF/ PCCF(HOFF)/ Principal Secretary (FEE)	10 Working Days
32	Settlement of Arrears Salary	D.D.O	15 Working Days from the date of receipt of detailed application	DCF/CF/CCF/ APCCF/ PCCF /(HOFF)	15 Working Days	CF/CCF/ APCCF/ PCCF/ (HOFF)/ Principal Secretary (FEE)	10 Working Days
33	Appointment on Compassionate grounds (except the cases of dispute and court cases)	PCCF(HOFF)	Complete proposals received after 90 Working Days	PCCF(HOFF)	30 Working Days	Principal Secretary	10 Working Days*2

- S.N 1 to 6 inserted Vide Notification No.DPAR 169 NaSeKha 2013, Dated: 06/02/2014.
 S.N 13 to 33 inserted vide Notification No. DPAR 8 NaSeKha 2014, Dated: 28/06/2014
 S.N 7 to 10 inserted vide Notification No. DPAR 184 NaSeKha 2018, Dated: 01/07/2019
 S.N 11 to 12 inserted vide Notification No. DPAR 44 SSM 2020, Dated: 08/10/2020

16. Commerce & Industries Department

N Officer time for designated officer Competent Officer Competent Officer Authority Difficer Authority Difficer Authority Difficer Authority Difficer	16.1-	Commerce & Industries	s Department (Citizen Services		ELANDINE.	THE BAN	
designated officer Again	S.	List of Services	Designated	Stipulated	· ·	Stipulated	Appellate	Stipulate
1) Sanction of Investment Promotion subsidy for Micro, Small and Medium Enterprises 2) Stamp duty exemption and Registration fees Concession Certificate a) For registration of loan agreements, Credit deeds, Mortgage & Hypothecation deeds (DISWCC/SLSWCC Approved Projects) b) For registration of land, purchased under section 109 of KLR Act, (DLSWCC/SLSWCC Approved Projects) c) For registration of lease cum sale deed incase of shed, land and plot allotted by KIADB/KSSIDC/KEONICS/ KSSIDC/Industrial Cooperative/ Approved Private Industries and Commerce, Head Office, Bangalore or officer a) Working Days Department of Industries and Commerce, Head Office, Bangalore Director (MSME) Department of Industrial Days Director of Industrial Days Department of Industrial Development and Days Department of Industrial Days Department of Industrial Development and Days Department of Industrial Days Department of Industrial Development and Days Department of Industrial Days Department of Industrial Development and Days Department of Industrial Development and Days Department of Industrial Development and Days Department of Industrial Days Department of Industrial Development and Days Department of Industrial Days Department of Industrial Development and Days Department of Industrial Development and Days Department of Industr	N		officer	time for	Officer	time for	Authority	d time
1) Sanction of Investment Promotion subsidy for Micro, Small and Medium Enterprises District Micro, Small and Medium Enterprises				designated		Competent		for
1) Sanction of Investment Promotion subsidy for Micro, Small and Medium Enterprises 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 3) For registration of leash (District Industries and Commerce, Head Office, Bangalore Industries and C				officer		Officer		Appellat
1) Sanction of Investment Promotion subsidy for Micro, Small and Medium Enterprises 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 2) Stamp duty exemption and Registration fees Concession Certificate 3) For registration of leash (District Industries and Commerce, Head Office, Bangalore Industries and C								е
Promotion subsidy for Micro, Small and Medium Enterprises District Centre								Authorit
Promotion subsidy for Micro, Small and Medium Enterprises District Centre 2) Stamp duty exemption and Registration fees Concession Certificate a)For registration of loan agreements, Credit deeds, Mortgage & Hypothecation deeds (DLSWCC/SLSWCC Approved Projects) b)For registration of land, purchased under section 109 of KLR Act,(DLSWCC/SLSWCC Approved Projects) Centre C)For registration of lease cum sale deed incase of shed, land and plot allotted by KIADB/KSSIDC/KEONICS/K KSSIIDC/Industrial Cooperative/ Approved projects) District Days Department of Industries and Commerce, Head Office, Bangalore District Days Department of Industries and Commerce, Head Office, Bangalore Do Working Days Development and Director (MSME). Department of Industries and Commerce, Head Office, Bangalore District Days Director (MSME). Department of Industries and Commerce, Head Office, Bangalore Centre Days Director (MSME). Department of Industries and Commerce, Head Office, Bangalore C)For registration of lease cum sale deed incase of shed land & plot allotted by KIADB/KSSIDC/KEONICS/KESIDC/CECECT ON The Commerce, Head Office, Bangalore Days District Days District Days District Days Department of Industries and Director of Industries and Commerce, Head Office, Bangalore Day								у
Promotion subsidy for Micro, Small and Medium Enterprises District Centre 2) Stamp duty exemption and Registration fees Concession Certificate a)For registration of loan agreements, Credit deeds, Mortgage & Hypothecation deeds (DLSWCC/SLSWCC Approved Projects) b)For registration of land, purchased under section 109 of KLR Act,(DLSWCC/SLSWCC Approved Projects) Centre C)For registration of lease cum sale deed incase of shed, land and plot allotted by KIADB/KSSIDC/KEONICS/K KSSIIDC/Industrial Cooperative/ Approved projects) District Days Department of Industries and Commerce, Head Office, Bangalore District Days Department of Industries and Commerce, Head Office, Bangalore Do Working Days Development and Director (MSME). Department of Industries and Commerce, Head Office, Bangalore District Days Director (MSME). Department of Industries and Commerce, Head Office, Bangalore Centre Days Director (MSME). Department of Industries and Commerce, Head Office, Bangalore C)For registration of lease cum sale deed incase of shed land & plot allotted by KIADB/KSSIDC/KEONICS/KESIDC/CECECT ON The Commerce, Head Office, Bangalore Days District Days District Days District Days Department of Industries and Director of Industries and Commerce, Head Office, Bangalore Day	1)	Sanction of Investment	Joint Director,	30 Working	Additional	20	Commissioner of	15
Enterprises Centre Department of Industries and Commerce, Head Office, Bangalore 2) Stamp duty exemption and Registration fees Concession Certificate a)For registration of loan agreements, Credit deeds, Mortgage & Hypothecation deeds (DLSWCC/SLSWCC Approved Projects) b)For registration of land, purchased under section 109 of KLR Act.(DLSWCC/SLSWCC Approved Projects) c)For registration of lease cum sale deed incase of shed, land and plot allotted by KIADB/KSSIDC/REONICS/KSSIDC/Industrial Comperative/ Approved Projects) d) For registration of lease cum sale deed incase of Shed land & plot allotted by KIADB/KSSIDC/KEONICS/KSSIDC/Industrial Commerce, Head Office, Bangalore District Days Morking Days Development and Director of Industries and Commerce, Head Office, Bangalore District Days Morking Days Development and Director of Industries and Commerce, Head Office, Bangalore C)For registration of lease cum sale deed incase of shed, land and plot allotted by KIADB/KSSIDC/KEONICS/ KSSIDC/Industrial Co-operative/ Approved Projects) District Days Days Development and Director of Industries and Commerce, Head Office, Bangalore Days Development and Director of Industries and Commerce, Head Office, Bangalore Days Development and Director of Industries and Commerce, Head Office, Bangalore Days Development and Director of Industries and Commerce, Head Office, Bangalore Days Development and Director of Industries and Commerce, Head Office, Bangalore Days Development and Director of Industries and Commerce, Head Office, Bangalore Days Development and Director of Industries and Commerce, Head Office, Bangalore Days Development and Director of Industries and Commerce, Head Office, Bangalore Days Development and Director of Industries and Commerce, Head Office, Bangalore Days Development and Director of Industries and Commerce, Head Office, Bangalore	,	Promotion subsidy for	•		Director	Working	industries &	Working
Industries and Commerce, Head Office, Bangalore		Micro, Small and Medium			(MSME)	Days		Days
2) Stamp duty exemption and Registration fees Concession Certificate a) For registration of loan agreements, Credit deeds, Mortagae & Hypothecation deeds (DLSWCC/SLSWCC Approved Projects) District Industries Days District Industries Da		Enterprises	Centre		*		Office, Bangalore	
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S. N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulate d time for Appellat e Authorit y
	e) For registration of loan agreement, credit deeds, mortgage & Hypothecation deed (SHLCC Approved projects)	Joint Director (Industrial Development), Department of Industries and Commerce, Head Office, Bangalore	10 Working Days	Commissioner for industrial Development and Director of Industries and Commerce, Head Office, Bangalore	07 Working Days	Principal Secretary to Government, Commerce and Industries Department.	07 Working Days
	f) For registration of land, purchased under section 109 of KLR ACT (SHLCC approved projects)	Joint Director (Industrial Development), Department of Industries and Commerce, Head Office, Bangalore	10 Working Days	Commissioner for industrial Development and Director of Industries and Commerce, Head Office, Bangalore	07 Working Days	Principal Secretary to Government, Commerce and Industries Department.	07 Working Days
	g) For registration of lease cum sale deed in case of shed, land & plot allotted by KIADB/KSSIDC/KEONICS/ KSSIIDC/Industrial Cooperative/Approved Private Industrial Estate (SHLCC Approved	Joint Director (Industrial Development), Department of Industries and Commerce, Head Office, Bangalore	10 Working Days	Commissioner for industrial Development and Director of Industries and Commerce, Head Office, Bangalore	07 Working Days	Principal Secretary to Government, Commerce and Industries Department.	07 Working Days
	h) For registration of absolute sale deed incase of Shed, Land & Plot allotted by KIADB/KSSIDC/KEONICS/ KSSIDC/Industrial Co- operative/Approved Private Industrial Estate. (SHLCC Approved Projects)	Joint Director (Industrial Development), Department of Industries and Commerce, Head Office, Bangalore	10 Working Days	Commissioner for industrial Development and Director of Industries and Commerce, Head Office, Bangalore	07 Working Days	Principal Secretary to Government, Commerce and Industries Department.	07 Working Days *2
3	APMC Cess Exemption Certi	ficate					
	a)For new units (DLSWCC/SLSWCC Approved Projects)	Joint Director, District Industries Centre	10 Working Days	Additional Director (MSME), Department of Industries and Commerce, Head Office, Bangalore	07 Working Days	Commissioner for industrial Development and Director of Industries and Commerce, Head Office, Bangalore	07 Working Days
	b) For expansion/ modernization / diversification units (DLSWCC/ SLSWCC Approved Projects)	Joint Director, District Industries Centre	10 Working Days	Additional Director (MSME), Department of Industries and Commerce,	07 Working Days	Commissioner for industrial Development and Director of Industries and	07 Working Days

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S. N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer Head Office,	Stipulated time for Competent Officer	Appellate Authority Commerce, Head	Stipulate d time for Appellat e Authorit y
				Bangalore		Office, Bangalore	
	c)For new units (SHLCC Approved Projects)	Joint Director (Industrial Development), Department of Industries and Commerce, Head Office, Bangalore	10 Working Days	Commissioner for industrial Development and Director of Industries and Commerce, Head Office, Bangalore	07 Working Days	Principal Secretary to Government, Commerce and Industries Department.	07 Working Days
	d)For expansion/ modernization / diversification units (SHLCC Approved Projects)	Joint Director (Industrial Development), Department of Industries and Commerce, Head Office, Bangalore	10 Working Days	Commissioner for industrial Development and Director of Industries and Commerce, Head Office, Bangalore	07 Working Days	Principal Secretary to Government, Commerce and Industries Department.	07 Working Days *2
4	Electricity Exemption Certificate	Joint Director, District Industries Centre	05Working Days	Additional Director (MSME), Department of Industries & Commerce, Head Office, Bangalore	05 Working Days	Commissioner of industries & Commerce, Head Office, Bangalore	07 Working Days
5	Issue of Sanction order for interest Subsidy to New Micro manufacturing enterprises	Joint Director, District Industries Centre	30 Working Days	Additional Director (MSME) Department of Industries and Commerce, Head Office,	20 Working Days	Commissioner of Industries and Commerce, Head Office, Bangalore	20 Working Days
6	Issue of Sanction order for Land Conversion fee Reimbursement (up to 50 Crores)	Joint Director, District Industries Centre	30 Working Days	Additional Director (MSME) Department of Industries and Commerce, Head Office, Bangalore	20 Working Days	Commissioner of Industries and Commerce, Head Office, Bangalore	20 Working Days

1.S.N 1-4 Inserted vide Notification No.DPAR 119 Nasekha 2012, dated: 26.10.2012.

2. S.N 2, 3, &4 substituted vide Notification No.DPAR 197 Nasekha 2012, dated: 03.12.2012.
3. S.N 3 Inserted vide Notification No.DPAR 169 NaSeKha 2013, dated:29/11/2013.
4.S.N 5 & 6 inserted vide notification DPAR 169 NaSeKha 2013; Dated: 29-11-2013

16.2 MINES AND GEOLOGY DEPARTMENT (Citizen Services)

	16.2 MINES AND GEOLOGY DEPARTMENT (Citizen Services)									
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority			
1	Refund of Security	Deposit for								
	a) Specified minerals	Superintendent	60 Working Days	Deputy Director (Mineral Administration)	30 Working Days	Joint Director	30 Working Days			
	b) Non-Specified minerals	Superintendent/ Concerned Case- worker	60 Working Days	Concerned Senior Geologist/ Deputy Director	30 Working Days	Additional Director (North zone)/ Joint Director (South Zone)	30 Working Days			
2	Chemical analysis of Ores & Minerals	Chemist (Head Office)	30 Working Days	Chief Chemist	30 Working Days	Joint Director (Minerals)	30 Working Days			
3	Quarry plans for									
	Buildings Stone / Ornamental Stone	Geologist	90 Working Days	Deputy Director/ Senior Geologist	30 Working Days	Additional Director (North zone)/ Joint Director (South Zone)	30 Working Days			
4	Bulk permit or Rac	k permit for								
	Major Mineral (District Office)	Geologist	7 working days	Deputy Director / Senior Geologist	30 Working Days	Additional Director (North zone)/ Joint Director (South Zone)	30 Working Days			
5	Issue of End – User Certificate	Superintendent	15 Working Days	Director	15 Working Days	Secretary to Government	30 Working Days			
6	Issue of Crusher License	Concerned Deputy Director/ Senior Geologist	30 Working Days	District Stone Crusher Licensing and Regulation Authority (Deputy Commissioner)	60 Working Days	Regional Commissioner	30 Working Days			
7	Issue of Bulk Permit (MDRO)/ Trip Sheet	Superintendent/ First Division Assistant	02 Working Days	Deputy Director/ Senior Geologist	05 Working Days	Joint Director	07 Working Days			
8	Issue of letter of intent (For grant	Joint Director	10 Working days	Director	05 Working Days	Secretary to Government	10 Working Days			

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	of mining leases)						
9	Issue of letter of intent (For grant of Composite License)	Joint Director	10 Working days	Director	05 Working Days	Secretary to Government	10 Working Days
10	Grant of Non- Exclusive Reconnaissance Permit	Director	15 Working days	Deputy Secretary	15 Working Days	Secretary to Government	10 Working Days
11	Issue of letter of intent for grant of Quarry Lease in respect of Specified Minerals	Deputy Director / Senior Geologist	20 Working days	Director	30 Working days	Secretary to Government	20 Working days
12	Issue of letter of intent for grant of Quarry Lease in respect of Non-Specified Minerals	Deputy Director / Senior Geologist	20 Working days	Director	30 Working days	Secretary to Government	20 Working days
13	Issue of NOC for murrum excavation	Concerned Deputy Dir ector / Senior Geologist	15 Working days	Agriculture Officer of Agriculture Department	20 Working days	Deputy Commissioner	15 Working days
14.	Renewal of end user Registration	Geologist	30 Working Days	Director	15 Working Days	Secretary to G overnment	30 Working Days

- S.N. 1 to 4 Inserted vide Notification No. DPAR 111 NaSeKha 2015, dated: 27/11/2015
 S.N. 5 to 7 -Inserted vide Notification No. DPAR 305 NaSeKha 2018, dated: 06/09/2019
 S.N 1,2,3, & 4 Amended vide Notification No. DPAR 305 NaSeKha 2018, Dated: 01/07/2019
 S.N 8 to 13 Inserted vide Notification No. DPAR 39 SSM 2020, Dated: 09/10/2020
 S.N 14 inserted vide Notification No. DPAR 70 SSM 2020, Dated: 07/12/2020

16.3 KARNATAKA INDUSTRIAL AREA DEVELOPMENT BOARD (Citizen Services)

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Intimation for payment of initial deposit &	Asst. Secretary in Head Office, Asst Secretary/ D.D.O in Zonal Offices	3 Working Days after receipt of SHLCC/SLSWCC/DLSWCC proceedings	Secretary in Head Office, D.O & EE in Zonal Offices	7 Working Days	CEO & EM Head office	7 Working Days
2	Issue of Allotment Letter	Asst. Secretary in Head Office,	5 Working Days after payment of initial deposit	Secretary in Head Office,	7 Working Days	CEO & EM Head office	10 Working Days

S.N	List of Services	Designated officer	Stipulated time for	Competent	Stipulated	Appellate	Stipulated
3.11	List of Services	Designated officer	designated officer	Officer	time for	Authority	time for
					Competent	, , , , , , , , , , , , , , , , , , , ,	Appellate
					Officer		Authority
		Asst Secretary/		D.O & EE in	The Charles	The Party	12 6 7 1 h
		D.D.O in Zonal		Zonal Offices	2-7-295w	130 88	1222
		Offices		1/15/15			
3	Issue of	Asst. Secretary in	5 Working Days after	Secretary in	10	CEO & EM	10
	confirmatory	Head Office,	receipt of 100%	Head Office,	Working	Head	Working
	letter	Asst Secretary/	tentative cost of land	D.O & EE in	Days	office	Days
		D.D.O in Zonal	terreactive door or laine	Zonal Offices	Zujo	011.00	Zujo
		Offices		Zonai Omces			
	lanua af		E Manhine Dave often	D O 0 FF :	7 Madrica	CEO 8 EM	7 \\\- alia =
4	Issue of	Junior	5 Working Days after	D.O & EE in	7 Working	CEO & EM	7 Working
	possession	Engineer/Assistant	issuance of confirmatory	Zonal Offices	Days	Head	Days
	certificate	Engineer	letter	7/18/	of the last	office	3 20
5	Execution of	Asst. Secretary in	30 Working Days after	Secretary in	10	CEO & EM	15
	lease-cum-sale	Head Office,	issue of possession	Head Office,	Working	Head	Working
	agreement	Asst Secretary/	certificate	D.O & EE in	Days	office	Days
		D.D.O in Zonal		Zonal Offices			
		Offices					
6	Issue of NOC in	Asst. Secretary in	7 Working Days	Secretary in	7 Working	CEO & EM	10
	favour of	Head Office,		Head Office,	Days	Head	Working
Š.	Financial	Asst Secretary/		D.O & EE in		office	Days
	Institutions	D.D.O in Zonal		Zonal Offices	STATES.		
	Banks	Offices			ECV The		STATE OF
7	Sanction of	D.O & EE in Zonal	15 Working Days	C.E & C.D. O	7 Working	CEO & EM	15
	Building plan up	Offices		0.2 0. 0.2.	Days	Head	Working
	to 2 acres	Offices			Duys	office	Days
		Fire analysis	15 Manhina Dava	Chief Fueiness	7 \\/ = - -		
8	Sanction of	Executive	15 Working Days	Chief Engineer	7 Working	Chief	15
	Building plan	Engineer in Zonal		San San	Days	Executive	Working
	(more than 2	Offices and JDTP			1	Officer	Days
	acres)	in HO		Seat Miles		and	al S
		310 84,55			FLA ST	Executive	
						Member	
9	Sanction of	Executive	15 Working Days	Chief Engineer	7 Working	Chief	15
	Building plan for	Engineer in Zonal			Days	Executive	Working
	SUCs	Offices and JDTP				Officer	Days
		in HO				and	
						Executive	
						Member	
10	Issue of NOC in	D.O & EE in Zonal	15 Working Days	C.E & C.D. O	7 Working	CEO & EM	15
	favour of	Offices		4 2 3 12	Days	Head	Working
	KPTCL/ESCOMS	CALL STORY	Colon State of the	100000	30000	office	Days
	CE/ EGGOIVIG	Charles And Andrews	TO THE WAY TO SEE THE PARTY OF	3/43 Car		/ Since	24,3

S.N	List of Services	Designated officer	Stipulated time for	Competent	Stipulated	Appellate	Stipulated
			designated officer	Officer	time for	Authority	time for
					Competent		Appellate
					Officer		Authority
11	Permission for	D.O & EE in Zonal	15 Working Days	C.E & C.D. O	7 Working	CEO & EM	15
	water supply	Offices			Days	Head	Working
	connection					office	Days
12	Obtaining Sewer	Executive	07 Working Days	Chief Engineer	07	CEO & EM	10
	Connection	Engineer in Zonal			Working	Head	Working
		Offices		\$ 75 B	Days	Office	Days
13	Certificate of	Executive	07 Working Days	Chief Engineer	07	CEO & EM	10
	non- availability	Engineer in Zonal			Working	Head	Working
	of water	Offices			Days	Office	Days
14	Occupancy	Executive	07 Working Days	Chief Engineer	07	CEO & EM	10
	Certificate	Engineer in Zonal		-//15	Working	Head	Working
		Offices			Days	Office	Days
15	Commencement	Executive	05 Working Days	Chief Engineer	05	Chief	07
	Certificate/Plinth	Engineer			Working	Executive	Working
	Level Inspection				Days	Officer	Days
						and	
						Executive	
						Member	

- S.N.1 to 11 Inserted vide Notification No. DPAR 190 NaSeKha 2017, dated: 19.10.2017
 S.N 12-14 inserted vide notification No. DPAR 36 SSM 2020, Dated: 23-09-2020
 S.N 15 inserted vide notification No. DPAR 1 SSM 2021; Dated: 30-01-2021
 S.N 8 & 9 amended vide Notification No.DPAR 1 SSM 2021; Dated: 30-01-2021

16.4 HANDLOOM AND TEXTILES DEPARTMENT (Citizen Services)

ı	S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
Ž.				time for	Officer	time for	Authority	time for
				designated		Competent		Appellate
ú				officer		Officer		Authority
	1	Power Subsidy	Assistant	30	Zonal JD's	25	Textile	30
		Sanction of Power	Director/Deputy	Working		Working	Commissioner	Working
		Subsidy	Director	Days		Days	and Director	Days
		recommendation						
		Letter to Escoms						
ı		upto 20 HP						
	2	20% Rebate Scheme	Assistant Director /	30	Joint Director	25	Textile	30
		Sanction Letter 2.00	Deputy Director of the	Working		Working	Commissioner	Working
þ		Lakhs	District	Days	Section 1	Days		Days
	3	Issue of Sanction	Assistant Director /	30	Joint Director	25	Textile	30
		Letter to Partial	Deputy Director of the	Working		Working	Commissioner	Working
		Withdraw and final	District	Days		Days		Days
		settlement of Trift						
		Fund Scheme						
	4	Sanction of	Assistant Director /	30	Joint Director	25	Textile	30
		Incentives and	Deputy Director of the	Working		Working	Commissioner	Working
		Concessions on	District	Days	- CT - 07	Days		Days
		Investment Proposals	12/12/12/12	3827360	2170 400	hadden to		
		under Textile Policy	A STATE OF THE STA		10000	1		
		upto 25.00 Lakhs	PO JOSAF		THE PRINT		7 //	
1	-	only	The second secon		Control of the Control		///	

1.S.N 1 to 4 inserted vide Notification No. DPAR 428 NaSeKha 2018, Dated: 19/02/2019 2.S.N 1 to 4 amended vide Notification No. DPAR 305 NaSeKha2018, Dated:23/07/2019 3. S.N 1 to 3 amended vide Notification No. DPAR 12 SSM 2020, Dated:18/03/2020

16.5 KARNATAKA UDYOG MITRA (Citizen Services)

SI. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
1	Resolution of Investor / Business' Query	Ease of Doing Business (EoDB) Nodal Officer of concerned Line Department	15 Working D0ays	Immediate reporting officer of the concerned EoDB Nodal Officer of Line Department	15 Working Days	Concerned Line Department H.O.D	30 Working Days

1.S.N 1 inserted vide Notification No. DPAR 04 SSM 2021, Dated: 06/02/2021

16.6 KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED

SI. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
1	Issue of allotment letters of Sheds/Plots	Divisional Assistant General Managers, Bangalore/Tumkur u/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	20 Working Days	The Concerned Deputy General Manager-Zone- 1, Bangalore/Z one-2 Hubballi, General Manager (IES), KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	15 Working Days
2	Refund of EMD	Divisional Assistant General Managers, Bangalore/Tumkur u/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	50 Working Days	The Concerned Deputy General Manager-Zone- 1, Bangalore/ Zone-2 Hubballi, General Manager (IES), KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	15 Working Days
3	Execution of Lease Cum Sale Agreement	Divisional Assistant General Managers, Bangalore/Tumkur u/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	15 Working Days	Concerned Dep uty General Ma nager-Zone-1, Bangalore/ Zone-2 Hubballi, General Manager (IES), KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	10 Working Days
4	After Execution of Lease Cum Sale Agreement fixing of boundaries and delivering possession of shed/plot.	Divisional Assistant General Managers / Assistant Executive Engineers/Executiv e Engineers, Banga lore/Tumkuru/ Mysuru/Shivamog ga	30 Working Days	Concerned Assi stant General Managers (IES) / Division Offices, KSSIDC Limited, Bangalore.	10 Working Days	Chief Engineer / Managing Director, KSSIDC Limited, Bangalore.	15 Working Days

			A STATE OF			ALC: YOU WA	ALCOHOLD STATE
SI. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
		/Hubballi/Belgavi /Kalaburgi		14			7-18-6
5	Plan approval for construction of Industrial Building	Divisional Assistant General Managers / Assistant Executive Engineers/Executiv e Engineers, Banga lore/Tumkuru/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	55 Working Days	Concerned Dep uty General Ma nagers Zone-1, Bangalore Zone-2, Hubballi. Chief Engineer, KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	15 Working Days
6	Issue of No Objection Certificate to Electricity Department for obtaining power connection.	Divisional Assistant General Managers, Bangalore/Tumkur u/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	15 Working Days	Concerned Dep uty General Ma nagers Zone-1, Bangalore Zone-2, Hubballi. General Manager (IES), KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	15 Working Days
7	Issue of 1st Charge Letter in favour of Banks/Financial Institutions.	Divisional Assistant General Managers, Bangalore/Tumkur u/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	15 Working Days	Concerned Deputy General Managers Zone-1, Bangalore Zone-2, Hubballi. General Manager (IES), KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	10 Working Days
8	Change of Product.	Divisional Assistant General Managers, Bangalore/Tumkur u/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	15 Working Days	Concerned Dep uty General Ma nagers Zone-1, Bangalore Zone-2, Hubballi. General Manager (IES), KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	10 Working Days
9	Change of Name.	Divisional Assistant General Managers, Bangalore/Tumkur u/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	25 Working Days	Concerned Dep uty General Ma nagers Zone-1, Bangalore Zone-2, Hubballi. General Manager (IES), KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	15 Working Days
10	Change of Constitution/within the family Members/Change of Constitution with external members	Divisional Assistant General Managers, Bangalore/Tumkur u/ Mysuru/Shivamog ga	15 Working Days	Concerned Dep uty General Ma nagers Zone-1, Bangalore Zone-2, Hubballi.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	10 Working Days

SI. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
	of the family/partnership (change after 2 years from the date of possession of shed/plot).	/Hubballi/Belgavi /Kalaburgi		General Manager (IES), KSSIDC Limited, Bangalore.			
11	Change of Constitution/within the family Members/Change of Constitution with the family members /partnership in the allotted sheds/plots within 2 years from the date of taking possession.	Concerned Division al Assistant Genera I Managers of the Corporation, Bang alore/ Tumkuru/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	45 Working Days	Concerned Dep uty General Ma nagers Zone-1, Bangalore Zone-2, Hubballi. General Manager (IES), KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	15 Working Days
12	Change of Constitution/Change of shareholders of the limited company of the allottees of sheds/plots.	Divisional Assistant General Managers of the Corporation, Bangalore/ Tumku ru/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	45 Working Days	Concerned Dep uty General Ma nagers Zone-1, Bangalore Zone-2, Hubbal li. General Manager (IES), KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	15 Working Days
13	Issue of Sale Deeds of Sheds/Plots.	Concerned Division al Assistant Genera I Managers of the Corporation, Bang alore/ Tumkuru/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	80 Working Days	Concerned Dep uty General Ma nagers Zone-1, Bangalore Zone-2, Hubballi. General Manager (IES), KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	15 Working Days
14	Redressal of Grievances.	Divisional Assistant General Managers of the Corporation, Bangalore/ Tumku ru/ Mysuru/Shivamog ga /Hubballi/Belgavi /Kalaburgi	20 Working Days	Concerned Dep uty General Ma nagers Zone-1, Bangalore Zone-2, Hubballi. General Manager (IES), KSSIDC Limited, Bangalore.	10 Working Days	Managing Director, KSSIDC Limited, Bangalore.	15 Working Days

^{1.} S.N 01-14 inserted vide notification No. DPAR 8 SSM 2022, Dated: 22-08-2022

17. KANNADA, CULTURE AND INFORMATION DEPARTMENT

17.1 KANNADA AND CULTURE DEPARTMENT (Citizen Services)

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Railway Concession for Artist	District Assistant Director	07 Working Days	Divisional Joint Director	05 Working Days	Director	05 Working Days
2	Sanction medical expenditure reimbursement to Writers/ Artists	Assistant Director	20 Working Days	Joint Director	10 Working Days	Director	05 Working Days
3	Nayana Auditorium reservation	Manager, Ravindra Kalakshethra	30 Working Days	Joint Director	10 Working days	Director	05 Working Days
4	Sponsor for Artist	District Assistant Director	07 Working Days	Divisional Joint Director	05 Working Days	Director	05 Working Days

- 1. S.N 1-4 inserted vide Notification No.DPAR 119 NaSeKha 2012, Dated: 26/10/2012
- 2. S.N. 1 & 4 amended vide Notification No. DPAR 378 NaSeKha 2018, Dated: 25/05/2019
- 3. S.N. 2 & 3 amended vide Notification No. DPAR 12 SSM 2020, Dated: 18/03/2020

17.2 DEPARTMENT OF ARCHIVES (Citizen Services)

S.N	List of Services	Designated	Stipulated time	Competent	Stipulated time for	Appellate	Stipulated
		officer	for designated	Officer	Competent Officer	Authority	time for
			officer				Appellate
							Authority
1	To provide copies of historical document, digitized copies, microfilms preserved documents of historical importance to public	Assistant Archivist	15 Working Days	Archivist	15 Working Days	Director, Department of State Archives	15 Working Days

^{1 –} S.N 1 Inserted vide Notification No.DPAR 119 NaSeKha 2012, Dated: 26/10/2012

17.3 DEPARTMENT OF INFORMATION AND PUBLIC RELATIONS (Citizen Services)

S.N	List of Services	Designated	Stipulated	Competent	Stipulated time	Appellate	Stipulated
		officer	time for	Officer	for Competent	Authority	time for
			designated		Officer		Appellate
			officer				Authority
1	Issuing permission	Deputy	within 15	Joint	03 Working	Director of	02 Working
	letter to film	Director. (Films	Working	Director	Days	Information	Days
	shooting	Section)	Days from	(Films		Department	(Single
	within the State		the receipt	Section)			window
			of				System)
			application				

^{1 –} SN.1 Inserted vide Notification No.DPAR 119 NaSeKha 2012, Dated: 26/10/2012

18. DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS 1 DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS (Personnel Services)

1	<u>8.1 L</u>	<u>DEPARTMENT (</u>	<u> DE PERSONNEL</u>	<u>. & ADMINIS'</u>	FRATIVE REFORM	MS(Personnel	Services)	
	S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	1	Disbursement of Salary a. Class-I/ AIS/HoDs	Under Secretary to Govt.	03 Working Days from due date	Deputy Secretary/ Joint Secretary/Additional Secretary to Govt.	10 Working Days	Principal Secretary/ Secretary to Govt.	10 Working Days
		b. Group-B, C and D	Section Officer	10 Working Days from due date	Under Secretary to Govt.	03 Working Days	Deputy Secretary/ Joint Secretary/ Additional Secretary to Govt.	10 Working Days
	2	Sanction of Time bound Advancement a. Class-I/ AIS/ HoDs	Under Secretary to Govt.	15 Working Days from due date	Deputy Secretary/ Joint Secretary/ Additional Secretary to Govt.	15Working Days	Principal Secretary/ Secretary to Govt.	30 working days
		b. Group-B, C and D	Under Secretary to Govt.	30 Working Days	Deputy Secretary/ Joint Secretary/ Additional Secretary to Govt.	15 Working Days	Special Secretary/ Secretary/ Principal Secretary to Govt.	30 Working Days
	ß	Sanction of Senior Scale Group-B, C and D	Under Secretary to Govt.	30 Working Days	Deputy Secretary/ Joint Secretary/ Additional Secretary to Govt.	15 Working Days	Special Secretary/ Secretary/ Principal Secretary to Govt.	30 Working Days
	4	Sanction of Annual Increment Group-B, C and D	Section Officer	15 Working Days	Under Secretary to Govt.	15 Working Days	Deputy Secretary/ Joint Secretary/ Additional Secretary to Govt.	30 Working Days
	5	Sanction of Earned Leave/ Commuted Leave for a period of 6 months excluding deputed Officials) a. Class-I/ AIS/ HoDs	Under Secretary to Govt.	10 Working Days	Deputy Secretary/ Joint Secretary / Additional Secretary to Govt.	07 Working Days	Principal Secretary/ Secretary to Govt.	10 Working Days
		b. Group-B, C and D	Section Officer	15 Working Days	Under Secretary to Govt.	07 Working Days	Deputy Secretary/ Joint Secretary/ Additional	10 Working Days

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S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
		officer	time for designated		time for Competent	Authority	time for Appellate
			officer		Officer		Authority
					- 1-1- OT	Secretary to	ACTION OF
					12.7256	Govt.	12345
6.	Medical Reimbursement (in cases where the treatment taken in Govt. Hospitals/ Govt. Autonomous Medical	Under Secretary to Govt.	30 Working Days	Deputy Secretary/ Joint Secretary/ Additional Secretary to Govt.	15 Working Days	Principal Secretary/ Secretary to Govt.	10 Working Days
	Institutions and in the Hospitals recognized by the Govt. as per CGHS norms) a. Class-I/ AIS / HoDs						
	b. Group-B, C and	Under Secretary to Govt.	30 Working Days	Deputy Secretary/ Joint Secretary /	15 Working Days	Special Secretary/	15 Working
		to dovt.	Days	Additional Secretary	Days	Secretary/	Days
				to Govt.		Principal	
						Secretary to Govt.	22000
7	TA Claims (HTC,	Under Secretary	30 Working	Deputy Secretary/	15 Working	Principal	10
	LTC, Training, Tours)	to Govt.	Days	Joint Secretary / Additional Secretary	Days	Secretary/ Secretary to	Working
	Tours)			to Govt.		Govt.	Days
	a. Class-I/ AIS /						
	HoDs b. Group-B, C and	Under Secretary	30 Working	Deputy Secretary/	15 Working	Special	10
	D	to Govt.	Days	Joint Secretary /	Days	Secretary/	Working
	SAT SAN			Additional Secretary to Govt.		Secretary/ Principal	Days
						Secretary to	
0	Forwarding	Under Secretary	30 Working	Donuty Corretory/	15	Govt DS/JS/AS	10
8	Pension Papers	to Govt.	Days	Deputy Secretary/ Joint Secretary /	Working	D3/33/A3	Working
	to AG (excluding			Additional Secretary	Days		Days
	death cases) a. Class-I/ AIS /			to Govt.			
	HoDs						
	b. Group-B, C and D	Under Secretary to Govt.	30 Working Days	Deputy Secretary/ Joint Secretary /	15 Working	Special Secretary/	10 Working
		to dovt.	Days	Additional Secretary	Days	Secretary/	Days
	Selb CASES			to Govt.		Principal	100
			Control of		F) 11 12	Secretary to Govt.	2323
9	Sanction of GPF	Under Secretary	10 Working	Deputy Secretary/	15	Principal	10
	Advance/Partial and final	to Govt.	Days	Joint Secretary / Additional Secretary	Working Days	Secretary/ Secretary to	Working Days
	withdrawals.			to Govt.	Days	Govt.	Days
	a. Class-I/ AIS / HoDs						
	b. Group-B, C and	Under Secretary	15 Working	Deputy Secretary/	15	Special	10
	D	to Govt.	Days	Joint Secretary /	Working	Secretary/	Working
				Additional Secretary to Govt.	Days	Secretary/ Principal	Days
			PRADO				
				Property and a Second Conference of the Conferen		1	

		5 : :			ou i i		
S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
		officer	time for		time for	Authority	time for
			designated officer		Competent Officer		Appellate
			onicer		Officer	Secretary to	Authority
						Govt.	
			/// /		606 (ESS)	Govt.	
					1000		Strategy of the
10	Sanction of	Under Secretary	07 Working	Deputy Secretary/	15 Working	Principal	10
	Festival Advance a. Class-I/HoDs	to Govt.	Days	Joint Secretary / Additional Secretary	Days	Secretary/ Secretary to	Working Days
	a. Class-1/110Ds			to Govt.		Govt.	Days
	h Crown D Cond	Section Officer	15 Working	Under Coareten, to	15		10
	b. Group-B, C and D	Section Officer	Days	Under Secretary to Govt.	Working	Deputy Secretary/	Working
			Buys	3011.	Days	Joint	Days
						Secretary /	ALCOHOLD TO
					120,000	Additional	102300
						Secretary to Govt.	
11	Issue of Last Pay	Under Secretary	15 Working	Deputy Secretary/	07 Working	Principal	10
	Certificate on	to Govt.	Days	Joint Secretary /	Days	Secretary/	Working
	transfer/			Additional Secretary		Secretary to	Days
	deputation			to Govt.		Govt.	
	a. Class-I/ AIS / HoDs						
ě	b. Group-B, C and	Section Officer	10 Working	Under Secretary to	07 Working	Deputy	10
ì	D		Days	Govt.	Days	Secretary/	Working
	the state of		A CONTRACTOR			Joint	Days
Ì	10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		77 3 50 70 20			Secretary / Additional	113 50 5
					120 March 1	Secretary to	
	TATE OF STATE				CHOIC	Govt.	
12	Forwarding of	Under Secretary	15 Working	Deputy Secretary/	07 Working	Principal	10
7	Service Register a. Class-I/ HoDs	to Govt.	Days	Joint Secretary / Additional Secretary	Days	Secretary/ Secretary to	10 Working
	a. Class-I/ HODS			to Govt.		Govt.	Days
į.	b. Group-B, C and	Section Officer	15 Working Days	Under Secretary to Govt.	07 Working Days	Deputy Secretary/	10 Working
	D		Days	Govt.	Days	Joint	Days
	the same		and the same			Secretary /	A CONTRACTOR OF THE PARTY OF TH
ì	100 TO 10		103 50000			Additional	173 505
6						Secretary to	
13	Declaration of	Deputy	30 Working	Principal Secretary/	15 Working	Govt. Chief	15
	Probationary	Secretary/	Days	Secretary to Govt.	Days	Secretary	Working
2	period	Joint Secretary /					Days
ì	a. Class-I/ AIS /	Additional					
l l	HoDs	Secretary to Govt.					
Į.		GOV.					
	b. Group-B and C	Under Secretary	30 Working	Deputy Secretary/	15 Working	Special	15
	the same	to Govt.	Days	Joint Secretary /	Days	Secretary/	Working
ì				Additional Secretary to Govt.		Secretary/ Principal	Days
Š.				10 001.	The state of the s	Secretary to	
2	THE SELECTION		1 3953		SERE!	Govt.	
	c. Group- D	Under Secretary	30 Working	Deputy Secretary/	15 Working	Special	15
9		to Govt.	Days	Joint Secretary / Additional Secretary	Days	Secretary/ Secretary/	Working
9				to Govt.		Principal	Days
				10 00111		Secretary to	
						Govt.	
						1	

		5			Cut 1 :		GUL 1
S.N	List of Services	Designated	Stipulated	Competent Officer	Stipulated	Appellate	Stipulated
		officer	time for		time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
14	Declaration of	Deputy	30 Working	Principal	15 Working	Chief	15
	Officiating period	Secretary/	Days	Secretary/Secretary to Govt.	Days	Secretary to Govt.	Working
	a. Class-I/ AIS /	Joint Secretary / Additional		to Govt.		GOVI.	Days
	HoDs.	Secretary to			\$ 3 LONG		
		Govt.	11/1				
					55 (CO) 57		BANK C
	b. Group-B and C	Under Secretary	30 Working	Deputy Secretary/	15 Working	Special	15
		to Govt	Days	Joint Secretary /	Days	Secretary/	Working
				Additional Secretary to Govt.		Secretary/ Principal	Days
				to dovt.		Secretary to	
						Govt.	
	c. Group-D	Under Secretary	30 Working	Deputy Secretary/	15 Working	Special	15
		to Govt.	Days	Joint Secretary /	Days	Secretary/	Working
				Additional Secretary to Govt.		Secretary/	Days
			1	to Govt.		Principal Secretary to	35-20-20
			SILVED AS		DEPO ATA	Govt.	
15	Issue of Salary	Under Secretary	03 Working	Deputy Secretary/	07 Working	Principal	10
	Certificate	to Govt.	Days	Joint Secretary /	Days	Secretary/	Working
	a. Class-I/ AIS /			Additional Secretary		Secretary to	Days
	HoDs			to Govt.		Govt.	
	b. Group-B, C and	Section Officer	03 Working	Under Secretary to	07 Working	Deputy	10
	D		Days	Govt.	Days	Secretary/	Working
1	WINE TO THE REAL PROPERTY.		19 3 5 15 15			Joint	Days
					100 5400	Secretary / Additional	
	Table 5 St. St.		The state of the			Secretary to	al contract
	ACADE MADE OF				HELD OF THE	Govt.	200 E-0200
16	Sanction of Leave	Under Secretary	15 Working	Deputy Secretary/	07 Working	Principal	10
	Salary on	to Govt.	Days	Joint Secretary /	Days	Secretary/	Working
	Surrendered leave			Additional Secretary to Govt.		Secretary to Govt.	Days
	a. Class-I/ AIS /			to dovt.		dovt.	
	HoDs						
	b. Group-B, C and	Under Secretary	30 Working	Deputy Secretary/	07 Working	Special	10
	D	to Govt.	Days	Joint Secretary /	Days	Secretary/	Working
			112 2-7-24	Additional Secretary	130-75295	Secretary/	Days
				to Govt.		Principal	
						Secretary to Govt.	3000
					BELL AST	dovt.	
17	Forwarding of	Under Secretary	07 Working	Deputy Secretary/	10 Working	Principal	10
	Application	to Govt.	Days from the	Joint Secretary /	Days	Secretary/	Working
	through Proper		date of	Additional Secretary		Secretary to	Days
1	Channel (KGID		submission	to Govt.		Govt.	
	proposals/GPF proposals, etc.)						
-	a. Class-I/ AIS /						
1	HoDs.						
	b. Group-B, C and	Section Officer	07 Working	Under Secretary to	10 Working	Deputy	10
	D		Days	Govt.	Days	Secretary/	Working
	A CONTRACTOR OF				-221	Joint Secretary /	Days
	E-571-00-00		Water Comment		60000	Additional	
4	A Commence of the or		Carlow History		1-2766	Secretary to	
	A GO OF THE PARTY		(9-15-22-4)			Govt.	
	The second second second second	THE RESERVE OF THE PARTY OF THE		Charles of Carlot and Carlot		//	

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
18	Sanction of HTC /LTC without relaxation of rules a. Class-I/ AIS / HoDs.	Under Secretary to Govt.	10 Working Days	Deputy Secretary/ Joint Secretary / Additional Secretary to Govt.	07 Working Days	Principal Secretary/ Secretary to Govt.	10 Working Days
	b. Group-B, C and D	Section Officer	15 Working Days	Under Secretary to Govt.	07 Working Days	Deputy Secretary/ Joint Secretary / Additional Secretary to Govt.	10 Working Days
19	Sanction of Charge Allowance (upto 6 months) a. Class-I/ AIS / HODs	Under Secretary to Govt.	10 Working Days from the date of submission of completed application	Deputy Secretary/ Joint Secretary / Additional Secretary to Govt.	07 Working Days	Principal Secretary/ Secretary to Govt.	10 Working Days
	b. Group-B, C and D	Under Secretary to Govt.	10 Working Days from the date of submission of completed application	Deputy Secretary/ Joint Secretary / Additional Secretary to Govt.	07 Working Days	Special Secretary/ Secretary/ Principal Secretary to Govt.	10 Working Days
20	Sanction of arrears of pay (For Secretariat Staff)	Section Officer	90 Working Days from the date of submission in detail.	Under Secretary to Govt.	30 Working Days	Deputy Secretary/ Joint Secretary / Additional Secretary to Govt.	30 Working Days
21	Compassionate Appointment (barring without nomination/ disputed/ Court cases) (a) Group-C	Under Secretary to Govt.	90 Working Days	Deputy Secretary/ Joint Secretary / Additional Secretary to Govt.	30 Working Days	Special Secretary/ Secretary/ Principal Secretary to Govt.	15 Working Days
	(b) Group-D	Under Secretary to Govt.	90 Working Days	Deputy Secretary/ Joint Secretary / Additional Secretary to Govt.	30 Working Days	Special Secretary/ Secretary/ Principal Secretary to Govt.	15 Working Days

1.S.N 1 to S.N 21 inserted vide Notification No. DPAR 119 NaSeKha 2012, Dated: 26/10/2012. 2.S.N 1,2,5,8, 13, 14, 15 & 17 amended vide Notification No. DPAR 197 NaSeKha 2012, dated: 03/12/2012.

19 – DEPARTMENT OF CO-OPERATION

19.1 KARNATAKA STATE WAREHOUSING CORPORATION (Citizen Services)

S. N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
		officer	time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
1	Reservation of	Warehouse	15	Concerned	30 Working	Managing	30 Working
	Storage space as per	Manager	Working	Regional	Days	Director	Days
	the request of Bulk		Days	Manager			
	Depositors.						
2	Issue of Duplicate	Warehouse	30	Concerned	30 Working	Managing	30 Working
	Warehouse Receipts	Manager	Working	Regional	Days	Director	Days
	as per prescribed		Days	Manager			
	rules in case the	A. 300		200		E-190	
	Warehouse receipts	AT 100		The state of			
	is lost or damaged.			130 1974		W- 130 8	

1.SI No. 1 &2 is inserted Vide Notification No. DPAR 169 NaSeKha 2013, Dated: 16.09.2013.

19.2. AGRICULTURAL MARKETING DEPARTMENT (Citizen Services)

		1000		2000		The state of the state of		
	S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
			officer	time for	Officer	time for	Authority	time for
				designated		Competent		Appellate
L				officer		Officer		Authority
	1	Raitha Sanjeevini	Secretary Agricultural Produce Market Committee (Includes 10 Days for General Manager)	50 Working Days	Chief General Manager Karnataka State Agricultural Marketing Board	15 Working Days	Managing Director Karnataka State Agricultural Marketing Board (Appeal Proposal)	15 Working Days
	2	Trader License	Assistant / Deputy Director	07 Working Days	Additional Director (Planning), Agricultural Marketing Department	15 Working Days	Director Agricultural Marketing Department	15 Working Days
	3	Commission Agent License	Secretary Agricultural Produce Market Committee	45 Working Days	Agricultural Produce Market Committee	15 Working Days	Director Agricultural Marketing Department	15 Working Days
	4	Importer License	Secretary Agricultural Produce Market Committee	45 Working Days	Agricultural Produce Market Committee	15 Working Days	Director Agricultural Marketing Department	15 Working Days
	5	Exporter License	Secretary Agricultural Produce Market Committee	45 Working Days	Agricultural Produce Market Committee	15 Working Days	Director Agricultural Marketing Department	15 Working Days

List of Services Designated officer of designated officer officer officer of designated officer of						F-4.076(5)		
designated officer Agricultural Produce Market Committee	S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
Secretary Agricultural Produce Market Director Agricultural Days Director Agricultural Days Days Director Days			officer		Officer		Authority	
Processor License				_				1
Agricultural Produce Market Committee Presser License Presser License Presser License Presser License Secretary Agricultural Produce Market Committee Produce Market Com	6	Processor License	Secretary	Officer	Agricultural	Officer	Director	
Produce Market Committee Produce Market Com			Agricultural	45		15 Working	0	Working
Presser License Secretary Agricultural Produce Market Committee Days Director Agricultural Produce Market Committee Days Director Agricultural Days Director Agricultural Days Director Days			_		Committee	Days	_	Days
Agricultural Produce Market Committee Produc				Days		393	Department	1 33
Agricultural Produce Market Committee Produc								3000
Agricultural Produce Market Committee 8 Presser License Secretary Agricultural Produce Market Committee 10 Ginner License Secretary Agricultural Produce Market Committee 11 Crusher License Secretary Agricultural Produce Market Committee 12 Retail Trader License Secretary Agricultural Produce Market Committee 13 Warehouse License for Private Warket Committee 14 Hamali License Secretary Agricultural Produce Market Committee 15 Working Days Director Agricultural Produce Market Committee 16 Agricultural Produce Market Committee 17 Agricultural Produce Market Committee 18 Produce Market Committee 19 Stock list License Secretary Agricultural Produce Market Committee 10 Ginner License Secretary Agricultural Produce Market Committee 11 Crusher License Secretary Agricultural Produce Market Committee 12 Retail Trader License Secretary Agricultural Produce Market Committee 13 Warehouse License for Private Warket Committee 14 Hamali License Secretary Agricultural Produce Market Committee 15 Morking Days Director Morking Days Director (Admin) Marketing Department 16 Agricultural Produce Market Committee 17 Agricultural Produce Market Committee 18 Warehouse License Market Committee 19 Days Director Agricultural Produce Market Committee 10 Days Director Agricultural Marketing Days Department 11 Warehouse License Market Committee 12 Retail Trader License Secretary Agricultural Marketing Department 13 Warehouse License Market Committee 14 Hamali License Secretary Agricultural Marketing Department 15 Warehouse License Market Committee 16 Director Agricultural Marketing Department 17 Agricultural Marketing Department 18 Working Days Morking Days Agricultural Marketing Department 19 Days Director Agricultural Marketing Department 10 Days Director Agricultural Marketing Department 11 Deretary Agricultural Marketing Department 12 Produce Market Committee 13 Produce Market Committee 14 Hamali License Market Marketing Days Director (Admin) Marketing Days Days Director Days Marketing Days Days Days D	7	Broker License	Secretary	1	Agricultural		Director	
Presser License Produce Market Committee Days Days Department Days D				45		15 Working		15
8 Presser License Secretary Agricultural Produce Market Committee Days Stock list License Secretary Agricultural Produce Market Committee Days Stock list License Secretary Agricultural Produce Market Committee Days Stock list License Secretary Agricultural Produce Market Committee Days Secretary Agricultural Marketing Days Department Days Dep					Committee	Days		
Agricultural Produce Market Committee 9 Stock list License Secretary Agricultural Produce Market Committee 10 Ginner License Secretary Agricultural Produce Market Committee 11 Crusher License Secretary Agricultural Produce Market Committee 12 Retail Trader License For Private warehouse / Committee 13 Warehouse License For Private warehouse / Committee 14 Hamali License Secretary Agricultural Produce Market Committee 15 Working Days Agricultural Produce Market Committee 16 Working Days Agricultural Produce Market Committee Agricultural Produce Market Committee 17 Agricultural Produce Market Committee Agricultural Produce Market Committee Agricultural Produce Market Committee Agricultural Agricultural Produce Market Committee Agricultural Agricultural Agricultural Produce Market Committee Agricultural Agricultural Agricultural Produce Market Committee Agricultural Agricultural Agricultural Agricultural Produce Market Committee Agricultural Agricultural Agricultural Produce Market Committee Agricultural Agricultural Agricultural Marketing Days Agricultural Days Agricultural Marketing Days Agricultural Days Agricultural Marketing Days Agricultural Marketing Days Director Agricultural Marketing Days Agricultural Marketing Days Director Agricultural Marketing Days Agricultural Marketing Days Director Agricultural Marketing Days Department Agricultural Agricultural Marketing Days Director Agricultural Marketing				Days			Department	Days
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Agricultural Produce Market Committee	8	Presser License	Secretary	S. Carlo	Agricultural		Director	15
Produce Market Committee Secretary Agricultural Produce Market Committee Secretary Agricultural Produce Market Committee Secretary Agricultural Produce Market Committee 10 Ginner License Secretary Agricultural Produce Market Committee Secretary Agricultural Produce Market Committee Secretary Agricultural Produce Market Committee 11 Crusher License Secretary Agricultural Produce Market Committee Secretary Agricultural Agricultural Produce Market Committee Secretary Agricultural Produce Market Committee Secretary Agricultural Agricultural Marketing Days Department Secretary Agricultural Agricultural Marketing Days Agricultural Marketing Days Department Secretary Agricultural Marketing Days Director Agricultural Marketing Days Director Agricultural Marketing Days Department Secretary Agricultural Marketing Days Director Agricultu				45		15 Working	•	Working
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Agricultural Produce Market Committee 10 Ginner License Secretary Agricultural Produce Market Committee 11 Crusher License Secretary Agricultural Produce Market Committee 12 Retail Trader License Secretary Agricultural Produce Market Committee 13 Warehouse License For Private Warehouse / Coperative Societies Produce Market Committee 14 Hamali License Secretary Agricultural Produce Market Committee 15 Permission for Establishment of Private Marketing Days Private Marketing Days Produce Market Committee 15 Permission for Establishment of Private Marketing Days Private Marketing Days Produce Market Committee 16 Working Days Produce Market Committee 17 Agricultural Produce Market Committee Days Produce Market Committee 18 Working Days Produce Market Committee Director (Admin) Days Agricultural Marketing Department Department Department Department Department Department Days Days Days Days Days Days Days Days				Days			Department	
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Produce Market Committee Days			·	45		15 Working		Working
Committee			_		Committee	Days		Days
Agricultural Produce Market Committee 11 Crusher License Secretary Agricultural Produce Market Committee 12 Retail Trader License Secretary Agricultural Produce Market Committee 12 Retail Trader License Secretary Agricultural Produce Market Committee 13 Warehouse License for Private warehouse / Coperative societies Marketing Days District Deputy Director Agricultural Marketing Days Director Agricultural Produce Market Committee District Deputy Director Agricultural Marketing Days Director Committee 14 Hamali License Secretary Agricultural Produce Market Committee Director Director Director Director Days Agricultural Marketing Department 14 Hamali License Secretary Agricultural Produce Market Committee Director Agricultural Marketing Department 15 Working Director (Admin) Agricultural Marketing Department Director Agricultural Marketing Days Director Days Agricultural Marketing Days Director Agricultural Marketing Days Director Days Agricultural Marketing Days Director Days Agricultural Marketing Days Director Days Days Days Days Days Days Days Days				Days			Department	
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Produce Market Committee 11 Crusher License Secretary Agricultural Produce Market Committee 12 Retail Trader License Agricultural Produce Market Committee Secretary Agricultural Produce Market Committee 13 Warehouse License for Private Warehouse / Co- operative societies District Deputy Agricultural Marketing Days Agricultural Produce Market Committee Days Agricultural Produce Market Committee Days Agricultural Produce Market Committee Days Agricultural Produce Market Committee Days Agricultural Produce Market Committee Days Agricultural Marketing Department District Deputy Agricultural Marketing Department District Deputy Agricultural Marketing Department Days Agricultural Marketing Department Days Agricultural Marketing Department Days Agricultural Marketing Department Days Director Agricultural Marketing Department Days Agricultural Marketing Department Days Director Agricultural Marketing Days Days Director Agricultural Ma		STATE OF THE PARTY	·			15 Working	•	Working
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Agricultural Produce Market Committee 12 Retail Trader License Committee 13 Warehouse License for Private Warehouse / Cooperative societies Poperatment 14 Hamali License 15 Permission for Establishment of Private Marketing Produce Market Committee 15 Permission for Establishment of Private Marketing Private Marketing Days 16 Permission for Establishment of Private Marketing Private Marketing Days 17 Permission for Establishment of Private Marketing Days Marketing Days Marketing Days Morking Days Department 18 Permission for Establishment of Private Marketing Days Morking Marketing Days Morking Days Marketing Days Department		Table 2 State		Days		33.0	Department	11 33
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Produce Market Committee Produce Market Committee Secretary Agricultural Produce Market Committee Marketing Days Agricultural Produce Market Committee Morking Days Agricultural Produce Market Committee Morking Days Agricultural Produce Market Committee Morking Days Agricultural Marketing Days Director (Admin) Agricultural Marketing Department Marketing Department Director (Admin) Agricultural Marketing Department Marketing Department Agricultural Produce Market Committee Morking Days Agricultural Marketing Department Produce Market Committee Morking Days Agricultural Produce Market Committee Morking Days Agricultural Produce Market Committee Morking Days Agricultural Produce Market Committee Days Agricultural Produce Market Committee Days Agricultural Produce Market Committee Days Agricultural Days Agricultural Marketing Days Director Agricultural Marketing Days			Agricultural	_		Days	_	
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Produce Market Committee Produce Market Committee Days Additional Director (Admin) Agricultural Marketing Department Director Agricultural Marketing Department Director Agricultural Marketing Department Agricultural Produce Market Committee Produce Market Committee Produce Market Committee Director Agricultural Marketing Department Agricultural Produce Market Committee Produce Market Committee Produce Market Committee Produce Market Committee Days Agricultural Produce Market Committee Produce Market Committee Days Additional Days Agricultural Produce Market Committee Days Director Agricultural Produce Market Committee Days Agricultural Marketing Days Director Agricultural Marketing Days Day		10 TO	Agricultural			Days		
13 Warehouse License for Private warehouse / Cooperative societies			_		Committee	200 Mag	•	Days
for Private warehouse / Co- operative societies Director / Agricultural warehouse / Co- operative societies Director / Agricultural Marketing Department		THE PERSON NAMED IN	Committee	Days			Department	
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warehouse / Co- operative societies	13		• • •	_		_		
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Department 14 Hamali License Secretary Agricultural Produce Market Committee 15 Permission for Establishment of Private Market Marketing Days Director Agricultural Produce Market Committee Agricultural Produce Market Committee Agricultural Produce Market Committee Agricultural Produce Market Committee Agricultural Days Additional Director Agricultural Days Director Agricultural Marketing Days Additional Director Agricultural Marketing Days		operative societies					Department	
Agricultural Produce Market Committee 45 Working Days Produce Market Committee Days Agricultural Marketing Days Department Morking Days Produce Market Committee Additional Director Agricultural Marketing Days Produce Market Committee Additional Director Agricultural Marketing Days Agricultural Marketing Days Morking Days Marketing Days Days Days Agricultural Marketing Days Agricultural Marketing Days Director Agricultural Marketing Days Days Days Days Agricultural Marketing Days			Department					
Agricultural Produce Market Committee Days Committee Marketing Department Days Days Permission for Establishment of Private Market Agricultural Marketing Days Additional Director Days Additional Director Private Market Agricultural Marketing Days Marketing Days Days Planning) Days Department	14	Hamali License	Secretary	45	_			
Produce Market Committee Days Department Department Department Department Department Department Department Additional Solutional Department Solutional Department Department Solutional Department		FULL 2 SP 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	Agricultural	and the second s		Days	•	
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Establishment of Officer, Working Director Days Agricultural Working Private Market Agricultural Days (Planning) Marketing Days Department		10 - 10 B	Committee	33000		1300		
Establishment of Officer, Working Director Days Agricultural Working Private Market Agricultural Days (Planning) Marketing Days Department		Self-Select of		75 10		- 1 C V C		
Private Market Agricultural Days (Planning) Marketing Days Marketing Department	15							
Marketing Department Department			•			Days	_	_
		T TIVALE IVIAINEL	_	Days	(Fidining)			Days
			_					

			14 11 2 h 1 1 1 1		Carlotte Contract		
S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
		officer	time for	Officer	time for	Authority	time for
			designated officer		Competent Officer		Appellate Authority
			Officer	Agricultural	Officer		Authority
				Marketing			
16			20	Department	45.14/ 1:		45
16	License for Establishment of	Marketing Officer,	30 Working	Additional Director	15 Working Days	Director Agricultural	15 Working
	Private Market	Agricultural	Days	(Planning)	Duys	Marketing	Days
		Marketing	A	Agricultural		Department	NAME OF
		Department	3/2/2/2	Marketing	1-000		Cat set
17	Establishment of	Marketing	30	Department Additional	15 Working	Director	15
	Direct Purchasing	Officer,	Working	Director	Days	Agricultural	Working
	Centre	Agricultural	Days	(Planning)		Marketing	Days
		Marketing Department		Agricultural Marketing		Department	
		Department		Department			
18	Establishment of	Marketing	30	Additional	15 Working	Director	15
	Farmer - Consumer Market	Officer, Agricultural	Working Days	Director (Planning)	Days	Agricultural Marketing	Working Days
	Warket	Marketing	Days	Agricultural		Department	Days
		Department	35560	Marketing			10030
19	License for	Markatina	30	Department Additional	15 Marking	Director	15
19	Establishment of Spot	Marketing Officer,	Working	Director	15 Working Days	Director Agricultural	Working
	Exchange	Agricultural	Days	(Planning)		Marketing	Days
		Marketing		Agricultural		Department	
		Department		Marketing Department			
20	Grievances relating to	Secretary		Chairman			15
	payment of sale	Agricultural	15	Agricultural	15 Working	Agricultural	Working
	proceeds to Farmers	Produce Market	Working	Produce Market	Days	Produce	Days
		Committee	Days	Committee		Market	
			1000000		100000000000000000000000000000000000000	Committee	S Walter
21	Grievances relating to	Secretary		Chairman			15
	weighment of commodities in	Agricultural	15 Working	Agricultural	15 Working Days	Agricultural	Working Days
	market yard	Produce Market	Days	Produce Market	Days	Produce	Days
	,	Committee	,	Committee		Market	
						Committee	
22	Grievances relating to issue of Account	Secretary	15	Chairman	15 Working		15 Working
	settlement slip	Agricultural	Working	Agricultural	Days	Agricultural	Days
	ESVERSALE.	Produce Market Committee	Days	Produce Market	A VICTOR	Produce	Water Co
	X COLUMN	Committee	30000	Committee	1-000	Market Committee	Call 300
			STEAM		(MOSEAN		
23	Grievances relating to	Secretary		Chairman			15
	market charges in	·	15		15 Working	Agricultural	Working
	market yard	Agricultural Produce Market	Working	Agricultural Produce Market	Days	Produce	Days
		Committee	Days	Committee		Market	
						Committee	
24	Allotment of Shops,	Secretary	60	Additional	15 Working	Director	15
	Godowns warehouse,	Agricultural	Working	Director	Days	Agricultural	Working
	Canteen and Sundry Shops on Leave and	Produce Market	Days	(Planning) Agricultural	5000	Marketing Department	Days
	License Basis to the	Committee	Berth	Marketing	1300	Department	
	Service Institutions			Department			
	notified under rule 2					7/1/	

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S	.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
			officer	time for	Officer	time for	Authority	time for
				designated		Competent		Appellate
		(9) of K.A.P.M		officer		Officer		Authority
		(Regulation &						TEN TO
		Allotment of Property		(A-1) = 101		219.75%		11222
		in Market Yards)				100		
		Rules 2004.						
2	25	Allotment of Sites,	Secretary	60	Additional	15 Working	Director	15
		Shops and Godowns		Working	Director	Days	Agricultural	Working
		on Lease cum Sale	Agricultural Produce Market	Days	(Planning)		Marketing	Days
		Basis to the Service	Committee		Agricultural		Department	
		Institutions notified	Committee		Marketing			
		under rule 2 (9) of			Department			
		K.A.P.M (Regulation & Allotment of						
		Property in Market						
		Yards) Rules 2004.						
2	26	Approval of Layout	Secretary	1000	Agricultural		Director	15
		for Shops and		60	Produce Market	15 Working	Agricultural	Working
		Godowns	Agricultural	Working	Committee	Days	Marketing	Days
			Produce Market Committee	Days		A CONTRACTOR	Department	2120
			Committee					
				Bearing B.				
2	27	Change of	Secretary		Agricultural		Director	15
Ä		Partnership	Agricultural	45	Produce Market	15 Working	Agricultural	Working
Ĭ			Produce Market	Working	Committee	Days	Marketing	Days
			Committee	Days			Department	
Į.								
-	28	Trader Registration	Secretary,	2 Working	Chairman/Deputy	2 Working	Director,	7 Working
1	-0	. rader negistration	Agricultural	Days	Director/Assistant	Days	Department of	Days
			Produce Market	422	Director		Agricultural	32-12-20
				APPENDING.		TANK A	Marketing	
2	29	Farmer Registration	Secretary,	2 Working	Chairman/Deputy	2 Working	Director,	7 Working
			Agricultural	Days	Director/Assistant	Days	Department of	Days
			Produce Market		Director		Agricultural	
1			Committee	45	A 1 150	45.44	Marketing	20
1	30	Warehouse License	District Deputy/	45	Additional	15 Working	Director,	30
		for State/Central Warehouse	Assistant Director,	Working Days	Director (Admin),	Days	Agricultural marketing	Working Days
		vvarenouse	Agricultural	Days	Agricultural	S. C. Line Co.	Department	Days
			Marketing	F-1-19	Marketing		Department	
			Department		Department			200
-			100 1 11 11 11 11					

^{1.} S.N 1 to 27 is inserted Vide Notification No. DPAR 169 NaSeKha 2013, Dated: 16.09.2013

S.N 1 to 27 is inserted Vide Notification No. DPAR 169 NaseKna 2013, Dated: 16.09.2013
 S.N 30,24,& 25 is amended Vide Notification No. DPAR 23 NaSeKha 2014, Dated: 28-06-2014
 S.N 28-29 is inserted Vide Notification No. DPAR 8 NaSeKha 2014, Dated: 28.06.2014
 S.N 30 is inserted Vide Notification No.DPAR 140 NaSeKha 2014, Dated: 08/07/2014.
 S.N 1 -12, 14 -19 & 24 -27 Amended vide Notification No. DPAR 21 NaSeKha 2019, Dated: 14/08/2019
 S.N 13,24,25 amended vide notification No. DPAR 23 NaSeKha 2014/P1; Dated: 26/05/2014

19.3 REGISTRAR OF CO-OPERATIVE SOCIETIES (Citizen Services)

time for designated officer Co-operative societies, under section 7 of the Co-operative societies Act 1959 (Based on the Area of Operation) Assistant Registrars of RCS Office (Credit-1/Credit-1/2/brain Banks/Cell Housing and Operation) Assistant Registrars Assistant Registrars Assistant Registrars Assistant Registrars Assistant Registrars Assistant Registrars Assistant Registrars of RCS Office (Credit-1/Credit-1/2/LDB/Urban Banks/Cell Housing and Operation) Assistant Registrars Assistant Reg	
1 Registration of Co-operative societies, under section 7 of the Co-operative societies, under section 7 of the Co-operative societies, under section 7 of the Co-operative societies and the Area of Operation) District Deputy Registrars District Deputy Registrars Days District Deputy Registrars Days District Deputy Registrars Days	ılated
1 Registration of Co-operative societies, under section 7 of the Co-operative societies Act 1953 (Based on the Area of Operation) Assistant Registrars of RCS Office (Credit-1/Crosumer & Marketing/Industries/Diary) 2 Amendment of Bye-Laws of a Co-operative societies Act 1959. (Based on the Area of Operation) 2 Amendment of Bye-Laws of a Co-operative societies Act 1959. (Based on the Registrars of Co-operative societies Act 2/1.05 (P.P.) 3 Co-operative societies (Consumer & Marketing/Industries/Diary) Assistant Registrars of RCS Office (Credit-1/Credit	e for
1 Registration of Co-operative societies, under section 7 of the Co-operative societies, under section 7 of the Co-operative societies Act 1959 (Based on the Area of Operation) Assistant Registrars of RCS Office (Credit-1/Credit-1/Credit-2/LDB/Urban Banks/Cell Bye-Laws of a Co-operative societies, under section 12 of the co-operative societies for Operation) Amendment of Bye-Laws of a Co-operative societies, under section 12 of the co-operative societies, and the Area of Operation) Registrars of RCS Office (Credit-1/	
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section 7 of the Co-operative societies Act 1959 (Based on the Area of Operation) Regional Joint Registrars Regional Joint Registrars Regional Joint Registrars 45 Working Days Regional Joint Registrars Regional Joint Registrars 45 Additional Registrar of Co-operative Societies (Consumer & Marketing) Assistant Registrars of RCS Office (Credit-1/Credit John Societies, Incorporative Societies, Incorporative Societies in Rarnataka, Bengaluru Amendment of Bye-Laws of a Co-operative Societies (Consumer & Marketing/Industries/Diary) Amendment of Bye-Laws of a Co-operative Societies (Consumer & Marketing/Industries/Diary) Amendment of Bye-Laws of a Co-operative Societies (Days) Registrars Bye-Laws of a Co-operative Societies (Days) Registrars Registrars Bye-Laws of a Co-operative Societies (Days) Registrars District Deputy Registrars Registrar of Cooperative Societies, (ICDP.) Registrars Registrars Registrars Registrar of Cooperative Societies in Rarnataka, Bengaluru Registrars Registrars Registrars Registrar of Cooperative Societies in Registrars Registrar of Cooperative Societies in Registrar of Cooperative Societies in Rarnataka, Bengaluru Registrar of Cooperative Societies in Rarnataka, Bengaluru Registrar of Cooperative Societies in Rarnataka, Bengaluru Registrar of Cooperative Societies, (ICDP.) Registrar of Cooperative Societies in Rarnataka, Bengaluru Registrar of Co	rking
Co-operative societies Act 1959 (Based on the Area of Operation) Regional Joint Registrars Regional Joint Registrars Registrars A5 (Co-operative Societies in Karnataka, Bengaluru Societies in Karnataka, Ben	ays
societies Act 1959 (Based on the Area of Operation) Regional Joint Registrars Assistant Registrars of RCS Office (Credit-1/Credit-2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary Amendment of Bye-Laws of a Co-operative Societies Act 1959. (Based on the Area of Operation) Regional Joint Registrars Registrar of Societies in Karnataka, Bengaluru Registrar of Societies in Karnataka, Bengaluru Registrar of Societies in Societies in Rarnataka, Bengaluru Registrar of Societies in Societies in Rarnataka, Bengaluru Registrar of Societies in Societies in Rarnataka, Bengaluru Registrar of Cooperative Societies in Rarnataka, Bengaluru Registrar of Societies in Societies in Societies in Societies in Societies in Societies in Societies	30
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Operation Regional Joint Registrars A5 Additional Registrar of Co-operative Societies in Consumer & Marketine John Others/Consumer & Marketine/John Days District Deputy Registrars Days	143
Working Days Assistant Registrars of RCS Office (Credit-1/Credit-2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing) Amendment of Bye-Laws of a Co-operative Societies (LCDP.) Amendment of Bye-Laws of a Co-operative Societies (LCDP.) District Deputy Registrars Society, under section 12 of the co-operative societies Act 1959. (Based on the Area of Operation) Regional Joint Registrars Registrar of Co-operative Societies in Karnataka, Bengaluru Registrar of Days Registrar of Cooperative Societies in Karnataka, Bengaluru Registrar of Days Registrar of Days Registrar of Days Registrar of Days Registrar of Cooperative Societies in Rarnataka, Bengaluru Registrar of Days Registrar of Days Registrar of Days Registrar of Cooperative Societies in Days Regi	
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Assistant Registrars of RCS Office (Credit-1/Credit-2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary 2 Amendment of Bye-Laws of a Co-operative Societies Act 1959. (Based on the Area of Operation) Regional Joint Registrars Regional Joint Registrars Assistant Registrars of RCS Office (Credit-1/Credit-2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary Assistant Registrars of RCS Office (Credit-1/Credit-2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary 3 Co-operative Society rules 1960 under Rule Assistant Registrars Assistant Registrars of RCS Office (Credit-1/Credit-2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary A Co-operative Societies in Registrar of Cooperative Societies in Karnataka, Bengaluru Additional Registrar of Cooperative Societies in Karnataka, Bengaluru Assistant Registrars of RCS Office (Credit-1/Credit-2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary A Co-operative Societies in Registrar of Cooperative Societies in Rarnataka, Bengaluru Additional Registrar of Cooperative Societies in Karnataka, Bengaluru Additional Registrar of Cooperative Societies in Karnataka, Bengaluru Additional Registrar of Cooperative Societies in Karnataka, Bengaluru Assistant Registrars of RCS Office (Credit-1/Credit-2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary A Co-operative Societies in Registrar of Cooperative Societies in Rarnataka, Bengaluru Additional Registrar of Cooperative Societies in Rarnata	ays
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Housing and Others/Consumer & Marketing/Industries/Diary Sub-Divisional Assistant Registrars Sub-Divisional Assistant Registrars Society, under section 12 of the co-operative societies Act 1959. (Based on the Area of Operation) Regional Joint Registrars Sub-Divisional Assistant Registrar of Cooperative Societies Sub-Divisional Assistant Registrar of Cooperative Societies, (ICDP.) Sub-Divisional Registrar of Cooperative Societies, (ICDP.) Sub-Divisional Registrar of Cooperative Societies, (ICDP.) Sub-Div	rking
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2 Amendment of Bye-Laws of a Co-operative Society, under section 12 of the co-operative societies Act 1959. (Based on the Area of Operation) Regional Joint Registrars Registrars District Deputy Registrars By Working Days Regional Joint Registrars By Working Days Regional Joint Registrars By Regional Joint Registrars Registrars Days Registrar of Cooperative Societies in Karnataka, Registrar of Cooperative Societies, (ICDP.) Assistant Registrars of RCS Office (Credit-1/Credit-2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary 3 Co-operative Societies in Cooperative Societies, (ICDP.) Regional Joint Registrar of Cooperative Societies in District Deputy Registrar of Cooperative Societies in District Deputy Registrar of Cooperative Societies in District Deputy Registrars of Days Cooperative Societies in District Deputy Registrars of Days Cooperative Societies in District Deputy Registrars of Days Cooperative Societies in District Deputy Registrar of Days Cooperative Societies in District Deputy Registrars Days Days Cooperative Societies in District Deputy Registrars Days Days Cooperative Societies in District Deputy Registrar of Days Cooperative Societies in District Deputy Registrar of Days Cooperative Societies in District Deputy Registrar of Days Cooperative Societies in Days Cooperative So	
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Assistant Registrars of RCS Office (Credit-1/Credit- 2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary 3 Co-operative society rules 1960 under Rule Days Co-operative Societies (Consumer & Societies in Karnataka, Bengaluru Vorking Societies, (ICDP.) Others/Consumer & Marketing/Industries/Diary Days Co-operative Societies in Karnataka, Bengaluru Vorking Registrar of Cooperative Societies in Karnataka, Bengaluru Societies in Karnataka, Bengaluru Vorking Registrar of Cooperative Societies in Days Co-operative Societies in Days Co-operative Societies in Days Co-operative Societies in Days Cooperative Societi	30
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Office (Credit-1/Credit- 2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary 3 Co-operative society rules 1960 under Rule Office (Credit-1/Credit- 2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary 30 Additional Registrar of Working Days Of Cooperative Societies, (ICDP.) Additional Registrar of Cooperative Societies in Norking Days Of Cooperative Societies in Days Cooperative Societies in Days Cooperative Societies in Days Of Cooperative Societies in Days Cooperative Societies in Days Cooperative Societies in Days Of Cooperative Societies in Days Of Cooperative Societies in Days Cooperative Societies in Days Of Cooperative Societies in Days	
2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary 3 Co-operative society rules 1960 under Rule 2/LDB/Urban Banks/Cell Housing and Others/Consumer & Marketing/Industries/Diary 30 Additional Working Registrar of Days Co-operative Societies in Karnataka, Bengaluru Working Registrar of Days Co-operative Societies in Co-operative	30 rking
Others/Consumer & Marketing/Industries/Diary 3 Co-operative society rules 1960 under Rule Others/Consumer & Bengaluru 30 Additional 30 Working Registrar of Cooperative Societies in Days Co-operative Societies in Days	ays
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3 Co-operative society rules 1960 under Rule Regional Joint Registrars 30 Additional Society Registrar of Days Co-operative Co-operative Societies in Days	
society rules Working Registrar of Days Cooperative Wo 1960 under Rule Days Co-operative Societies in Days	30
1960 under Rule Days Co-operative Societies in Days	rking
17 Societies Karnataka,	ays
(Consumer & Pengalugu	
(Consumer & Bengaluru Marketing)	
Assistant Registrars of RCS 30 Joint Registrar 30 Working Registrar of 3	30
Office (Credit-1/Credit- Working of Cooperative Days Cooperative Wo	rking
2/LDB/Urban Banks/Cell Days Societies, Societies in Housing and (ICDP.) Karnataka,	ays
Others/Consumer & GICDP.) Rarnataka, Bengaluru	
Marketing/Industries/Diary	
	30
	rking ays
negistrats Days _ negistrats	. y 3

	T			-	A.1 1 . 1		
S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
			time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
	Cociety for	District Deputy Registrars	officer 15	Dogional laint	Officer 30 Working	Dogistror of	Authority 30
	Society for investment of	District Deputy Registrars	Working	Regional Joint Registrars	Days	Registrar of Cooperative	Working
	Reserve Fund		Days	Registrars	Days	Societies in	Days
	under Rule-23 of		Days		30 34453 9	Karnataka,	Days
	Karnataka Co-		A STATE OF THE STA			Bengaluru	
	operative				1200 O 3844	G	COLUMN TO STATE OF
	Societies Rules	Regional Joint Registrars	15	Additional	30 Working	Registrar of	
	1960	Regional Joint Registrars	Working	Registrar of	Days	Cooperative	
			Days	Co-operative	7 -	Societies in	30
				Societies		Karnataka,	Working
				(Consumer &		Bengaluru	Days
				Marketing)			
		Assistant Registrars of RCS	15	Joint Registrar	30 Working	Registrar of	30
		Office (Credit-1/Credit-	Working	of Cooperative	Days	Cooperative	Working
		2/LDB/Urban Banks/Cell	Days	Societies,		Societies in	Days
		Housing and		(ICDP.)		Karnataka,	3
		Others/Consumer &	77-72			Bengaluru	Section 1
		Marketing/Industries/Diary	20.3431		3-1-1-1-1		
5	Approving the	Assistant Registrars of RCS	60	Joint Registrar	30 Working	Registrar of	30
	seniority list of	office (Housing & Others)	Working	of Cooperative	Days	Cooperative	Working
	Housing Society		Days	Societies,		Societies in	Days
	as per 30(B) Directions of			(ICDP.)		Karnataka,	
	Karnataka Co-					Bengaluru	
	operative						
	Societies Act						
	1959						
6	A)As per section	Sub-Divisional Assistant	15 Washing	District Deputy	30 Working	Regional	30
	4(1) of Karnataka (Chit	Registrars	Working	Registrars_	Days	Joint Registrars	Working
	fund Act 1982		Days		200 T. W.	Registrars	Days
	issuing the						
	previous						The sales
	sanction order	District Deputy Registrars	15	Regional Joint	30 Working	Registrar of	30
	(PSO))	District Deputy Registrars	Working	Registrars	Days	Cooperative	Working
			Days		, ,	Societies in	Days
			-			Karnataka,	-
						Bengaluru	
	mer selection						
	B) As per section	Sub-Divisional Assistant	15	District Deputy	30 Working	Regional	30
	9(2) of	Registrars	Working	Registrars	Days	Joint	Working
	Karnataka Chit		Days		4000 1960	Registrars	Days
	fund Act 1982				-		Charles and the same of the sa
	(Issuing the		18. 20		1		ALC: V
	of Chit (CC))		10 30 30				C. Shirt
	or crift (CC))	District Deputy Registrars				Registrar of	30
	the way		15	Regional Joint	30 Working	Cooperative	Working
	The second second		Working	Registrars	Days	Societies in	Days
			Days			Karnataka,	
	Sp. Sancell					Bengaluru	
	and and had						

_				CANADA MARKATA				
	S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
				time for	Officer	time for	Authority	time for
				designated		Competent		Appellate
-	7	Continue	Cub Divisional Assistant	officer	District Descrit.	Officer	Danianal	Authority
	7	Granting of licences to	Sub-Divisional Assistant Registrars	15 Working	District Deputy Registrars	30 Working Days	Regional Joint	30 Working
		Money lender &	Registrars	Days	Registrars	Days	Registrars	Days
		Pawn brokers as		Days		3 3005 3	ricgisti ai s	Days
		per section 7 of		A STATE OF				
		Karnataka		100000000000000000000000000000000000000		SEC GOVE		
		Money Lenders		55 25 W		T. C. C. S. S. S.		57,450.00
		Act 1961 &	District Deputy Registrars	15	Regional Joint	30 Working	Registrar of	30
		Section 4 of		Working	Registrars	Days	Cooperative	Working
		Karnataka Pawn Brokers Act		Days			Societies in	Days
		1961 Grant of					Karnataka,	
		Licences					Bengaluru	
-								
	8	Registration of	Sub-Divisional Assistant	45 Working	District Deputy	30 Working	Regional	30
		Souharda Co- operatives,	Registrars	Working Days	Registrars	Days	Joint Registrars	Working Days
		Under Section 5				CHECK	_	
		of Karnataka	District Deputy Registrars	45	Regional Joint	30 Working	Registrar of	30
		Souharda Co-		Working	Registrars	Days	Cooperative Societies in	Working
		operatives Act		Days			Karnataka,	Days
		1997					Bengaluru	
			Regional Joint Registrars	45	Additional	30 Working	Registrar of	30
			Regional Joint Registrars	Working	Registrar of	Days	Cooperative	Working
		SECTION AND IN		Days	Co-operative		Societies in	Days
		the state of			Societies	- 1 - 1	Karnataka,	Action to
		177 S. S. W. L.		1200	(Consumer &		Bengaluru	
					Marketing)			
		AL STATE	Assistant Registrars of RCS	45	Joint Registrar	30 Working	Registrar of	30
		Street Co.	office RSR Section	Working	of Cooperative	Days	Cooperative	Working
		3/14/08/53		Days	Societies,		Societies in	Days
Š,		No. of the state o			(ICDP.)		Karnataka, Bengaluru	
	9	Amendments of	Sub-Divisional Assistant	90	DISTRICT	30 Working	Regional	30
		BYE Law	Registrars	Working	DEPUTY	Days	Joint	Working
		Souharda Co-		Days	REGISTRAR'S	CHICARS.	Registrars	Days
		operatives,	District Deputy Registrars	90	Regional Joint	30	Registrar of	30
		Under Section 11(4) of	, , ,	Working	Registrars	WORKING	Cooperative	Working
		Karnataka		Days		DAYS	Societies in	Days
		Souharda Co-					Karnataka,	
		operatives Act	Regional Joint Registrars	90	Additional	30 Working	Bengaluru Registrar of	30
		1997	regional Joint Negistial's	Working	Registrar of	Days	Cooperative	Working
		SVERGAL.		Days	Co-operative	20,3	Societies in	Days
		caracty		27.75	Societies	30 780	Karnataka,	Carlot de
					(Consumer &	10 E S 1 ()	Bengaluru	NUMBER
		STATE OF STA			Marketing)	16 50		
			Assistant Registrars of RCS	90	Joint Registrar	30 Working	Registrar of	30
		The second second	Office RSR Section.	Working	of Cooperative	Days	Cooperative	Working
				Days	Societies,		Societies in	Days
					(ICDP.)		Karnataka, Bengaluru	
H	10	The Pogistration	Donuty Pogister of Co	30	Pagional Joint	20 Working	Additional	15
	10	The Registration of Societies	Deputy Register of Co- operative Societies and	30 Working	Regional Joint Registrar of	20 Working Days	Registrar of	Working
		under section 8	District Registrar of	Days	Co-operative	Days	Cooperative	Days
		of the Karnataka	Concerned district.	- 3.10	Societies.	The second second	Societies	, -
		Societies		27.36		30 780	(Consumer	
		Registration				THE BUYEN	and	
		Act. 1960					Marketing).	
_						1		

S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
			time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
11	Amendment of	Deputy Register of Co-	30	Regional Joint	20	Additional	15
	Memorandum	operative Societies and	Working	Registrar of	Working	Registrar of	Working
	of association	District Registrar of	Days	Co-operative	Days	Cooperative	Days
	under section 9	Concerned district.		Societies.		Societies	
	of the					(Consumer	
	Karnataka					and	
	Societies					Marketing).	
12	Amandment	Donuty Bogistor of Co	20	Dogional laint	20	Additional	1 [
12	Amendment	Deputy Register of Co-	30	Regional Joint	20	Additional	15
	of name,	operative Societies and	Working	Registrar of	Working	Registrar of	Working
	rules and	District Registrar of	Days	Co-operative	Days	Cooperative	Days
	regulations	Concerned district	40.715.75	Societies	274027785	Societies	S. 133-140
	under Section		THE PARTY OF		D. A. P. N. S.	(Consumer	250
	10 of Karnataka		A30. F. 5			and	ALL DE
	Societies		WILL DI		E AND DAY	Marketing).	95 5 5 6
1 6 3 7 1	rogistration Act				A		

^{1.} S.N 1 to 9 is inserted Vide Notification No. DPAR 169 NaSeKha 2013, Dated: 16.09.2013

^{2.} S.N 10 to 12 is inserted Vide Notification No. DPAR 117 NaSeKha 2017, Dated: 19.10.2017

20 - HORTICULTURE DEPARTMENT

20.1 SERICULTURE DEPARTMENT (Citizen Services)

S. N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Issue of pass books to the Seri-culturists	Sericulture Extension Officer	15 Working Days	Assistant Director of Sericulture	7 Working Days	Concerne d Deputy Director of Sericultur e	7 Working Days
2	Subsidy to Seri-culturists / Reelers	Assistant Director of Sericulture, Sericulture Extension Officer (Only for Davanagere District)	Based on Fund availability 45 Working Days	Deputy Director of Sericulture, Zilla panchayath	15 Working Days	Divisional Joint Director	15 Working Days
3	Technical Information related to Sericulture Department	Sericulture Extension Officer	7 Working Days	Assistant Director of Sericulture	7 Working Days	Concerne d Deputy Director of Sericultur e	7 Working Days
4	Providing Technical information related to Mulberry Cultivation and Silkworm rearing	Sericulture Extension officer, Technical Service Centre	02 Working Days	Assistant Director of Sericulture	05 Working Days	Concerne d Deputy Director of Sericultur e	10 Working Days
5	Providing Technical information related to Post Cocoon Technologies	Sericulture Extension officer, Technical Service Centre (Reeling)	02 Working Days	Assistant Director of Sericulture (Post Cocoon Technology)	05 Working Days	Concerne d Deputy Director of Sericultur e,	10 Working Days
6	Issue of License to Reelers	Sericulture Extension officer, Technical Service Centre (Reeling)/Assistant Director of /Sericulture (PCT)	20 Working Days	Divisional Joint Director of Sericulture	10 Working Days	Commissi oner for Sericultur e Developm ent and Director of Sericultur e	10 Working Days

S.N 1,2,3 were inserted Vide Notification No. DPAR 197 NaSeKha 2012/P1, Dated: 18.06.2013.
 S.N 4,5, is inserted Vide Notification No. DPAR 169 NaSeKha 2013, Dated: 16.09.2013.
 S.N 6 is inserted vide notification No. DPAR 46 NASEKHA 2018; Dated: 04-06-2019

^{3.} S.N 1to 5 amended Vide Notification No. DPAR 23 NaSeKha 2014, Dated: 22/05/2014.

20.2 HORTICULTURE DEPARTMENT (Citizen Services)

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Certificate of Registration as seed/plant grower of Horticulture crops	Senior Assistant Director of Horticulture (Seed Technology Laboratory), Lalbagh, Bengaluru	20 Working Days	Joint Director of Horticulture (Vegetable, Lalbagh, Bengaluru	15 Working Days	Director of Horticulture Lalbhagh, Bengaluru	15 Working Days
2	Seed Licensing Certificate	Senior Assistant Director of Horticulture (Zilla Panchayath) Concerned Taluk	20 Working Days	Deputy Director of Horticulture (Zilla Panchayath) Concerned District	20 Working Days	Director of Horticulture, Lalbhagh, Bengaluru	20 Working Days
3	Soil Analysis	Assistant Horticulture officer, Plant Nutrition	07 Working Days	Senior Assistant Director of Horticulture, Plant Nutrition	05 Working Days	Joint Director of Horticulture, Bio-Technology Hulimavu	03 Working Days
4	Water Analysis	Assistant Horticulture officer, Plant Nutrition	07 Working Days	Senior Assistant Director of Horticulture, Plant Nutrition	05 Working Days	Joint Director of Horticulture,Bio- Technology Hulimavu	03 Working Days
5	Leaf Analysis	Assistant Horticulture officer, Plant Nutrition	07 Working Days	Senior Assistant Director of Horticulture, Plant Nutrition	05 Working Days	Joint Director of Horticulture, Bio- Technology Hulimavu	03 Working Days
6	Organic Manure Analysis	Assistant Horticulture officer, Plant Nutrition	11 Working Days	Senior Assistant Director of Horticulture, Plant Nutrition	02 Working Days	Joint Director of Horticulture, Bio- Technology Hulimavu	02 Working Days

^{1.} S.N 1 to 6 inserted Vide Notification No. DPAR 143 NaSeKha 2018, Dated: 02.03.2019.

21. WATER RESOURCES DEPARTMENT

21.1 WATER RESOURCES DEPARTMENT (Personnel Services)

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Disbursement of Salary in Time (To All Category of Officers & Officials) (Excluding the offices where the pay is drawing through HRMS)	Assistant Executive Engineer	3 Working Days	Executive Engineer	Within 10 Working Days	Chief Engineer	Within 10 Working Days
2	Annual Increment	Assistant Executive Engineer	10 Working Days	Executive Engineer.	Within 10 Working Days	Chief Engineer	Within 10 Working Days
3	Stagnation Increment	Assistant Executive Engineer	10 Working Days (to submit the File)	Executive Engineer	Within 10 Working Days- upon receipt of Application in complete manner	Chief Engineer	Within 10 Working Days- upon receipt of Application in complete manner
4	TBA/AGP/20 Yrs, 25 Yrs & 30 Yrs- 1 st , 2 nd & 3 rd Additional Increments (In accordance with the General Delegation of Financial Powers)	Assistant Executive Engineer	10 Working Days (to submit the File)	Executive Engineer	Within 10 Working Days- upon receipt of Proposal in complete manner	Chief Engineer	Within 10 Working Days-upon receipt of Proposal in complete manner
5	EL/Com.Leave/HPL/EOL						
	a) Approval Group-C&D	Assistant Executive Engineer	Within 10 Working Days- upon receipt of Application in complete manner	Executive Engineer	Within 10 Working Days- upon receipt of Application in complete manner	Chief Engineer	Within 10 Working Days- upon receipt of Application in complete manner
	b) Approval Group-C&D	Assistant Executive Engineer	Within 7 Working Days (to submit the File to Higher Authorities)	Executive Engineer	Within 7 Working Days- upon receipt of Proposal in complete manner	Chief Engineer	Within 7 Working Days- upon receipt of Proposal in complete
6	Medical Reimbursement	Assistant Executive Engineer	Within 7 Working Days (to submit the File to Higher Authorities)	Executive Engineer	Within 7 Working Days- upon receipt of Application in complete manner	Chief Engineer	Within 7 Working Days- upon receipt of Application in complete manner
7	TA (in accordance with Delegation of Powers)	Assistant Executive Engineer	7 Working Days (to submit the File to Higher Authorities)	Executive Engineer	7 Working Days	Chief Engineer	7 Working Days
8	Finalization of Retirement B	enefits	A SALES	Tillery	10-2-26		
8	Finalization of Retirement B	enents		300			

			CHARLEST MICH	12 12 12 19 19	THE MANNEY W.	F 3 12 X	MALL STATES
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
	a) Finalisation of Pensionary Benefits	Assistant Executive Engineer	As per KCSRs- Within 3 Months prior to the date of Retirement	Executive Engineer	As per KCSRs- Within 3 Months prior to the date of Retirement	Chief Engineer	As per KCSRs- Within 3 Months prior to the date of Retirement
	b) To submit the Pension papers to AG in connection with Family Pension/ Voluntary Retirement	Assistant Executive Engineer	Within 15 Working Days- upon receipt of Proposal in complete manner	Executive Engineer	Within 15 Working Days- upon receipt of Proposal in complete manner	Chief Engineer	Within 15 Working Days- upon receipt of Proposal in complete manner
	c)Finalization of EGIS	Assistant Executive Engineer	Within 10 Working Days- upon receipt of Proposal in complete manner	Executive Engineer	Within 10 Working Days- upon receipt of Proposal in complete manner	Chief Engineer	Within 10 Working Days- upon receipt of Proposal in complete manner
	d)Leave Encashment in accordance with Rule 118 A of KCSRs	Assistant Executive Engineer	Within 7 Working Days	Executive Engineer	Within 7 Working Days	Chief Engineer	Within 7 Working Days
	e) To submit the NDC/NEC in respect of Gazetted Govt. Servants	Assistant Executive Engineer	Within 7Working Days (to submit the File to Higher Officer)	Executive Engineer	Within 7 Working Days (to submit the File to Higher Officer)	Chief Engineer	Within 7 Working Days- upon receipt of Application in complete manner
9	GPF Advance/Partial Final Withdrawal (in accordance with the power Delegated in the Rules)	Assistant Executive Engineer	Within 7 Working Days- upon receipt of Application in complete manner	Executive Engineer	Within 7 Working Days- upon receipt of Application in complete manner	Chief Engineer	Within 7 Working Days- upon receipt of Application in complete manner
10	Advances						
	a)HBA b)MCA c)Solar/ Computer Advance (in accordance with the Power Delegated & Budget Provision)	Assistant Executive Engineer	Within 7 Working Days - to submit of Application in complete manner	Executive Engineer	Within 7 Working Daysto submit of Application in complete manner	Chief Engineer	Within 10 Working Days- upon receipt of Application in complete manner
11	Festival Advance	Assistant Executive Engineer	Within 7 Working Days	Executive Engineer	Within 7 Working Days.	Chief Engineer	Within 7 Working Days
12	To Transit the LPC upon Transfer/Retirement	Assistant Executive Engineer	Within 7 Working Days	Executive Engineer	Within 7 Working Days	Chief Engineer	Within 7 Working Days

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S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
13	To Transit the SR upon Transfer/Retirement (only Cases of Free from Departmental Enquiries & Charges for Misconduct)	Assistant Executive Engineer	Within 7 Working Days	Executive Engineer	Within 7 Working Days	Chief Engineer	Within 7 Working Days
14	Declaration of Probationary Period/Extension of Probationary Period (in accordance with the powers Delegated for different Cadres)	Assistant Executive Engineer	Within 7 Working Days from completion of 2 Years-to submit Proposal in complete manner	Executive Engineer	Within 7 Working Days- upon receipt of Proposal in complete manner	Chief Engineer	Within 7 Working Days-upon receipt of Proposal in complete manner
15	Sanction of Surrender Leave Encashment in accordance with Rule 118 of KCSRs	Assistant Executive Engineer	Within 7 Working Days	Executive Engineer	Within 7 Working Days	Chief Engineer	Within 7 Working Days
16	HTC/LTC (in accordance with the Powers Delegated)	Assistant Executive Engineer	Within 7 Working Days from the date of submission of Application	Executive Engineer	Within 7 Working Days from the date of submission of Application	Chief Engineer	Within 7 Working Days from the date of submission
17	Charge All/In charge Arrangements (in accordance with the Powers Delegated)	Assistant Executive Engineer	Within 7 Working Days	Executive Engineer	Within 7 Working Days	Chief Engineer	Within 7 Working Days
18	Compassionate Grounds Appointment	Assistant Executive Engineer	Within 7 Working Daysto submit of Application receipt in complete manner	Executive Engineer	Within 7 Working Daysto submit of Application receipt in complete manner	Chief Engineer	Dispose within 15 Working Days from the date of receipt of Application in complete manner
19	Permission to draw First Salary (To issue Age Certificate) (in accordance with the Power Delegated)	Assistant Executive Engineer	Within 7 Working Days	Executive Engineer	Within 7 Working Days	Chief Engineer	Within 7 Working Days
20	Travelling Approval (in accordance with the Power Delegated)	Assistant Executive Engineer	Within 3 Working Days- to submit proposal	Executive Engineer	Within 3 Working Days- to submit proposal	Chief Engineer	Within 3 Working Days
21	Permission for Higher Studies	Assistant Executive Engineer	Within 7 Working Days- to submit proposal	Executive Engineer	Within 7 Working Days- to submit proposal	Chief Engineer	Within 7 Working Days
22	Issue of NOC to acquire Passport	Assistant Executive Engineer	Within 3 Working Days- to submit of Application receipt in	Executive Engineer	Within 3 Working Days- upon receipt of Application in	Chief Engineer	Within 7 Working Days from the date of receipt of

			A SHARLING MARK	411111111111111111111111111111111111111	THE RESERVE OF THE	100000	
S.N	List of Services	Designated	Stipulated	Competent	Stipulated time	Appellate	Stipulated
		officer	time for	Officer	for Competent	Authority	time for
			designated		Officer		Appellate
			officer				Authority
					complete		
			complete		complete		Application in complete
			manner		manner		manner.
							manner.
23	AEE, EE, SE and Registrars	Under	30 Working	DS/JS/AS to	15 Working	Secretary to	10 Working
	(Asst.Admn.Officer)-	Secretary to	Days	Government	Days	Government	Days
	Sanction of Waiting	Government					
	period						
24	Sanction of Charge	Under	10 Working	DS/JS/AS to	07 Working	Secretary to	10 Working
24	Allowance	Secretary to	Days from	Government	Days	Government	Days
	Allowalice	Government	submission of	Government	Days	Government	Days
		Government	filled		September 1		
			application		The state of the s		
			аррисаціон		The Property of the Party of th		ACCUPATION.
25	Medical Reimbursement	Under	30 Working	DS/JS/AS to	15 Working	Secretary to	10 Working
		Secretary to	Days	Government	Days	Government	Days
		Government					
26	Sanction of Encashment	Under	30 Working	DS/JS/AS to	07 Working	Secretary to	10 Working
20	leave and Committed	Secretary to	Days from	Government	Days	Government	Days
	leave	Government	submission of	Government	Days	Government	Buys
	louve .	Covernment	filled		Supplement of the		1000
			application				
27	Description for four	I I a da a	4014/	DC/IC/AC:	0714/	Batantant	40.04 - 11 -
27	Permission for foreign	Under	10 Working	DS/JS/AS to	07 Working	Principal	10 Working
	tour	Secretary to	Days from	Government	Days	Secretary /	Days
		Government	submission of			Secretary to	
			filled			Government	
			application				

^{1.} S.N 1 to 22 Inserted Vide Notification No. DPAR 169 NaSeKha 2013, Dated: 29.11.2013. 2. S.N 23 to 27 Inserted Vide Notification No. DPAR 8 NaSeKha 2014, Dated: 28.06.2014.

21.2 MINOR IRRIGATION DEPARTMENT (GROUNDWATER DIRECTORATE) (Citizen Services)

S.N	List of Services	Designated officer	Stipulated time for designated	Competent Officer	Stipulated time for Competent	Appellate Authority	Stipulated time for Appellate
			officer		Officer		Authority
1	Technical advice for the selection of well/ bore well sites by Geohydrological method	Geologist/ Geophysicist of the concerned districts	45 Working Days	Deputy Director/Senior Geologist of the concerned districts	30 Working Days	Additional Director	30 Working Days
2	Technical advice for the selection of well/bore well sites by Geophysical	Geologist/ Geophysicist Senior Geophysicist of the concerned districts	45 Working Days	Deputy Director/Senior Geologist of the concerned districts	30 Working Days	Additional Director	30 Working Days
3	Rig registration under Karnataka Groundwater Authority	Geologist/ Geophysicist/Drilling Engineer of the concerned districts	30 Working Days	Deputy Director/Senior Geologist of the concerned districts	15 Working Days	Director	30 Working Days

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S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
			time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
4	Groundwater	a) Chemist. O/o. Deputy	15 Working	a) Deputy	15 Working	Chief	15
	chemical analysis	Director, Belgaum/	Days	Director of the	Days	Chemist	Working
		Gulbarga/ Chitradurga,		concerned districts.	A A STATE OF THE S		Days
		b) Chemist, O/o. Senior		uistricts.			Stranger Land
		Geologist,		b) Senior	120 PE A SA	0.104/0.00	
		Bellary/Dharwar/		Geologist of the		WHITE STORY	20000
		Mysore	300000000000000000000000000000000000000	concerned	1000		
		,	3 = 3 \ E	districts	M 图 314		
5	Permission /NOC for	r Ground Water withdrawal	and its use				
а	Water Usage less	Senior Geologist &	45 Working	Chairman	30 Working	Member	30
	than or equal to	Member Secretary,	Days	District Ground	Days	Secretary,	Working
	25m3/day	District Ground water	S. W. BELL	Water		Karnataka	Days
		Office	IN LORD	Committee, and		Ground	
			A SECTION A	Deputy		Water	24
		40000000		Commissioner		Authority	State of the
		463333233	COLOR A STATE		13 A 41 PM	B 194, B 5	
		400000000000000000000000000000000000000				WHITE STORY	STATE OF
b	Water Usage	Senior Geologist and	60 Working	Chairman	30 Working	Secretary,	30
	more than	Member Secretary,	Days	Karnataka	Days	Minor	Working
2	25m3/day	District Ground water		Ground Water		irrigation and	Days
		office		Authority,		Ground	
				Bengaluru		Water	
1						Development	
						Department,	
						Bengaluru	
6	Registration of Exist	ing user in Notified area	900	"market all	3305	Mark & Co	
а	Registration of	Senior Geologist &	30 Working	Chairman and	30 Working	Member	30
2	Existing user in	Member Secretary,	Days	Deputy	Days	Secretary,	Working
7	the Notified areas	District Ground water		Commissioner,		Karnataka	Days
	except in BBMP	office		District		Ground	
2	Jurisdiction			Groundwater		Water	
	(Bengaluru Urban			Committees		Authority	
	District)						

- S.N 1 to 4 Inserted Vide Notification No. DPAR 111 NaSeKha 2015, Dated: 7.09.2015.
 S.N 5,6 inserted vide notification No. DPAR 43 NASE 2020; Dated: 23-09-2020

21.3 VISHWESHVARAIAH JALA NIGAM (Citizen Services)

S.N	List of	Designated officer	Stipulated	Competent	Stipulated time	Appellate	Stipulated
	Services		time for	Officer	for Competent	Authority	time for
			designated		Officer		Appellate
			officer				Authority
1	Water supply	Chief Engineer, Water	60 Working	Secretary to	Within 30	Principle	Within 30
	for Industrial	Resource	Days (To	Government,	Working Days-	Secretary to	Working
	purpose	Development	submit the		upon receipt	Government	Days-upon
		Organization and	file)		of application		receipt of
		Managing Director,			in complete		application in
		Nigam			manner		complete
							manner

S.N	List of	Designated officer	Stipulated	Competent	Stipulated time	Appellate	Stipulated
	Services		time for	Officer	for Competent	Authority	time for
			designated		Officer		Appellate
			officer				Authority
2	Issue of Work	Executive	25 Working	Superintending	25 Working	Chief	Within 15
	done	Engineer	Days - upon	Engineer	Days - upon	Engineer	Working
	Certificate by		receipt of	ALCOHOLD STATE	receipt of		Days-upon
	Department /		application	ALCOHOLD STATE	application in		receipt of
	Nigam		in complete	AND PERSONS	complete		application in
			manner	SAME PERSON	manner		complete
		21.52.4		15 3 L X 3		THE STREET	manner
3	Enrolling of	Chief Engineer/	30 Working	Managing	30 Working	Secretary to	30 Working
	Contractors in	Superintending	Days if	Director/ Chief	Days if	Govt. /	Days if
	Nigamas and Issuing of	Engineer/ Executive Engineer	application is received	Engineer/ Superintending	application is received with	Managing Director	application is received with
	Licence	Liigiileei	with all	Engineer/	all relevant	Director	all relevant
	Licerice		relevant	Liigineer	documents		documents
			documents		documents		documents
4	Renewal of	Chief Engineer/	30 Working	Managing	30 Working	Secretary to	30 Working
	Enrolling	Superintending	Days if	Director/ Chief	Days if	Govt., /	Days if
	Contractors in	Engineer/ Executive	application	Engineer/	application is	Managing	application is
	Nigamas and	Engineer	is received	Superintending	received with	Director	received with
	Issuing of	40000000	with all	Engineer/	all relevant		all relevant
	Licence		relevant	The contract of the	documents		documents
		the same of the same	documents	and there		and the	483

- 1. S.N 1,2 &3 inserted vide Notification No. DPAR 424 NaSeKha 2018, Dated: 13/08/2019
- 2. S.N 4 inserted vide Notification No. DPAR 21 SSM 2019, Dated: 27/01/2020

21.4 KRISHNA BHAGYA JALA NIGAM (Citizen Services)

	S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated time	Appellate	Stipulated
				time for	Officer	for Competent	Authority	time for
				designated		Officer		Appellate
				officer				Authority
y	1	Water supply	Chief Engineer, Water	60 Working	Secretary to	Within 30	Principle	Within 30
		for Industrial	Resource Development	Days (To	Government,	Working Days-	Secretary to	Working
		purpose	Organization and	submit the		upon receipt	Government	Days-upon
			Managing Director,	file)		of application		receipt of
			Nigam			in complete		application
						manner		in
								complete
								manner
	2	Issue of Work	Executive	25 Working	Superintending	25 Working	Chief	Within 15
j		done	Engineer	Days - upon	Engineer	Days - upon	Engineer	Working
5		Certificate by	7.80 31 C R X C	receipt of	MATTER X	receipt of	37 G. R.S	Days-upon
		Department /	State of the same	application	1000	application in	1000	receipt of
		Nigam	BUTCH TO THE REAL PROPERTY.	in complete	2007/200	complete	2300000000	application
ń				manner		manner		in
			0000 0000 000 000 000 000 000 000 000					complete
					2. 30 11 -		8 10 15	manner
H	3	Enrolling of	Chief Engineer/	30 Working	Managing	30 Working	Secretary to	30 Working
		Contractors in	Superintending	Days if	Director/ Chief	Days if	Govt./	Days if
		Nigamas and	Engineer/ Executive	application is	Engineer/	application is	Managing	application
		Issuing of	Engineer	received	Superintending	received with	Director	is received
		License		with all	Engineer/	all relevant		with all
				relevant		documents		relevant
				documents				documents

S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated time	Appellate	Stipulated
			time for	Officer	for Competent	Authority	time for
			designated		Officer		Appellate
			officer				Authority
4	Renewal of En	Chief Engineer/ Superin	30 Working	Managing Direc	30 Working Da	Secretary to	30 Working
	rolling Contrac	tending Engineer/ Exec	Days if applic	tor/ Chief Engin	ys if applicatio	Govt./	Days if appl
	tors in Nigama	utive Engineer	ation is recei	eer/ Superinte	n is received w	Managing	ication is re
	s and Issuing o		ved with all r	nding Engineer	ith all relevant	Director	ceived with
	f License		elevant docu	1	documents	THE PARTY OF THE	all relevant
			ments		A CONTRACTOR OF THE PARTY OF TH		documents

- 1. S.N 1 to 3 inserted vide Notification No. DPAR 424 NaSeKha 2018, Dated: 13/08/2019
- 2. S.N 4 inserted vide Notification 21 SSM 2019, Dated: 27/01/2020

21.5 CADA DIRECTORATE (Citizen Services)

S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated time	Appellate	Stipulated
			time for	Officer	for Competent	Authority	time for
			designated		Officer		Appellate
			officer				Authority
1	Issue of Work	Executive	25 Working	Superintending	25 Working	Chief	Within 15
	done	Engineer	Days - upon	Engineer	Days - upon	Engineer	Working
	Certificate by		receipt of		receipt of		Days-upon
	Department /		application		application in		receipt of
	Nigam		in complete		complete		application
			manner		manner		in
							complete
							manner

1. S.N 1 inserted vide Notification No. DPAR 424 NaSeKha 2018, Dated: 13/08/2019

21.6 KAVERI NIRAVARI NIGAM (Citizen Services)

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Water supply for Industrial purpose	Chief Engineer, Water Resource Development Organization and Managing Director, Nigam	60 Working Days (To submit the file)	Secretary to Government,	Within 30 Working Days-upon receipt of application in complete manner	Principle Secretary to Government	Within 30 Working Days-upon receipt of application in complete manner
2	Issue of Work done Certificate by Department / Nigam	Executive Engineer	25 Working Days - upon receipt of application in complete manner	Superintending Engineer	25 Working Days - upon receipt of application in complete manner	Chief Engineer	Within 15 Working Days-upon receipt of application in complete manner
3	Enrolling of Contractors in Nigamas and Issuing of License	Chief Engineer/ Superintending Engineer/ Executive Engineer	30 Working Days if application is received with all relevant documents	Managing Director/ Chief Engineer/ Superintending Engineer/	30 Working Days if application is received with all relevant documents	Secretary to Govt./ Managing Director	30 Working Days if application is received with all relevant documents

S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
			time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
4	Renewal of Enr	Chief Engineer/ Superin	30 Working	Managing Direc	30 Working	Secretary to	30 Working
	olling Contract	tending Engineer/ Exec	Days if applic	tor/ Chief Engin	Days if applic	Govt., /	Days if appl
	ors in Nigamas	utive Engineer	ation is recei	eer/ Superinte	ation is recei	Managing	ication is re
	and Issuing of		ved with all r	nding Engineer	ved with all r	Director	ceived with
	License		elevant docu	/	elevant docu	104,550	all relevant
			ments	Vest City Tell	ments	SWEET GITTE	documents

- 1. S.N 1 to 3 inserted vide Notification No. DPAR 424 NaSeKha 2018, Dated: 13/08/2019
- 2. S.N 4 inserted vide Notification No. DPAR 21 SSM 2019, Dated: 27/01/2020

21.7 KARNATAKA NIRAVARI NIGAM (Citizen Services)

				and the second second			
S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate	Stipulated
			time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
1	Water supply	Chief Engineer, Water	60 Working	Secretary to	Within 30	Principle	Within 30
	for Industrial	Resource Development	Days (To	Government,	Working	Secretary to	Working
	purpose	Organization and	submit the		Days-upon	Government	Days-upon
		Managing Director,	file)		receipt of		receipt of
		Nigam			application in		application
4					complete		in complete
					manner		manner
2	Issue of Work	Executive	25 Working	Superintending	25 Working	Chief	Within 15
9	done	Engineer	Days - upon	Engineer	Days - upon	Engineer	Working
	Certificate by	CONTRACTOR OF STREET	receipt of	Control of the Control	receipt of	The second	Days-upon
	Department /		application in	B 104, B 10 4	application in	10 104,650	receipt of
	Nigam	MANAGER STORY	complete	WHAT SEED THE	complete	SWILL GENERAL	application
8	* alse	Child Street	manner	37 6 7 30	manner	SE TIME TO	in complete
	E 111 C	01: 65 1 /	20.144 1:		2014/ 1:		manner
3	Enrolling of	Chief Engineer/	30 Working	Managing	30 Working	Secretary to	30 Working
	Contractors in	Superintending Engineer/ Executive	Days if	Director/ Chief	Days if	Govt./	Days if
b	Nigammas and Issuing of	Engineer/ Executive Engineer	application is received	Engineer/ Superintending	application is received	Managing Director	application is received
	License	Engineer	with all	Engineer/	with all	Director	with all
9	License		relevant	Eligilieel/	relevant		relevant
			documents		documents		documents
4	Renewal of Enr	Chief Engineer/ Superin	30 Working	Managing Direc	30 Working	Secretary to	30 Working
1	olling Contract	tending Engineer/ Exec	Days if applic	tor/ Chief Engin	Days if applic	Govt., /	Days if appl
	ors in Nigamas	utive Engineer	ation is recei	eer/ Superinte	ation is recei	Managing	ication is re
	and Issuing of	2 2	ved with all r	nding Engineer	ved with all r	Director	ceived with
9	License	CASE STORAGE	elevant docu	/	elevant docu	2.1.2000.	all relevant
		100000000000000000000000000000000000000	ments		ments	1 1 1 1 1	documents
		CONTRACTOR OF STREET		THE RESIDENCE OF THE PARTY OF T			

- 1. S.N 1 to 3 inserted vide Notification No. DPAR 424 NaSeKha 2018, Dated: 13/08/2019
- 2. S.N 4 inserted vide Notification No. DPAR 21 SSM 2019, Dated: 27/01/2020

22. DEPARTMENT OF YOUTH EMPOWERMENT AND SPORTS

S.N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Yavanica auditorium reservation application to be attended within 10 days of the receipt of application	Assistant Director (State Youth Centre)	10 Working Days	Deputy Director (Administration)	05 Working Days	Director	03 Working Days
2	Sri Kanteerava indoor Stadium, Koramangala indoor stadium and Akkithimmana Halli Hockey Stadium reservation applications to be attended within 10 days of the receipt of application	Second Division Assistant, Stadium Management Committee	10 Working Days	Deputy Director (Stadium Management Committee)	05 Working Days	Director	02 Working Days
3	Applications received from youth Clubs for affiliation to be attended within 14 days of the receipt of application	All District Office Superintendent	14 Working Days	All District Deputy Director/Assist Director	10 Working Days	Director	04 Working Days
4	Sports Scholarship	Deputy Director, Department of Youth Empowerment & Sports, State Youth Centre, Bengaluru-01	30 Working Days	Commissioner, Department of Youth Empowerment & Sports	15 Working Days	Secretary/Principal Secretary/Additional Chief Secretary to Govt., Department of Youth Empowerment and Sports	15 Working Days

S.N 1 to 3 inserted Vide Notification No. DPAR 169 NaSeKha 2013, Dated: 29/11/2013. S.N 4 inserted Vide Notification No. DPAR 20 SSM 2020, Dated: 02/09/2020.

23. BACKWARD CLASSES WELFARE DEPARTMENT

		5 :	Cut I i I i i		Cut I i I i	A 11 i	Gir I i I
S.N	List of Services	Designated officer	Stipulated time	Competent	Stipulated time	Appellate	Stipulated
			for designated	Officer	for Competent	Authority	time for
			officer		Officer		Appellate
							Authority
1	Admission for	Taluk Backward	60 days	District	45 days	Joint Director	30 days
	Pre and Post-	Classes Officer		Backward		(Hostel) Office	
	matric Hostels			Classes		of the	
				Officer		Commissioner,	
2	Pre-matric		Within the		90 days	Backward	30 days
	Scholarship		Financial Year			Classes Welfare	
						Department	
3	Post-matric				90 days		30 days
	Scholarship		AND DESCRIPTION				
4	Vidyasiri-Food		- 6 IF 7.5 PM		75 days		30 days
	and Assistance						
	Scheme						
5	Incentives for		THE RESERVE AS TO		90 days		30 days
	NT/SNTs		Carle di Carle				
	Students	A - d'ala at D'arata a	420 144 - 114 -	D	CO 14/1'	1-1-1 D'1	20
6	D. Devaraj Uras Foreign	Assistant Director	120 Working	Deputy Director	60 Working	Joint Director, (NT / SNT),	30 Working
	Scholarship	(Training) Backward Classes	Days	(NT / SNT),	Days	Backward	Days
	Scholarship	Welfare	C-Shirt All Direct	Backward	ST-ST-ST-ST-ST	Classes Welfare	Days
b	- 20000000	Department		Classes	REST TO BE THE	Department	200
	and the same	Department	al Control of	Welfare	and the same	Department	A COLOR
7	100 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	The second second	THE RESERVE OF THE PARTY OF THE	Department		E TO THE PERSON	1988
7	Nursing Training	District Backward	120 Working	Deputy	60 Working	Joint Director,	30
9	Programmes	Classes Officer	Days	Director	Days	(NT / SNT),	Working
				(NT / SNT),		Backward	Days
				(NT / SNT), Backward		Backward Classes Welfare	Days
				Backward Classes			Days
				Backward Classes Welfare		Classes Welfare	Days
				Backward Classes Welfare Department		Classes Welfare Department	·
8	Defense Force	Assistant Director	120 Working	Backward Classes Welfare Department Deputy	60 Working	Classes Welfare Department Joint Director,	30
8	Defense Force Training	(Training)	120 Working Days	Backward Classes Welfare Department Deputy Director	60 Working Days	Classes Welfare Department Joint Director, (NT / SNT),	30 Working
8	The second secon	(Training) Backward Classes		Backward Classes Welfare Department Deputy Director (NT / SNT),		Classes Welfare Department Joint Director, (NT / SNT), Backward	30
8	The second secon	(Training) Backward Classes Welfare		Backward Classes Welfare Department Deputy Director (NT / SNT), Backward		Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare	30 Working
8	The second secon	(Training) Backward Classes		Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes		Classes Welfare Department Joint Director, (NT / SNT), Backward	30 Working
8	The second secon	(Training) Backward Classes Welfare		Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare		Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare	30 Working
8	The second secon	(Training) Backward Classes Welfare	Days	Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes		Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare	30 Working
	Training	(Training) Backward Classes Welfare Department		Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department	Days	Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department	30 Working Days
	Training Pre – Exam	(Training) Backward Classes Welfare Department Assistant Director (Training) Backward Classes	Days 120 Working	Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy	Days 60 Working	Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director,	30 Working Days
	Training Pre – Exam Training	(Training) Backward Classes Welfare Department Assistant Director (Training)	Days 120 Working	Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director	Days 60 Working	Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, (NT / SNT),	30 Working Days 30 Working
	Training Pre – Exam Training	(Training) Backward Classes Welfare Department Assistant Director (Training) Backward Classes	Days 120 Working	Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Classes Classes	Days 60 Working	Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, (NT / SNT), Backward	30 Working Days 30 Working
	Training Pre – Exam Training	(Training) Backward Classes Welfare Department Assistant Director (Training) Backward Classes Welfare	Days 120 Working	Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Welfare Department University Director (NT / SNT), Backward Classes Welfare	Days 60 Working	Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare	30 Working Days 30 Working
9	Training Pre – Exam Training Programmes	(Training) Backward Classes Welfare Department Assistant Director (Training) Backward Classes Welfare Department	Days 120 Working Days	Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department	Days 60 Working Days	Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department	30 Working Days 30 Working Days
	Pre – Exam Training Programmes D. Devaraj Uras	(Training) Backward Classes Welfare Department Assistant Director (Training) Backward Classes Welfare Department Taluk Backward	120 Working Days	Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Backward	Days 60 Working Days 60 Working	Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, One of the control of the c	30 Working Days 30 Working Days
9	Pre – Exam Training Programmes D. Devaraj Uras Prathiba	(Training) Backward Classes Welfare Department Assistant Director (Training) Backward Classes Welfare Department	Days 120 Working Days	Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Backward Classes	Days 60 Working Days	Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, (Hostel),	30 Working Days 30 Working Days
9	Pre – Exam Training Programmes D. Devaraj Uras	(Training) Backward Classes Welfare Department Assistant Director (Training) Backward Classes Welfare Department Taluk Backward	120 Working Days	Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Backward Classes Welfare Department Backward Classes Welfare	Days 60 Working Days 60 Working	Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, (Hostel), Backward	30 Working Days 30 Working Days
9	Pre – Exam Training Programmes D. Devaraj Uras Prathiba	(Training) Backward Classes Welfare Department Assistant Director (Training) Backward Classes Welfare Department Taluk Backward	120 Working Days	Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Deputy Director (NT / SNT), Backward Classes Welfare Department Backward Classes	Days 60 Working Days 60 Working	Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, (NT / SNT), Backward Classes Welfare Department Joint Director, (Hostel),	30 Working Days 30 Working Days

^{1.} S.N 1 to 5 inserted Vide Notification No. DPAR 111 NaSeKha 2015, Dated: 23.06.2015.

^{2.} S.N 6 to 10 inserted Vide Notification No. DPAR 61 NaSeKha 2019, Dated: 31/08/2019

24. INFORMATION TECHNOLOGY, BIO TECHNOLOGY AND SCIENCE AND TECHNOLOGY DEPARTMENT

S.N	List of Services	Designated officer	Stipulated	Competent	Stipulated	Appellate Authority	Stipulated
			time for	Officer	time for		time for
			designated		Competent		Appellate
			officer		Officer		Authority
1	IT,BT,ESDM Companies Registration	General Manager-1 General Manager-2 Systems Manager	30 Working Days 30 Working Days 30 Working Days	Director/ Managing Director	15 Working Days	Principal Secretary/Chairman	15 Working Days
2	Power Tariff Concession Certificate	General Manager	30 Working Days	Director/ Managing Director	15 Working Days	Principal Secretary/Chairman	15 Working Days

 $^{1. \}hspace{0.5cm} S.N \hspace{0.1cm} 1 \hspace{0.1cm} to \hspace{0.1cm} 2 - Inserted \hspace{0.1cm} vide \hspace{0.1cm} Notification \hspace{0.1cm} No. \hspace{0.1cm} DPAR \hspace{0.1cm} 111 \hspace{0.1cm} NaSeKha \hspace{0.1cm} 2015, \hspace{0.1cm} dated: \hspace{0.1cm} 27/11/2015 \hspace{0.1cm}$

25. ENERGY DEPARTMENT

25.1 DEPARTMENT OF ELECTRICAL INSPECTORATE (Citizen Services)

			01. 1 . 1 . 1	1 0 :	0.1.1.1.		
S. N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulate d time for Appellat e Authority
1	Approval of drawings of the electrical installation (Industrial Installations only)	At CER Head Offic e	5 25 Working Days	Deputy Secretary, Energy Department , G.o.K	15 Working Days	Additional Chief Secretary, Energy Department, G.o.K	15 Working Days
		At ACE Field /DC Offic I e /EI /DE		ACEI/HO /ACEI /DCEI /EI	15 Working Days	CEIG ACEI, HO ACEI DCEI	15 Working Days
2	Grant of Commissioning Approval (Industrial Installations only)	At CEIO Head Offic e	30 Working Days	Deputy Secretary, Energy Department , G.o.K	15 Working Days	Additional Chief Secretary, Energy Department, G.o.K	15 Working Days
		At ACE Field /DC Offic I e /EI /DE		ACEI/ HO /ACEI /DCEI /EI	15 Working Days	CEIG ACEI, HO ACEI DCEI	15 Working Days
3	Permission to Erect New Lift/Escalator/Passenger conveyor or making addition/alteration to the existing Lift, escalator & passenger conveyor	ACEI /DCEI	20 Working Days	ACEI/HO /ACEI	15 Working Days	CEIG /ACEI/HO	15 Working Days
4	Lift/Escalator/Passenger conveyor Inspection recommendation/Approv al of running license	Additional chief Electrical Inspector/ Deputy Chie Electrical Inspector	40 Working Days	Additional Chief Electrical Inspector Head Office	30 Working Days	Chief Electrical Inspector Head Office	30 Working Days
5	Registration for cinema operator's examination	Electrical Inspector-2, Head Office	15 Working Days	ACEI, Head Office	07 Working Days	· CEIG	07 Working Days
6	Issue of cinema operator's license	Electrical Inspector-2, Head Office	15 Working Days	ACEI, Head Office	07 Working Days	CEIG	07 Working Days
7	Renewal of cinema operator's license	Electrical Inspector, Respective Divisional Office	10 Working Days	DCEI, Circle Office	07 Working Days	CEIG	07 Working Days

			Production of the said	3 10 7 37	10 10 10 10 10 10 10 10 10 10 10 10 10 1	THE WAY	meral service
S. N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulate d time for Appellat e Authority
8	Issue of Duplicate cinema operator's license	Electrical Inspector-2, Head Office	10 Working Days	ACEI, Head Office	07 Working Days	CEIG	07 Working Days
9	Issue and Renewal of Electrical Contractor Licenses	Deputy Electrical Inspector of Each District	All the applications received during the month shall be scrutinized and forward to Head Office within 7th of succeeding month	Jurisdiction al Area Electrical Inspector	15 Working Days	Jurisdictional Area Deputy Chief Electrical Inspector	15 Working Days
		Electrical Inspector, Licensing Section at Head office	60 Days from the date of application	ACEI, HO Member Secretary LA and EB	30 Working Days	CEIG President LA and EB	15 Working Days
10	Issue and Renewal of Electrical Supervisor General Permits	Deputy Electrical Inspector of Each District	All the applications received during the month shall be scrutinized and forward to Head Office within 7th of succeeding month	Jurisdiction al Area Electrical Inspector	15 Working Days	Jurisdictional Area Deputy Chief Electrical Inspector	15 Working Days
		Electrical Inspector, Licensing Section at Head office	60 Days from the date of application	ACEI, HO Member Secretary LA and EB	30 Working Days	CEIG President LA and EB	15 Working Days
11	Issue and Renewal of Electrical Supervisor Mines Permits	Deputy Electrical Inspector of Each District	All the applications received during the month shall be scrutinized and forward to Head Office within 7th of succeeding month	Jurisdiction al Area Electrical Inspector	15 Working Days	Jurisdictional Area Deputy Chief Electrical Inspector	15 Working Days
		Electrical Inspector, Licensing Section at Head office	60 Days from the date of application	ACEI, HO Member Secretary LA and EB	30 Working Days	CEIG President LA and EB	15 Working Days

_			C. M. SERVICE METERS	7 1 7 7 7	THE RESERVE AND		COLUMN TO SERVICE
S. N	List of Services	Designated officer	Stipulated time for designated officer	Competent Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulate d time for Appellat e Authority
12	Issue and Renewal Wiremen Permits	Deputy Electrical Inspector of Each District	All the applications received during the month shall be scrutinized and forward to Head Office within 7th of succeeding month	Jurisdiction al Area Electrical Inspector	15 Working Days	Jurisdictional Area Deputy Chief Electrical Inspector	15 Working Days
		Electrical Inspector, Licensing Section @ Head office	60 Days from the date of application	ACEI, HO Member Secretary LA and EB	30 Working Days	CEIG President LA and EB	15 Working Days
13	Issue and Renewal Special Wiring Permits	Deputy Electrical Inspector of Each District	All the applications received during the month shall be scrutinized and forward to Head Office within 7th of succeeding month	Jurisdiction al Area Electrical Inspector	15 Working Days	Jurisdictional Area Deputy Chief Electrical Inspector	15 Working Days
		Electrical Inspector, Licensing Section @ Head office	60 Days from the date of application	ACEI, HO Member Secretary LA and EB	30 Working Days	CEIG President LA and EB	15 Working Days
14	Electrical Supervisor General Permits Endorsement	Deputy Electrical Inspector of Each District	14 Working Days	Jurisdiction al Additional Chief Electrical Inspector	07 Working Days	Chief Electrical Inspector to Govt	07 Working Days
15	Electrical Supervisor Mines Permits Endorsement	Deputy Electrical Inspector of Each District	. 14 Working Days	Jurisdiction al Additional Chief Electrical Inspector	07 Working Days	Chief Electrical Inspector to Govt	07 Working Days
16	Wiremen Permits Endorsement	Deputy Electrical Inspector of Each District	· 14 · Working · Days	Jurisdiction al Additional Chief Electrical Inspector	· 07 · Working · Days	Chief Electrical Inspector to Govt	07 Working Days
17	Change of Address of Electrical Contractor Licenses/ Electrical	Electrical Inspector, Licensing	07 Working Days	ACEI, HO Member Secretary LA and EB	07 Working Days	CEIGPreside nt LA and EB	07 Working Days

S.	List of Services	Designated	Stipulated time	Competent	Stipulated time	Appellate	Stipulate
N		officer	for designated	Officer	for Competent	Authority	d time
			officer		Officer		for
							Appellat
							e
							Authority
	Supervisor Permits and	Section @		The state of the s	75 2 105 37	1	
	Wiremen Permits	Head office		1. S. S. S. M.			
18	Change of authorized	Electrical	15 Working Days	ACEI, HO	15 Working Days	· CEIG	15
	signatory, Partners	Inspector,		Member		President LA	Working
	/Directors in case of	Licensing		Secretary		and EB	Days
	Partnership firms /	Section @		LA and EB			
	Company and change of	Head office					
	Instruments						

- 1. S.N 1 to 18 inserted vide Notification DPAR 208 NaSeKha 2017, Dated: 31/10/2017
- 2. S.N 14,15 & 16 amended vide Notification DPAR 391 NASEKHA 2018, Dated: 02/07/2019
- 3. S.N 4 amended vide Notification DPAR 3 SSM 2022; Dated: 19-03-2022

25.2 BENGALURU ELECTRICITY SUPPLY COMPANY LIMITED(BESCOM) (Citizen Services)

	_			THE PERSON NAMED IN			
S.N	List of Servi		Stipulated	Competent	Stipulated time	Appellate	Stipulated
		officer	time for	Officer	for Competent	Authority	time for
			designated		Officer		Appellate
			officer				Authority
1	Line breakdown		•				
	a) City/Town	areas	Within 6 Hours	The state of the s	1 working day	April 100	2 Working
	32 300	Section	(10Hrs if Poles	Asst.	35	The state of the s	Days
	STATE OF THE REAL PROPERTY.	Officer	are broken-	Executive	STATISTICAL ASS	Executive	
	30 F (10)	TO SHEET STREET	down)	Engineer,	SAME OF STREET	Engineer,	N.V. Ser. C. Co.
	b) Rural area	20	Within 24	Electrical	2 Working Days	Electrical	2 Working
	b) Kurarare	23	hours		2 Working Days		Days
2	Distribution Tra	nsformer failure	Hours	11 5 1 5 1 N		10 1 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Buys
	a) city/Town		Within 24		2 Working Days		3 Working
			hours		5 57		Days
	TO THE THE PARTY OF	Section	CONTRACTOR IN	Asst.	TO STATE OF	Executive	CONTRACTOR OF THE PARTY OF THE
	b) Rural area	as Officer	Within 72	Executive	3 Working Days	Engineer,	3 Working
			hours	Engineer,	· ·	Electrical	Days
				Electrical			
3	Meter Complain			1042000		4 17 17	
	a) Inspect a		Within 7		Within 5 Working		Within 3
	Check cor	rections	Working Days		Days		Working
	b) Replace s	low	Within 10		Within 5 Working		Davs Within 3
	creeping		Working Days		Days		Working
	meters	Asst.	Working Bays	Executive	Days	Superintending	Days
		Executive	100000000000000000000000000000000000000	Engineer,		F	All markets
	c) Replace	Facinces	Within 7	Flantwinel of	Within 5 Working	Electrical	Within 3
	burnt me	riers ries of	working days of	the sub-division	Days	Of the Circle	Working
	if cause n	Ol the sub division	receipt of	the sub division		Of the entire	Days
	attributal	bie to	Complaint				
	consume						
	d) Replace	230	Within 24hours		Within 5 Working		Within 3
	burnt me		of payment of		Days		Working
	in all othe	er cases	charges by		Manager March		Days
4	Application for a	additional load / New co					
- Total Co. 1		THE RESERVE OF THE PERSON NAMED IN		F 17 3 45 45 45 A W	and the same of th	1 //	

	List of Services	Docianated	Stimulated	Compotent	Stimulated time	Annollato	Stipulated
S.N	LIST OF SERVICES	Designated officer	Stipulated time for	Competent Officer	Stipulated time for Competent	Appellate Authority	Stipulated time for
		omcei	designated	Officer	Officer	Authority	Appellate
			officer		Officer		Authority
	a) Release of supply	,	Within 30	- Marie Land	7 Working Days	The state of the s	7 Working
	where service is	//	Working Days of				Days
	feasible from	\	receipt of				
	existing network		application		Square and the		9.
	b) Release of supply where network						
	expansion					TWO THE WAY	
	/enhancement					of STORX	
	Required for						
	providing connection						
	Connection					Superintending	
	As Specified by	Asst.		Executive		Engineer,	
	the commission i			Engineer,		Electrical, of the	
	KERC [Duty of the	Engineer, Electrical, of		Electrical, of the sub-		Circle / Chief Engineer,	
	Licensee To supply	the sub-division		division		Electrical, of the	
	electricity on	tile sab division				zone	
	request]	41000000				The state of	
	Regulation						
	2004and its amendments	() A ()					
	differences	2,18742.9				1002129	
	1)Low Tension		1)45 working				1)7 Working
	(L&T) Supply		Days		1)7 Working Days		Days
	2)11KV(HT)	The state of the s	2)60 Working		2)7 Working Days		2)7 Working
	Supply		Days		2/7 Working Days		Days
1	3)33KV(HT)		3)90 Working	4 - 5 - 5 - 7	3)7 Working Days		3)7 Working
	Supply		Days		3)7 WOIKING Days		Days
	4)Extra High		4) 180 Working		4)7 Working Days		4)7 Working
5	Tension Supply		Days				Days
	(EHT)		Where there		7 Manhine Davis		7 \\/ - -
)	c) Irrigation Pump Sets		is no		7 Working Days		7 Working Days
	Tump sets		infrastructure				Days
			development		STATE OF THE PARTY OF		CAT TO A ST
			required within				TEN VIII
			30Working Days after attaining				4.5
			seniority (the				3 20
			number of new				2 377
	Shanda		connections sha		SILVER		8128 To
6	10 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		be limited to the target fixed by				1000
	98 BEZ 188		the Government		HS 1/3 Property		19 19 27
			for the year				
5	Transfer of Ownership a	and Conversion					
	a) Transfer of	Acct	Within 7	Evocutivo	Within 3 Working	Cuparintandina	Within 3
7	ownership	Asst. Executive	Working Days of receipt	Executive Engineer,	Days	Superintending Engineer,	working Days
S.		Engineer,	of application	Electrical, of		Electrical, of the	30,10
	b) Change of	Electrical, of	Within 7	the sub-	Within 3 Working	Circle	Within 3
	category	the sub-division	0 ,	division	Days		working
		42	receipt				Days
6	Resolution of complaint	s on consumer's	of application bills	1873	DEC. 10. 10. 10. 10. 10. 10. 10. 10. 10. 10		
		o on consumer s		71117		1.1/	

S.N	ı	ist of Services	Designated	Stipulated	Competent	Stipulated time	Appellate	Stipulated
3.14			officer	time for	Officer	for Competent	Authority	time for
				designated		Officer	,	Appellate
				officer		0		Authority
	a)	Where field repor	Assistant	Within 24hours		3 working		3 working
	u,	is not required	Accounts	of receipt	Asst.	days		Days
			Officer/	of application	Executive	,.	Executive	.,.
			Senior		Engineer,		Engineer,	
			Assistant of		Electrical, of		Electrical, of the -	
	b)	Where field repor	the sub-	Within 7	the sub-	3 working	division	3 working
	-,	is required	division	Working Days of	division	days		Days
		·		receipt				
7	Reco	nnection of supply	following discor					
	a)	City &Town		On the same day		1 working		1 working
		areas	Assistant	within24 hours	Asst.	day	Executive	Day
			Accounts Officer/	of receipt of	Executive	- Company	Engineer,	
			Senior	payment from the consumer	Engineer, Electrical, of	A STATE OF THE STATE OF	Electrical, of the division	SEE OF SEE
	b)	Rural areas	Assistant of	On the same day	the sub-	1 working	uivisioii	1 working
	~,	marar areas	the sub-	within 1 working		day		Day
			division	day	Marine St.	,	The state of the	,
			49252539	of receipt of			10 184,65	
			TELL STATE	payment from	WILL STORY		SHIP STORY	
			The second	the consumer	4300		806 37 6 83	
8		nd of deposit	35 7 5	14(1)	10000	7111 11 2		711
	a)	Cities & Towns	Assistant	Within 60 Working Days	Asst.	7 Working Days	Executive	7 Working
		Towns	Accounts	After receipt of	Executive		Engineer,	Days
			Officer/	the request	Engineer,		Electrical, of the	
	b)	Rural areas	Senior	Within 60	Electrical, of	7 Working Days	division	7 Working
		36-75-300	Assistant of	Working Days	the sub-			Days
			the sub-	After receipt of	division			
		CALCULATION.	division	the request		AL SHE		ALCO SE
9		of certificates						
	a)	City &Town	A i - t t	Within 24 hours	A	2 Working Days	F	2 Working
	Sal	areas	Assistant	(1 Day) After receipt of	Asst. Executive	tal service	Executive	Days
			Accounts Officer/	request/	Engineer,	MANAGES!	Engineer, Electrical, of the	
			Senior	application	Electrical, of	Salar S	division	The same of
	b)	Rural areas	Assistant of	Within 1 working	the sub-	2 Working Days		2 Working
			the sub-	day	division	,	Pa - 9 19 19 19 19 19 19 19 19 19 19 19 19 1	Days
			division	After receipt of				
			12 15 2	request/	4- Jan 15		The San Co	
			4 - 1 - 1 -	application			12.00	

1.S.N 1 to 9 inserted vide Notification DPAR 328 NaSeKha 2018, Dated: 21/01/2019

25.3 Mangalore Electricity Supply Company Limited (MESCOM) (Citizen Services)

8	S.N	List of services	Designated	Stipulated	Competent	Time limit	Appellate	Time limit
			Officer	time for	Officer	for	Authority	for
ř.				designated		disposal by		disposal by
				officer		the competen		the appellate
						officer		authority
	1	Line breakdown						
la la		a) City/Town areas	W- 130 TV-	Within 6 Hours	100	1 working day	750000	2 Working Days
			Section	(10Hrs if Poles	Asst.	A STATE OF THE STA		200
			Officer	are broken-	Executive		Executive	
		PARTIE NAME OF THE PARTY OF THE		down)	Engineer,	A STATE OF STREET	Engineer,	
		b) Rural areas	Constitution of the second	Within 24	Electrical	2 Working Day	Electrical	2 Working Days
5			CONTRACTOR S	hours				
			1-161574		1971-16			
	2	Distribution Transform	ner failure		at more than			
1		a) city/Town areas		Within 24		2 Working Day		3 Working Days

	S.N		List of services	Designated Officer	Stipulated time for designated officer	Competent Officer	Time limit for disposal by the competen officer	Appellate Authority	Time limit for disposal by the appellate authority
		b)	Rural areas	Section Officer	hours Within 72 hours	Asst. Executive Engineer, Electrical	3 Working Day	Executive Engineer, Electrical	3 Working Days
	3	Met	er Complaints		1				ALCOHOLD STREET
		a)	Inspect and Check corrections		Within 7 Working Days		Within 5 Working Days		Within 3 Working Days
		b)	Replace slow, creeping or stuck meters	Asst.	Within 10 Working Days	Executive	Within 5 Working Days	Superintending	Within 3 Working Days
		c)	Replace burnt meters if cause not attributable to consumer	Executive Engineer, Electrical, of the sub-division	Within 7 working days of receipt of Complaint	Engineer, Electrical, of the sub- division	Within 5 Working Days	Engineer, Electrical Of the Circle	Within 3 Working Days
		d)	Replace burnt meters in all other cases		Within 24hours of payment of charges by consumer		Within 5 Working Days		Within 3 Working Days
	4	App	lication for addition	nal load / New co	nnection				STATE OF THE STATE
10000		a)	Release of supplements where service is feasible from existing network		Within 30 Working Days of receipt of application	9	7 Working Day		7 Working Days
		b)	Release of supplications where network expansion /enhancement Required for providing connection As Specified by the commission in KERC [Duty of the Licensee To supply electricity on request] Regulation 2004and its amendments 1)Low Tension (L&T) Supply 2)11KV(HT) Supply 3)33KV(HT) Supply	Asst. Executive Engineer, Electrical, of the sub-division	1)45 working days 2)60 Working Days 3)90 Working Days	Executive Engineer, Electrical, of the sub- division	1)7 Working Days 2)7 Working Days 3)7 Working	Superintending Engineer, Electrical of the Circle / Chief Engineer, Electrical of the zone	1)7 Working Days 2)7 Working Days 3)7 Working Days
	S.I	List	of services	Designated Officer	Stipulated time for designated officer	Competent Officer	Time limit for disposal by the competent officer	Appellate Authority	Time limit for disposal by the appellate authority

	S.N		List of services	Designated Officer	Stipulated time for designated officer	Competent Officer	Time limit for disposal by the competen officer	Appellate Authority	Time limit for disposal by the appellate authority
			4)Extra High Tension Suppl (EHT)		4) 180 Working Days		4)7 Working Days		4)7 Working Days
		c)	Irrigation Pump Sets		Where there is no infrastructure development required within 30Working Day after attaining seniority (the number of new connections shall be limited to the target fixed by the Government for the year		7 Working Day		7 Working Days
	5	Trar	nsfer of Ownership	and Conversion	, , ,				
		a)	Transfer of ownership	Asst. Executive	Within 7 Working Days o receipt	Executive Engineer,	Within 3 Working Days	Superintending Engineer,	Within 3 working Days
A CONTRACTOR OF THE PARTY OF TH		b)	Change of category	Engineer, Electrical, of the sub-division	of application Within 7 Working Days o receipt of application	Electrical of the sub- division	Within 3 Working Days	Electrical, of the Circle	Within 3 working Days
L	6		olution of complai			377	PROPERTY	100	A PORT OF THE REAL PROPERTY.
Section of the second		a) b)	Where field report is not required Where field report is required	Assistant Accounts Officer/ Senior Assistant of the sub- division	Within 24hours of receipt of application Within 7 Working Days o receipt of application	Asst. Executive Engineer,	3 working days 3 working days	Executive Engineer, Electrical, of the division	3 working Days 3 working Days
-	7	Rec	onnection of supp	v following discor	nnection				
The second second	-	a)	City &Town areas	Assistant Accounts Officer/ Senior Assistant of the sub-	On the same day within24 hours of receipt of payment from the consumer	Engineer, Electrical, of the sub-	1 working day	Executive Engineer, Electrical of the division	1 working Day
		b)	Rural areas	division	On the same day within 1 working day of receipt of payment from the consumer	division	1 working day		1 working Day
	8		und of deposit Cities &	1. 10 10	Within 60	1.36 0	7 Working Day	A 10 10 10 10	7 Working Days
1		a)	Towns	Assistant Accounts Officer/	Within 60 Working Days After receipt of the request	Asst. Executive Engineer,	7 Working Day	Executive Engineer, Electrical, of the	7 Working Days
		b)	Rural areas	Senior Assistant of the sub- division		Electrical, of the sub-	7 Working Day	division	7 Working Days
1	9	Issu	e of certificates		the request				

S.N		List of services	Designated	Stipulated	Competent	Time limit	Appellate	Time limit
			Officer	time for	Officer	for	Authority	for
				designated		disposal by		disposal by
				officer		the competen		the appellate
						officer		authority
	a)	City &Town		Within 24 hour		2 Working Day	The state of the s	2 Working Days
		areas	Assistant	(1 Day)	Asst.	SC# 23	Executive	
			Accounts	After receipt of	Executive	A STATE OF THE PARTY OF THE PAR	Engineer,	
			Officer/	request/	Engineer,	PURENCE	Electrical, of the	SPURAL STATE
			Senior Assistant	application	Electrical, of	CALCAST CAR	division	COLUMN TO THE PARTY.
	b)	Rural areas	of the sub-	Within 1	the sub-	2 Working Day		2 Working
			division	working day	division			Days
				After receipt of	435 27136			
				request/				
				application	1-1-29-5			

S.N 1 to 9 inserted vide Notification DPAR 328 NaSeKha 2018, Dated: 21/01/2019

25.4 Gulbarga Electricity Supply Company Limited (Citizen Services)

S.N		List of services	Designated Officer	Stipulated time for designated officer	Competent Officer	Time limit for disposal by the competen officer	Appellate Authority	Time limit for disposal by the appellate authority
1		breakdown		Mithin Cillann		4		2 Madine Deve
	a)	City/Town areas	Section Officer	Within 6 Hours (10Hrs if Poles are broken- down)	Asst. Executive Engineer,	1 working day	Executive Engineer,	2 Working Days
	b)	Rural areas		Within 24 hours	Electrical	2 Working Day	Electrical	2 Working Days
2	Dist	ribution Transform	ner failure	SECULIA DE LA CONTRE	STATE OF THE PARTY		TO THE WATER	TO A CONTRACTOR
	a)	city/Town areas		Within 24 hours		2 Working Day		3 Working Days
	b)	Rural areas	Section Officer	Within 72 hours	Asst. Executive Engineer, Electrical	3 Working Day	Executive Engineer, Electrical	3 Working Days
3	Me	ter Complaints						
ì	a)	Inspect and		Within 7		Within 5		Within 3 Working
		Check corrections		Working Days		Working Days		Days
	b)	Replace slow, creeping or stucl meters	Asst.	Within 10 Working Days	Executive	Within 5 Working Days	Superintending	Within 3 Working Days
	c)	Replace burnt meters if cause not attributable to consumer	Executive Engineer, Electrical, of the sub-division	Within 7 working days of receipt of Complaint	Engineer, Electrical, of the sub- division	Within 5 Working Days	Engineer, Electrical Of the Circle	Within 3 Working Days
	d)	Replace burnt meters in all other cases		Within 24hours of payment of charges by consumer		Within 5 Working Days		Within 3 Working Days
4		lication for addition	nal load / New co		and the	and the last	de la companya de la	
	a)	Release of supply where service is feasible from existing network		Within 30 Working Days of receipt of application		7 Working Day		7 Working Days

S.N		List of services	Designated Officer	Stipulated time for	Competent Officer	Time limit for	Appellate Authority	Time limit for
				designated officer		disposal by the competen officer		disposal by the appellate authority
	b)	Release of supply where network expansion /enhancement Required for providing connection As Specified by the commission in KERC [Duty of the Licensee To supply electricity on request] Regulation 2004and its amendments 1)Low Tension (L&T) Supply 2)11KV(HT) Supply	Asst. Executive Engineer, Electrical, of the sub-division	1)45 working days 2)60 Working Days	Executive Engineer, Electrical, of the sub- division	1)7 Working Days 2)7 Working Days	Superintending Engineer, Electrical of the Circle / Chief Engineer, Electrical of the zone	1)7 Working Days 2)7 Working Days
	72	3)33KV(HT)	1266	3)90 Working		3)7 Working		SAME AND
		Supply		Days		Days		3)7 Working Days
	13	4)Extra High Tension Suppl		4) 180 Working Days		4)7 Working Days		
5	c)	(EHT) Irrigation Pump Sets	and Conversion	Where there is no infrastructure development required within 30Working Day after attaining seniority (the number of new connections shall be limited to the target fixed by the Government for the year	4	7 Working Day		4)7 Working Days 7 Working Days
	a)	Transfer of		Within 7	M 10 10 10 10 10	Within 3	No. of Physics and Company of the	Within 3 working
		ownership	Asst. Executive Engineer,	Working Days o receipt of application	Engineer, Electrical of	Working Days	Superintending Engineer, Electrical, of the	Days
	b)	Change of category	Electrical, of the sub-division	Working Days o receipt of application	the sub- division	Within 3 Working Days	Circle	Within 3 working Days
6		olution of complain			ATTICAL VIOLATION	2 months		2 working
	a)	Where field report is not required	Assistant Accounts Officer/	Within 24hours of receipt of application	Asst. Executive	3 working days	Executive	3 working Days
	b)	Where field report is required	Senior Assistant of the sub- division	Within 7 Working Days o receipt	Engineer,	3 working days	Engineer, Electrical, of the division	3 working Days

S.N		List of services	Designated Officer	Stipulated time for designated officer	Competent Officer	Time limit for disposal by the competen officer	Appellate Authority	Time limit for disposal by the appellate authority
				от аррисаціон	the sub- division			
7	Rec	onnection of suppl	y following discor	nection	The state of the s	A PART OF THE	IC IS TRANSPORTED	CANCELLE.
	a)	City &Town areas	Assistant Accounts Officer/ Senior Assistant of the sub-	On the same day within24 hours of receipt of payment from the consumer	Asst. Executive Engineer, Electrical, of the sub-	1 working day	Executive Engineer, Electrical of the division	1 working Day
	b)	Rural areas	division	On the same day within 1 working day of receipt of payment from the consumer	division	1 working day		1 working Day
8	Ref	und of deposit						
	a)	Cities & Towns	Assistant Accounts Officer/	Within 60 Working Days After receipt of the request	Asst. Executive Engineer,	7 Working Day	Executive Engineer, Electrical, of the	7 Working Days
	b)	Rural areas	Senior Assistant of the sub- division	Within 60 Working Days After receipt of the request	Electrical, of the sub- division	7 Working Day	division	7 Working Days
9		e of certificates	W 13000		3 W 130	ALT- 43	7-18 4 13	
	a)	City &Town areas	Assistant Accounts Officer/ Senior Assistant	Within 24 hours (1 Day) After receipt of request/ application	Asst. Executive Engineer, Electrical, of	2 Working Day	Executive Engineer, Electrical, of the division	2 Working Days
	b)	Rural areas	of the sub- division	Within 1 working day After receipt of request/ application	the sub- division	2 Working Day		2 Working Days

^{1.} S.N 1 to 9 inserted vide Notification DPAR 328 NaSeKha 2018, Dated: 21/01/2019

25.5 Hubballi Electricity Supply Company Limited(HESCOM) (Citizen Services)

S.N	List of services	Designated	Stipulated	Competent	Time limit	Appellate	Time limit		
•		Officer	time for	Officer	for	Authority	for		
			designated		disposal by	•	disposal by		
			officer		the competen		the appellate		
					officer		authority		
1	Line breakdown								
	a) City/Town areas		Within 6 Hours	en en	1 working day	of the last	2 Working Days		
	75 50 75 200	Section	(10Hrs if Poles	Asst.	000000000000000000000000000000000000000		JOSEPH 3 40.75		
		Officer	are broken-	Executive		Executive			
	Section 18	ALCO STATE OF	down)	Engineer,	1 3 3	Engineer,			
	b) Rural areas		Within 24	Electrical	2 Working Day	Electrical	2 Working Days		
		CONTRACTOR OF THE PARTY OF THE	hours	Sales Director					
		MAN PLACE		MANAGE E.		<u> </u>			
2	2 Distribution Transformer failure								
	a) city/Town areas		Within 24		2 Working Day		3 Working Days		
			hours						

-	5.N		List of services	Designated	Stipulated	Competent	Time limit	Appellate	Time limit
			2.50 0. 50. 1.605	Officer	time for	Officer	for	Authority	for
					designated		disposal by		disposal by
					officer		the competen officer		the appellate authority
		b)	Rural areas	Section	Within 72	Asst.	3 Working Day	Executive	3 Working Days
		1		Officer	hours	Executive	,	Engineer,	
						Engineer,	175	Electrical	
					1/1	Electrical			
	3	Met	er Complaints						
		a)	Inspect and		Within 7	100 King	Within 5	10 march 10 m	Within 3 Working
			Check		Working Days		Working Days		Days
_		b)	corrections Replace slow,	-	Within 10	Sign Sub	Within 5	No. of Concession, Name of Street, or other party of the Concession, Name of Street, or other pa	Within 3 Working
		וט	creeping or stuck		Working Days		Working Days		Days
			meters	Asst.	. 8 . 7.	Executive	. 0 .,.	Superintending	.,.
		c)	Replace	Executive	Within 7	Engineer,	Within 5	Engineer,	Within 3 Working
			burnt meters if cause not	Engineer, Electrical, of the	working days	Electrical, of the sub-	Working Days	Electrical Of the Circle	Days
			attributable to	sub-division	of receipt of Complaint	division	10000	or the chicle	3/15/51
			consumer	A		See Married	S. A. C.	The said	
		d)	Replace	A9555	Within	310.04	Within 5		Within 3 Working
			burnt meters	48,830,00	24hours of	2000	Working Days		Days
_			in all other cases		payment of charges by				
				CONCERN	consumer	STEED SO		1000	
	4	App	lication for addition	nal load / New co		BE WEST		LIDBY SE	
		a)	Release of supple where service is		Within 30		7 Working Day		7 Working Days
			feasible from		Working Days or receipt of	1			
			existing network		application				
		b)	Release of supply						3/15/15
		- 1	where network						
			expansion /enhancement						
2		3	Required for						
	5	X	providing				72673		1 XX (1 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3
		ct.	connection				SAFE OF	Cauintandina	PRATO
		173	As Specified by the commission	Asst.		Executive		Superintending Engineer,	
			in KERC [Duty of	Executive		Engineer,	10-25 C	Electrical of the	
			the Licensee	Engineer,		Electrical, of	4000	Circle /	The still had
			To supply	Electrical, of the		the sub-	RELIEF TO	Chief Engineer,	
			electricity on request	sub-division		division	11500	Electrical of the zone	21/200
			Regulation		AL SOLD		CHAIL S.	20110	3 4 10 7 3
			2004and its						200 20 miles
1			amendments		4)45		Mary Cont		4)7,141-11-2
			1)Low Tension (L&T) Supply		1)45 working days		1)7 Working		1)7 Working Days
			(20.7 ouppi)				Days		
		1/2	2)11KV(HT)		2)60 Working	The second	2)7 Working	ALC: NO. PER	2)7 Working Days
			Supply		Days		Days	A CHEST	
			3)33KV(HT)		3)90 Working		3)7 Working		
4			Supply		Days		Days		3)7 Working Days
	S.I	List	of services	Designated	Stipulated	Competent	Time limit	Appellate	Time limit
			ALC: NO	Officer	time for	Officer	for	Authority	for
5			30 30 30 40	4 5 B	designated officer	277275	disposal by the competent		disposal by the appellate
3	9	1	Superior Control		Officer	12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	officer		authority
									•
			4)Extra High		4) 180 Working		4)7 Working		

				STORT WITH	1000	N. W. C. C.	CONTRACT N	Company of the state of
S.N		List of services	Designated	Stipulated	Competent	Time limit	Appellate	Time limit
			Officer	time for	Officer	for	Authority	for
				designated		disposal by		disposal by
				officer		the competen		the appellate
						officer		authority
		Tension Supply						4)7 Working Days
		(EHT)						
	c)	Irrigation		Where there		7 Working Day		7 Working Days
		Pump Sets		is no		Property.		To Park State
				infrastructure		CALCAST IN EAST		CONTRACT CONTRACT
				development				A STATE OF THE PARTY OF THE PAR
				required within		Carrier Contract		December 1
				30Working Day		2203		CAN COLLEGE
				after attaining		2000		C. S. C.
				seniority (the		CAS CI		PAS OF
				number of new		100 May 100 Ma		
				connections		(3-25F)		7/5-26FM
				shall be limited				1 2 2
				to the target				10 LOCAL VIOL
				fixed by the		S. T. L. P. S.		FEET TO SEC. 34-3
				Government for		DE TOUR		The state of
				the year		E Interior		SELF MENTS ST.
5	Trar	nsfer of Ownership	and Conversion	tile year				
	a)	Transfer of	ZII.G CONVENSION	Within 7	15/01/25	Within 3	TO 12 10 11 1	Within 3 working
	۵,	ownership	Asst.	Working Days o	Executive	Working Days	Superintending	Days
			Executive	receipt	Engineer,		Engineer,	Zujo
	4		Engineer,	of application	Electrical of		Electrical, of the	The same of the sa
1	b)	Change of	Electrical, of the		the sub-	Within 3	Circle	Within 3 working
	٠,	category	sub-division	Working Days o		Working Days		Days
		001080.7		receipt	Sec. 5.91		BURNES.	24,0
			The state of the s	of application				
6	Res	olution of complain	nts on consumer's		and 14	CAT 18 38	7200 4 4	THE REAL PROPERTY.
	a)	Where field	Assistant	Within 24hours		3 working		3 working
	,	report is not	Accounts	of receipt	Asst.	days		Days
		required	Officer/	of application	Executive	-	Executive	
	b)	Where field	Senior Assistant	Within 7	Engineer,	3 working	Engineer,	3 working
	- 1	report is	of the sub-	Working Days o	Electrical, of	days	Electrical, of the	Days
	18	required	division	receipt	the sub-	7.8.6.3	division	
		STATE AND		of application	division	5.00		
1	700	The state of				TO MAKE THE		A STATE OF
7		onnection of supp	y following discor					
Ď.	a)	City &Town	2-23/	On the same		1 working		1 working
1		areas	Assistant	day within24	Asst.	day	Executive	Day
		2 19 7 230	Accounts	hours of receipt		ALTERNATION OF THE PARTY OF THE	Engineer,	1000011121200
8	100	THE SHAPE	Officer/	of payment	Engineer,		Electrical of the	
	9 10	Hart Street	Senior Assistant		Electrical, of	Park Street	division	The Part of the
1			of the sub-	consumer	the sub-			
	b)	Rural areas	division	On the same	division	1 working		1 working
8			12 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	day within 1		day		Day
				working day	1931 4 1630		more to the second	
			And the same	of receipt of	A. Same		The same	
1			11 Sept 15 15 15	payment from	100 July 1			
0	Dof.	and of donosit	The same of the same of	the consumer	The second		And the second second	
8		und of deposit		Within 60	120	7 Working Day		7 Marking Days
	a)	Cities &	Assistant		Acct	7 Working Day	Evocutivo	7 Working Days
X		Towns		Working Days	Asst.		Executive	
-			Accounts	After receipt of	Executive		Engineer,	
2	le V	Developer	Officer/	the request	Engineer,	714/2011 5	Electrical, of the	7 Madina Di
	b)	Rural areas	Senior Assistant		Electrical, of	7 Working Day	division	7 Working Days
		DETAILS A.P.	of the sub-	Working Days	the sub-			
2	172	Coll and Coll	division	After receipt of	division	The second		
9	lecu	e of certificates		the request				
9				Within 24 hour	A Comment	2 Working Day		2 Working Days
	a)	City &Town areas	Assistant	Within 24 hours (1 Day)	Asst.	2 Working Day		2 WOLKING Days
		areas	Mooistallt	(I Day)	Moot.		1	

S.N		List of services	Designated	Stipulated	Competent	Time limit	Appellate	Time limit	
			Officer	time for	Officer	for	Authority	for	
				designated		disposal by		disposal by	
				officer		the competen		the appellate	ءِ
						officer		authority	
			Accounts	After receipt of	Executive		Executive		
			Officer/	request/	Engineer,	517 23	Engineer,		
			Senior Assistant	application	Electrical, of	PROPERTY.	Electrical, of the	The state of the s	
	b)	Rural areas	of the sub-	Within 1	the sub-	2 Working Day	division	2 Workir	ng
			division	working day	division			Days	
				After receipt of	2400 5782				
				request/	100000000000000000000000000000000000000		2000		
				application	1911		and the state of the		

^{1.} S.N 1 to 9 inserted vide Notification DPAR 328 NaSeKha 2018, Dated: 21/01/201

25.6 CHAMUNDESHWARI ELECTRICITY SUPPLY COMPANY LIMITED(CESCOM) (Citizen Services)

S.N	Linc	List of services	Designated Officer	Stipulated time for designated officer	Competent Officer	Time limit for disposal by the competen officer	Appellate Authority	Time limit for disposal by the appellate authority
	a)	City/Town areas	A STATE OF LAND	Within 6 Hour	ALTO TOTAL	1 working day	1077 - 21.27 OF RV	2 Working Days
	a)	City/Town areas	Section Officer	(10Hrs if Poles are broken-	Asst. Executive	1 WOLKING GAY	Executive	2 Working Days
	72	THE ASSESSMENT		down)	Engineer,	100	Engineer,	CAPE TO A
	b)	Rural areas		Within 24 hours	Electrical	2 Working Day	Electrical	2 Working Days
2	Dist	ribution Transforn	ner failure	1 3 30.79	Mary Carl	10 July 2 30	-7-200 W /A	100 mg 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	a)	city/Town areas		Within 24 hours		2 Working Day		3 Working Days
	b)	Rural areas	Section Officer	Within 72 hours	Asst. Executive Engineer, Electrical	3 Working Day	Executive Engineer, Electrical	3 Working Days
3	Met	ter Complaints						
	a)	Inspect and		Within 7		Within 5	HE BESTER	Within 3 Working
		Check corrections	3 30 0	Working Days		Working Days		Days
	b)	Replace slow, creeping or stuck meters	Asst.	Within 10 Working Days	Executive	Within 5 Working Days	Superintending	Within 3 Working Days
	c)	Replace burnt meters if cause not attributable to consumer	Executive Engineer, Electrical, of the sub-division	Within 7 working days of receipt of Complaint	Engineer, Electrical, of the sub- division	Within 5 Working Days	Engineer, Electrical Of the Circle	Within 3 Working Days
	d)	Replace burnt meters in all other cases		Within 24hours of payment of charges by consumer		Within 5 Working Days		Within 3 Working Days
4		lication for addition			250 /2	92 33	- E28 w. /s	STATE BOX
	a)	Release of suppl where service is feasible from existing network		Within 30 Working Days receipt of application	o	7 Working Day		7 Working Days

S.N		List of services	Designated Officer	Stipulated time for designated	Competent Officer	Time limit for disposal by	Appellate Authority	Time limit for disposal by
	1.1	Dalaman (a sal		officer		the competen officer		the appellate authority
	b)	Release of suppl where network expansion /enhancement Required for providing connection As Specified by the commission in KERC [Duty of the Licensee To supply electricity on request] Regulation 2004and its amendments 1)Low Tension (L&T) Supply 2)11KV(HT)	Asst. Executive Engineer, Electrical, of the sub-division	1)45 working days 2)60 Working	Executive Engineer, Electrical, of the sub- division	1)7 Working Days 2)7 Working	Superintending Engineer, Electrical of the Circle / Chief Engineer, Electrical of the zone	1)7 Working Days 2)7 Working Days
	08	Supply	22	Days	120	Days		
		3)33KV(HT) Supply		3)90 Working Days		3)7 Working Days		3)7 Working Days
	1,19	4)Extra High Tension Suppl		4) 180 Working Days		4)7 Working Days		
5	c)	(EHT) Irrigation Pump Sets	and Conversion	Where there is no infrastructure development required within 30Working Day after attaining seniority (the number of new connections shall be limited to the target fixed by the Government for the year	4	7 Working Day		4)7 Working Days 7 Working Days
5	a)	Transfer of	and Conversion	Within 7	400000000000000000000000000000000000000	Within 3	Secretary and the second	Within 3 working
		ownership	Asst. Executive Engineer,	Working Days o receipt of application	Engineer, Electrical of	Working Days	Superintending Engineer, Electrical, of the	Days
	b)	Change of category	Electrical, of the sub-division	Within 7 Working Days o receipt of application	the sub- division	Within 3 Working Days	Circle	Within 3 working Days
6		olution of complai		bills				
	a)	Where field report is not required	Assistant Accounts Officer/	Within 24hours of receipt of application	Asst. Executive	3 working days	Executive	3 working Days
	b)	Where field report is required	Senior Assistant of the sub- division	Within 7 Working Days o receipt	Engineer,	3 working days	Engineer, Electrical, of the division	3 working Days

	S.N		List of services	Designated Officer	Stipulated time for	Competent Officer	Time limit for	Appellate Authority	Time limit for
					designated officer		disposal by the competen officer		disposal by the appellate authority
					of application	Electrical, of the sub- division			
	7		onnection of supp	ly following discor	nection		A Comment		TANK DECEMBER
		a)	City &Town areas	Assistant Accounts Officer/ Senior Assistant of the sub-	On the same day within24 hours of receipt of payment from the consumer	Engineer, Electrical, of the sub-	1 working day	Executive Engineer, Electrical of the division	1 working Day
		b)	Rural areas	division	On the same day within 1 working day of receipt of payment from the consumer	division	1 working day		1 working Day
	8	Ref	und of deposit						
		a)	Cities & Towns	Assistant Accounts Officer/	Within 60 Working Days After receipt of the request	Asst. Executive Engineer,	7 Working Day	Executive Engineer, Electrical, of the	7 Working Days
		b)	Rural areas	Senior Assistant of the sub- division	Within 60 Working Days After receipt of the request	Electrical, of the sub- division	7 Working Day	division	7 Working Days
Į.	9	Issu	e of certificates	18 /3 C 19 4		19 mg 1/3mg	44-14	7 = 20 14 14	
		a)	City &Town areas	Assistant Accounts Officer/ Senior Assistant	Within 24 hours (1 Day) After receipt of request/ application	Asst. Executive Engineer, Electrical, of	2 Working Day	Executive Engineer, Electrical, of the division	2 Working Days
		b)	Rural areas	of the sub- division	Within 1 working day After receipt of request/ application	the sub- division	2 Working Day		2 Working Days

^{1.} S.N 1 to 9 inserted vide Notification No. DPAR 328 NaSeKha 2018 Dated: 21-01-2019

26. AGRICULTURE DEPARTMENT

26.1 AGRICULTURE DEPARTMENT (Citizen Services)

						THE STATE OF THE S	
S.	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
N		Officer	time for	officer	time for	authority	time for
			designated		competent		Appellate
			officer		officer		authority
1	Issue of	Technical	38	Joint Director of	7	Additional	15
	Manufacture	officer/Verifying	Working	Agriculture	Working	Director of	Working
	License for	officer	Days	(Fertilizer &	Days	Agriculture	Days
	Mixture		, ,	Plant	, ,	(Organic	,,
	fertilizers			protection),		forming),	
	10.020.0			Head office		Head Office	
2	Issue of state	Technical	38	Joint Director of	7	Additional	15
	level Wholesale	officer/Verifying	Working	Agriculture	Working	Director of	Working
	Fertilizer License	officer	Days	(Fertilizer &	Days	Agriculture	Days
	Tertilizer License	Officer	Days	Plant	Days	(Organic	Days
		<i>[</i> [B. C. Share St.	protection),	Eller of the Co.	forming),	32677
		All All	2 30-7 500	Head office	12/26/7/200	Head Office	11222
3	Issue of District	Technical	28	District Joint	7	Additional	15
3					/ Working		
	Level Wholesale	officer/Verifying	Working	Director of		Director of	Working
	Fertilizer License	officer	Days	Agriculture	Days	Agriculture	Days
						(Organic	
						forming),	
						Head Office	
4	Retail Fertilizer	Technical	28	Concerned	7	Concerned	15
9	Market License	officer/Verifying	Working	Taluk Assistant	Working	District Joint	Working
	3-25-025	officer	Days	Director of	Days	Director of	Days
				Agriculture		Agriculture	
5	Seed Dealer's	Technical	28	Concerned	7	Additional	15
	License	officer/Verifying	Working	District Joint	Working	Director of	Working
		officer	Days	Director of	Days	Agriculture	Days
				Agriculture		(Organic	
						forming),	
						Head Office	
6	State level seed	Technical officer	38	Additional	7	Director of	15
0	sales license	/Verifying Officer	Working	Director of	Working	Agriculture,	Working
			Days	Agriculture	Days	Head Office	Days
1	A WALL STORY	The second second	TAKE BELL	(Organic	PERSONAL PROPERTY.	4 2 C C C C C C C C C C C C C C C C C C	ALTERNATION AND A SECOND
	2000 100 40		200 90000	forming), Head		5.75%	100000000000000000000000000000000000000
	The state of the s	The Control of	1	Office	No. of Street,	Francisco Company	The state of the s
7	Issue of License	Technical officer	38	Director of	7	Commissioner	15
Ž.	to Manufacture	/Verifying Officer	Working	Agriculture,	Working	of Agriculture	Working
	Insecticides	_	Days	Head Office	Days		Days
8	License to sell,	Technical officer	28	Concerned	7	Additional	15
	Stock or Exhibit	/Verifying Officer	Working	District Joint	Working	Director of	Working
	for sale or		Days	Director of	Days	Agriculture	Days
3	Distribute	NO. WHAT E TO SHAPE	(B) (1) (1) (1) (1)	Agriculture	West Control	(Organic	17/2 to 10
4	Insecticides	1901 41 1 0 40 A	2-2002	44 11 40	- January Company	forming)	March and a
-							

S.N 1 to 8 inserted vide Notification No. DPAR 408 NaSeKha 2018, Dated: 25/05/2019
 S.N 1 to 8, amended vide Notification No. DPAR 18 SSM 2019, Dated: 29-11-2019

27. SKILL DEVELOPMENT, ENTREPRENEURSHIP AND LIVELIHOOD DEPARTMENT

27.1 INDUSTRIAL TRAINING AND EMPLOYMENT DEPARTMENT(Citizen Services)

SI.	List of	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
No	Services	Officer	time for	officer	time for	authority	time for
			designated		competent		Appellate
			officer		officer		authority
1	Issue of Corrected	Deputy	3	Joint Director	2	Director	10
	Marks Cards and	Director	Working	(Exam)	Working	(Trg)	Working
	Certificates (Except	(Exam)	Days		Days		Days
	marks obtained by the						
	Candidate)						
2	Genuineness	Joint	3	Director (Trg)	5	Commissioner	10
	Verification of Marks	Director	Working		Working		Working
	Cards and Certificates	(Exam)	Days		Days	Fr. 11 (3.17)	Days
3	Declaration of 'No	Assistant	8	Joint Director	6	Director	5
	Objection Certificate'	Director	Working	(Admn)	Working		Working
		(Admn)	Days		Days		Days
4	Transferring of	Employment	5	Deputy Director	20	Joint Director	30
	Registered Card of Job	Officer/	Working	AND THE PARTY	Working	(Employment)	Working
	Aspirants	Assistant	Days	Contract to	Days	40000	Days
	Desistantia a Clab	Director	Carrada	December Discontinu	20	Laint Birmatan	20
5	Registration of Job	Employment	Same day	Deputy Director	20	Joint Director	30
	Aspirants	Officer/			Working	(Employment)	Working
		Assistant Director			Days		Days
6	Re-registration of Job	Employment	Same day	Deputy Director	20	Joint Director	30
0	Aspirants	Officer/	Same day	Deputy Director	Working	(Employment)	Working
	Aspirants	Assistant		The state of the state of	Days	(Litiployitient)	Days
		Director		THE PARTY OF THE P	Days	Facility Toy	Days
		Director					

^{1.} S.N 1 to 6 inserted vide Notification No. DPAR 50 NaSeKha 2019, Dated: 23/08/2019

27.2 Government Tool Room and Training Centre – Exam Cell (Citizen Services)

	,	Covernment	1 001 Hoom at	ia mammig	CHUC LAUIT	Cen (Chizen	Ber (Tees)	
	SI.	List of	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated time for
1	Vo	Services	Officer	time for	officer	time for	authority	Appellate authority
				designated		competent		
				officer		officer		
b	1	Issue of	Chief Examiner,	90	Manager,	07 Working	Deputy	07 Working Days
		Marks Card	Exam cell,	Working	Training, GTTC,	Days	General	
			GTTC,	Days	Bangalore		Manager,	
			Bangalore				Training,	
							GTTC,	
4							Bangalore	
	2	Issue of	Chief Examiner,	15	Manager,	07 Working	Deputy	07 Working Days
		Duplicate	Exam cell,	Working	Training, GTTC,	Days	General	PELLE CO
Ä		Marks Card	GTTC,	Days	Bangalore	CAPPER TO A	Manager,	STATE OF THE PARTY.
		A CONTRACTOR	Bangalore	A CONTRACTOR		ALCOHOL:	Training,	
à							GTTC,	1
ı_		100 m		40000		ALL ALL VY	Bangalore	THE PERSON NO.
6	3	Issue of	Chief Examiner,	10	Manager,	07 Working	Deputy	07 Working
		Transfer	Exam cell,	Working	Training, GTTC,	Days	General	Days
		Certificate	GTTC,	Days	Bangalore		Manager,	
			Bangalore				Training,	
							GTTC,	
/							Bangalore	

^{1.} S.N 1 to 3 inserted vide Notification No. DPAR 48 SSM 2020, Dated: 09/10/2020

28. MEDICAL EDUCATION DEPARTMENT

28.1 KARNATAKA STATE NURSING COUNCIL (Citizen Services)

S.N	List of	Designated	Stipulated	Competent	Stipulated time	Appellate	Stipulated
	Services	Officer	time for	officer	for	authority	time for
			designated		competent		Appellate
			officer		officer		authority
1	Registration	Registrar,	15	President,	10	Director,	05
	Verification	Karnataka State	Working	Karnataka	Working	Directorate of	Working
		Nursing Council	Days	State	Days	Medical	Days
				Nursing		Education	
				Council			
2	Good Standing	Registrar,	20	President,	10	Director,	05
	Certificate	Karnataka State	Working	Karnataka	Working	Directorate of	Working
		Nursing Council	Days	State	Days	Medical	Days
			(PE)	Nursing	15-94F)	Education	3-25-
				Council		1 8 30 0	
3	Foreign	Registrar,	20	President,	10	Director,	05
	Verification	Karnataka State	Working	Karnataka	Working	Directorate of	Working
		Nursing Council	Days	State	Days	Medical	Days
				Nursing		Education	
				Council			
4	No Objection	Registrar,	10	President,	05	Director,	02
	Certificate (For	Karnataka State	Working	Karnataka	Working	Directorate of	Working
	Other State	Nursing Council	Days	State	Days	Medical	Days
	Registration)	e on Jens		Nursing	01120	Education	11/20
	CONTRACTOR OF THE PARTY OF THE	The second second	SECOND .	Council	CAPS CAN		

^{1.} S.N 1 to 4 inserted vide Notification No. DPAR 409 NaSeKha 2018, Dated: 02/07/2019

28.2 KARNATAKA STATE PARA MEDICAL BOARD (Citizen Services)

		THE RESERVE TO STATE OF THE PARTY OF THE PAR					
S. N	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
1	Photo Copies of 1st year, 2nd year and 3rd year Student's Answer	Member Secretary,	15 Working Days from the date of issue of the circular	Special Officer,	10 Working Days	Director of Medical Education	05 Working Days
2	Scripts Diploma Certificate	Member Secretary	15 Working Days	Special Officer	10 Working Days	Director of Medical Education	10 Working Days
3	Course Discontinue	Member Secretary,	07 Working Days	Special Officer	07 Working Days	Director of Medical Education	03 Working Days
4	Migration Certificate	Member Secretary	10 Working Days	Special Officer,	10 Working Days	Director of Medical Education	03 Working Days
5	No Objection Certificate	Member Secretary,	10 Working Days	Special Officer	10 Working Days	Director of Medical Education	03 Working Days
6	Verification Certificate	Member Secretary	10 Working Days	Special Officer	10 Working Days	Director of Medical Education	03 Working Days

S. N	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
7	Good Standing Certificate	Member Secretary	10 Working Days	Special Officer	10 Working Days	Director of Medical Education	03 Working Days
8	Provisional Certificate	Member Secretary	07 Working Days	Special Officer	02 Working Days	Director of Medical Education	02 Working Days

1.S.N 1 to 8 inserted vide Notification No. DPAR 409 NaSeKha 2018, Dated: 02/07/2019

28.3 KARNATAKA STATE DIPLOMA IN NURSING EXAMINATION BOARD (Citizen Services)

-0.0		OTATE DIFLOMA	11 . 1 . 0 1 . 0 11		101, 2011	E (CILIZON SCITTO	<mark>-//</mark>
S. N	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
1	Photo Copies of 1st Year, 2nd Year and 3rd year General Nursing and Midwifery Exam Answer Scripts	Secretary, Karnataka State Diploma in Nursing Examination Board, Bangalore	15 Working Days	Special Officer, Karnataka State Diploma in Nursing Examination Board, Bangalore	10 Working Days	Director of Medical Education and Chairman Karnataka State Diploma in Nursing Examination Board, Bangalore	07 Working Days
2	Course Completion Certificate, Internship Training Exam Marks Cards and Diploma Certificates	Secretary, Karnataka State Diploma in Nursing Examination Board, Bangalore	30 Working Days	Special Officer, Karnataka State Diploma in Nursing Examination Board, Bangalore	10 Working Days	Director of Medical Education and Chairman Karnataka State Diploma in Nursing Examination Board, Bangalore	10 Working Days
3	Consolidated Marks Cards of 1st year, 2nd year and 3year General Nursing and Midwifery Course	Secretary, Karnataka State Diploma in Nursing Examination Board, Bangalore	10 Working Days	Special Officer, Karnataka State Diploma in Nursing Examination Board, Bangalore	02 Working Days	Director of Medical Education and Chairman Karnataka State Diploma in Nursing Examination Board, Bangalore	02 Working Days
4	Verification of Genuineness of Documents for Appointments within the Country and Aboard	Secretary, Karnataka State Diploma in Nursing Examination Board, Bangalore.	30 Working Days	Special Officer, Karnataka State Diploma in Nursing Examination Board, Bangalore.	10 Working Days	Director of Medical Education and Chair man Karnataka State Diploma in Nursing Examination Board, Bangalore.	07 Working Days
5	Migration Certificates	Secretary, Karnataka State Diploma in Nursing Examination Board, Bangalore	07 Working Days	Special Officer, Karnataka State Diploma in Nursing Examination Board, Bangalore	02 Working Days	Director of Medical Education and Chairman Karnataka State Diploma in Nursing Examination Board, Bangalore	02 Working Days

S. N	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
6	Spelling Correction in Marks Cards and Certificates	The Secretary, Karnataka State Diploma in Nursing Examination Board, Bangalore.	30 Working Days	The Special Officer	10 Working Days	Chief Executive Officer, Director of Medical Education.	07 Working Days
7	Second Copy of Marks Cards and Certificates	The Secretary, Karnataka State Diploma in Nursing Examination Board, Bangalore.	30 Working Days	The Special Officer	10 Working Days	Chief Executive Officer, Director of Medical Education.	07 Working Days

- 1. S.N 1 to 5 inserted vide Notification No. DPAR 409 NaSeKha 2018, Dated: 02/07/2019
- 2. S.N 6 to 7 inserted vide Notification No. DPAR 15 SSM 2022, Dated: 21/12/2022
- 3. S.N 4 amended vide Notification No. DPAR 15 SSM 2022, Dated: 21/12/2022

28.4 RAJIV GANDHI UNIVERSITY OF HEALTH SCEINCES (Citizen Services)

CN	List of Compiess	Danimatad	Cathanalasad	Camaratant	Cationial and	Annallata	Cathanalana
S.N	List of Services	Designated	Stipulated	Competent	Stipulated	Appellate	Stipulated
		officer	time for	Officer	time for	Authority	time for
			designated		Competent		Appellate
			officer		Officer		Authority
1	Migration Certificate	Assistant	06	Director	03	Registrar	05
	A PROPERTY OF STREET	Registrar	Working		Working		Working
			Days		Days		Days
2	Initial Expansion	Assistant	10	Director	10	Registrar	10
8	Certificate	Registrar	Working		Working		Working
			Days		Days		Days
3	NOC for Internship	Assistant	07	Director	07	Registrar	07
	Transfer Certificate	Registrar	Working		Working		Working
			Days		Days		Days
4	NOC for Migration	Assistant	15	Director	15	Registrar	15
	Transfer Certificate	Registrar	Working		Working		Working
			Days		Days		Days
5	Provisional Degree	Assistant	04	Deputy	01	Registrar	01
	Certificate	Registrar	Working	Registrar	Working	(Evaluation)	Working
	The same of the same		Days		Day		Day

1. S.N 1 to 5 inserted vide Notification No. DPAR 46 NaSeKha 2019, Dated: 24/07/2019

29. MINORITY WELFARE HAJ AND WAKF DEPARTMENT

29.1 Directorate of Minorities (Citizen Services)

SI. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
1	Incentives for Students from Minority Communities X & XII	Deputy Director	120 Working Days	Joint Director	90 Working Days	Director	30 Working Days
2	Application for Assistance w.r.t Pre- Examination Training/ Coaching for Competitive Exams	Joint Director	120 Working Days	Director	90 Working Days	Secretary	30 Working Days
3	Admission in Kausalya Skill Development Programme	District Officer	120 Working Days	Joint Director	90 Working Days	Director	30 Working Days
4	B-Ed and D-Ed Fellowship to Minority Students	Assistant Director	90 Working Days	Joint Director	30 Working Days	Director	30 Working Days
5	Vidyasiri -Food and Accommodation Assistance Scheme	Taluk Minority Extension Officer	Within the financial year	District Officer, Minority welfare department	60 Working days	Assistant Director (Hostels- Section) Directorate of Minorities	30 Working days
6	Admission for Pre and Post Matric Hostels	Taluk Minority Extension officer	60 Working Days	District Officer, Minority welfare department	45 Working Days	Assistant Director (Hostels- Section) Directorate of Minorities	30 Working days
7	Admission for Morarji Desai Residential School	Principal	90 Working Days	District Officer, Minority welfare department	45 Working Days	Assistant Director (Hostels- Section) Directorate of Minorities	30 Working days

- 1. S.N 1 to 3 inserted vide Notification No. DPAR 04 SSM 2019, Dated: 31/08/2019
- 2. S.N 4 inserted vide Notification No. DPAR 11 SSM 2022, Dated: 13/09/2022
- 3. S.N 5-7 inserted vide Notification No. DPAR 338 NASEKHA 2018, Dated: 02/07/2019

29.2 KARNATAKA STATE BOARD OF WAKF (Citizen Services)

SI. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
1	Registration of Waqf	Waqf	45	Assistant	15	Chief	15
	Properties	Officer	Working	Secretary (Admin)	Working	Executive	Working Days
			Days		Days	Officer	
2	Constitution of	Waqf	45	Assistant	15	Chief	15
	Managing Committees	Officer	Working	Secretary (Admin)	Working	Executive	Working Days
	MANUFACTURE TO THE		Days		Days	Officer	
3	Approval of Model	Waqf	21	Assistant	5	Chief	15
	Scheme of	• •		Secretary (Admin)	Working	Executive	Working Days
	Administration-Bye		Days		Days	Officer	
	law						

30. SOCIAL WELFARE DEPARTMENT

30.1 SOCIAL WELFARE DEPARTMENT (Citizen Services)

SI. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
1	Incentive for inter caste married couple	Taluk Assistant Director, SWD	30 Working Days	District level Joint Director / Deputy Director, SWD	20 Working Days	Additional Director (Admin), Commissionerate, SWD	30 Working Days
2	Compensation to Atrocity Victims	District Joint Director / Deputy Director, SWD	07 Working Days	Additional Director (Admin), Commissionerate, SWD	20 Working Days	Commissioner, Commissionerate, SWD	30 Working Days
3	Pre-Examination Coaching for U.P.S.C/K.A.S/ Other Group A & B/ R.R.B/ Banking/ Group C / S.S.C & Other Competitive Examination	Chief Administrative Officer, Pre-Examination Training Centre	60 Working Days	Additional Director (Admin),	30 Working Days	Commissioner, Commissionerate, SWD	30 Working Days
4	"Prabhuddha" Overseas Scholarship	Chief Administrative officer, Pre- Examination training center, SWD	45 Working Days	Additional Director (Administration),	30 Working Days	Commissioner, SWD	30 Working Days
5	Prize money to Meritorious Students	District Level Joint Director/ Deputy Director, SWD	60 Working Days	Additional Director (Development), SWD	30 Working Days	Commissioner, SWD	30 Working Days
6	Pre-Metric Scholarship	Taluk Assistant Director, SWD	60 Working Days	District Level Joint Director/ Deputy Director, SWD	30 Working Days	Additional Director (Development), Commissionerate, SWD	30 Working Days
7	Post Metric Scholarship	Taluk Assistant Director, SWD	60 Working Days	District Level Joint Director/ Deputy Director, SWD	30 Working Days	Additional Director (Development), Commissionerate, SWD	30 Working Days
8	Pre-Metric Hostel Admission for Social Welfare Department	Taluk Assistant Director, SWD	30 Working Days	District Level Joint Director/ Deputy Director, SWD	20 Working Days	Additional Director (Development), Commissionerate, SWD	30 Working Days
9	Post Metric Hostel Admission for Social Welfare Department	Taluk Assistant Director, SWD	30 Working Days	District Level Joint Director/ Deputy Director, SWD	20 Working Days	Additional Director (Development), Commissionerate, SWD	30 Working Days
10	Approval for Setting Up Hostels	District level JD /DD, Social Welfare Department	30 Working Days	CEO, Zilla Panchayath	45 Working Days	Commissioner, Social Welfare Department	30 Working Days

^{1.} S.N 1-to 9 services inserted vide Notification No. DPAR 60 NaSekha 2019, Dated: 14/08/2019

^{2.} S.N 10 inserted vide Notification No. DPAR 69 SSM 2020, Dated: 03/11/2020

30.2 SCHEDULED TRIBE WELFARE DEPARTMENT (Citizen Services)

				VIENT (CHIZEH SEL		United the later	
S I. N o	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
1	Incentive for int er-caste married couple for ST	Taluk Assistant Director, SWD, TTWO, STWD	30 Working Days	District level Joint Director / Depu ty Director, SWD /PCO / DTWO, STWD	20 Working Days	Deputy Director (TSP), DIRECTORATE STWD	30 Working D ays
2	Compensation to Atrocity Victims	District Joint Direc tor / Deputy Director, SWD	07 Working Days	Deputy Director (Coordination), Com missionerate, SWD	20 Working Days	Joint Director (SCSP) Commissionerate, SWD	30 Working D ays
3	Pre-Examination Coaching for U.P.S.C/K.A.S / Other Group A & B/ R.R.B/ Bank ing/ Group C / S.S.C & Other Compet itive Examinatio n	Chief Administrati ve Officer Pre-Exa mination Taining C entre	60 Working Days	Deputy Director, (Admin/Edn), Scheduled Tribe Welfare Depar tment, Bangalore	30 Working Days	Director, Scheduled Tribe Welfare Departmen t.	30 Working D ays
4	"Prabhuddha" Overseas Scholarship	Chief Administrative officer , Pre Examination training centre , SWD	45 Working Days	Deputy Director (Admin/Edn), Scheduled Tribe Welfare Department, Bangalore	30 Working Days	Director, Scheduled Tribe Welfare Department	30 Working Days
5	Prize money to Meritorious Students	District Level Joint Director/ Deputy Director, SWD/PCO/DTW, STWD	60 Working Days	Deputy Director (Admin/Edn), Scheduled Tribe Welfare Department, Bangalore	30 Working Days	Director, Scheduled Tribe Welfare Department	30 Working Days
6	Pre-Metric Scholarship	Taluk Assistant Director, SWD/TTWO, STWD	60 Working Days	District Level Joint Director/ Deputy Director, SWD/PCO/DTW, STWD	30 Working Days	Deputy Director (Admin/Edn), Scheduled Tribe Welfare Department, Bangalore	30 Working Days
7	Post Metric Scholarship	Taluk Assistant Director, SWD/TTWO/STWD	60 Working Days	District Level Joint Director/ Deputy Director, SWD/PCO/DTW, STWD	30 Working Days	Deputy Director (Admin/Edn), Scheduled Tribe Welfare Department, Bangalore	30 Working Days

S I. N o	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
8	Pre-Metric Hostels Admission for Tribal Welfare Department	Taluk Assistant Director, SWD, TTWO, STWD	30 Working Days	District Level Joint Director/ Deputy Director, SWD/PCO/DTW, STWD	20 Working Days	Deputy Director (Admin/Edn), Scheduled Tribe Welfare Department, Bangalore	30 Working Days
9	Post Metric Hostels Admission for Tribal Welfare Department	Taluk Assistant Director, SWD, TTWO, STWD	30 Working Days	District Level Joint Director/ Deputy Director, SWD/PCO/DTW, STWD	20 Working Days	Deputy Director (Admin/Edn), Scheduled Tribe Welfare Department, Bangalore	30 Working Days

^{1.} S.N 1-to 9 services inserted vide Notification No. DPAR 26 SSM 2020, Dated: 31/07/2020

31. LAW DEPARTMENT

31.1 KARNATAKA STATE LAW UNIVERSITY(Citizen Services)

		IAIE LAW UNIVE	,	ch betvices)		and the second second	
SI. No	List of Services	Designated Officer	Stipulated time for designated officer	Competent officer	Stipulated time for competent officer	Appellate authority	Stipulated time for Appellate authority
1	Change of College	Deputy Registrar	10 Working Days	Registrar	5 Working Days	Vice - Chancellor	05 Working Days
2	Eligibility Certificate	Deputy Registrar	10 Working Days	Registrar	5 Working Days	Vice - Chancellor	05 Working Days
3	Migration Certificate	Deputy Registrar	10 Working Days	Registrar	5 Working Days	Vice - Chancellor	05 Working Days
4	Duplicate Migration Certificate	Deputy Registrar	10 Working Days	Registrar	5 Working Days	Vice - Chancellor	05 Working Days
5	Name correction in the marks card as per SSLC/PUC certificate	Deputy Registrar/Assistant Registrar	10 Working Days	Registrar (Evaluation)	05 Working Days	Vice Chancellor	05 Working Days
6	Provisional Degree Certificate	Deputy Registrar/Assistant Registrar	10 Working Days	Registrar (Evaluation)	05 Working Days	Vice Chancellor	05 Working Days
7	Passing Certificate	Deputy Registrar/Assistant Registrar	10 Working Days	Registrar (Evaluation)	05 Working Days	Vice Chancellor	05 Working Days
8	Official Transcript	Deputy Registrar/Assistant Registrar	10 Working Days	Registrar (Evaluation)	05 Working Days	Vice Chancellor	05 Working Days
9	Genuineness of marks card/Degree certificate	Deputy Registrar/Assistant Registrar	10 Working Days	Registrar (Evaluation)	05 Working Days	Vice Chancellor	05 Working Days
10	Duplicate Marks Card	Deputy Registrar/Assistant Registrar	10 Working Days	Registrar (Evaluation)	05 Working Days	Vice Chancellor	05 Working Days
11	Duplicate Degree Certificate	Deputy Registrar/Assistant Registrar	10 Working Days	Registrar (Evaluation)	05 Working Days	Vice Chancellor	05 Working Days
12	Duplicate PDC	Deputy Registrar/Assistant Registrar	10 Working Days	Registrar (Evaluation)	05 Working Days	Vice Chancellor	05 Working Days
13	Duplicate passing certificate	Deputy Registrar/Assistant Registrar	10 Working Days	Registrar (Evaluation)	05 Working Days	Vice Chancellor	05 Working Days

^{1.} S.N 1-to 4 inserted vide Notification No. DPAR 12 SSM 2020, Dated: 18/03/2020

 $^{2.\} S.N$ 5-to 13 inserted vide Notification No. DPAR 18 SSM 2021, Dated: 15/09/2021

32. INFRASTRUCTURE DEVELOPMENT DEPARTMENT 32.1 PORTS AND INLAND WATER TRANSPORT DEPARTMENT (Citizen Services)

32.1 F	ORTS AND INLAN	D WAILK II	CANSFORT.	DEFARTM	ENT (Chizen Sei	. VICES)	The second second
S.N	List of Services	Designated officer	Stipulated time for designated officer	Competen t Officer	Stipulated time for Competent Officer	Appellate Authority	Stipulated time for Appellate Authority
1	Issue of Registration Certificate of sailing vessels	Administrative Assistant	30 working days	Port Officer	30 working days	Director of Ports and I.W.T., Karwar	15 working days
2	Issue of Inspection Certificate of sailing vessels	Administrative Assistant	30 working days	Port Officer	30 working days	Director of Ports and I.W.T., Karwar	15 working days
3	Issue of Harbour craft license	Administrative Assistant	30 working days	Port Officer	30 working days	Director of Ports and I.W.T., Karwar	15 working days
4	Renewal of Harbour craft license	Administrative Assistant	30 working days	Port Officer	30 working days	Director of Ports and I.W.T., Karwar	15 working days
5	Issue of Serang Certificate	Administrative Assistant	30 working days	Port Officer	15 working days	Director of Ports and I.W.T., Karwar	15 working days
6	Issue of Certificate of Steamer Agent, Stevedores C&F Ship chandler, Port User licenses	Administrative Assistant	30 working days	Port Officer	30 working days	Director of Ports and I.W.T., Karwar	15 working days
7	Renewal of Certificate of Steamer Agent, stevedores C&F ship chandler, Port users license	Administrative Assistant	15 working days	Port Officer	15 working days	Director of Ports and I.W.T., Karwar	15 working days
8	Issue of Survey Certificate for sailing Vessels under the Inland Vessels Act	Administrative Assistant	15 working days	Port Officer	15 working days	Director of Ports and I.W.T., Karwar	30 working days
9	Issue of Entry and Clearance Certificate for ships	Administrative Assistant	3 working days	Port Officer	3 working days	Director of Ports and I.W.T., Karwar	2 working days
	a) Issue of entry and clearance to the mechanized sailing vessels	Administrative Assistant	15 working days	Port Officer	3 working days	Director of Ports and I.W.T., Karwar	2 working days

^{1.} S.N 1 to 9 inserted vide Notification No.DPAR 111 NaSeKha 2015, Dated: 15/10/2015 2. S.N 9(a) inserted sub service vide Notification No. DPAR 392 NaSeKha 2018, Dated 02/07/2019

33. Planning, Programme Monitoring and Statistics Department 33.1 KARNATAKA EVALUATION AUTHORITY (Citizen Services)

S.N	List of Services	Designated	Stipulated	Competent	Stipulated time	Appellate	Stipulated
		officer	time for	Officer	for Competent	Authority	time for
			designated		Officer		Appellate
			officer				Authority
1	Internship Programme	Web Manager, Karnataka Evaluation Authority	30 working days	Chief Evaluation Officer, Karnataka Evaluation Authority	15 working days	Principal Secretary, Planning, Programme Monitoring and Statistics Department	3 Weeks

^{1.} S.N 1 inserted vide Notification No.DPAR 30 SSM 2020, Dated: 02/09/2020

Sakala Service Addition/Deletion Details

S.	Secretariat	S.	Department /	201	201	201	201	201	201	201	201	2020	202	202	Total
N	Department	N	Institution	2	3	4	5	6	7	8	9		1	2	Servic
															e Count
1	Urban Development	1	Bruhat Bangalore Mahanagara	7	0	0	0	1	1	0	0	4	1	1	15
	Department		Palike (BBMP)												
		2	Bangalore Water Supply and	3	0	0	0	0	0	0	4	2	0	0	9
			Sewerage Board				Walt	ERO.	537	330		30-73		30	600
		3	(BWSSB) Municipal	5	0	0	0	1	4	0	0	3(3	7	1	19
		J	Corporations		ŭ		ŭ	-		ŭ	ŭ	services		-	23
			(other than BBMP)									combin ed as 1)			
		4	City Municipal	5	0	0	0	1	3	0	0	5(3	6	1	19
			Council (CMC)	A	- 15	The second		10	100	200	1	services combin	The last		
		_		A112	36-7	500	4.7			23		ed as 1)			126-7
		5	Town Municipal Council (TMC)	5	0	0	0	1	4	0	(-1)	5 (3 services	6	1	19
												combin ed as 1)			
		6	Town Panchayat	5	0	0	0	1	4	0	(-1)	5 (3	6	1	19
			(TP)		36	400		157	28	5,35	230	services combin	539	28	
			2002 Jan				200	(JB)	45			ed as 1)	/BEA	200	
		7	Bangalore Development Authority (BDA)	12	0	0	0	0	1	0	0	0	0	2	15
		8	Bangalore	0	0	0	0	0	2	0	0	0	0	1	3
		23	Metropolitan Region		36-7	38	872	100	15.4	33	239	18 23	988	3-1	136-7
			Development	53	2-3		500		7.59	- 2	West 1	A.C.	3/0	537	23
			Authority (BMRDA)		8250		40		133	583		ALC: NO.			4220
		9	Urban Development	0	0	0	0	0	1	0	0	0	0	0	1
			Authorities												
		10	Karnataka Urban Water Supply and	0	0	0	0	0	0	0	0	3	0	0	3
			Drainage Board	30.0	4		36		730			100			1-1-2
2	Transport Department	11	Transport Department	5	0	20	0	1	0	0	3	1	-5	0	25
		12	North East Karnataka Road	6	0	0	0	0	0	0	0	0	0	0	6
		1083	Transport		5			-2/		150		In all	7/1	8	
			Corporation (NEKRTC)		1227		40	1		42	With	ALL TOP		25	422
		13	North West	6	0	0	0	0	0	0	0	0	0	0	6
			Karnataka Road Transport												
			Corporation (NWKRTC)												
		14	Karnataka State	6	0	0	0	0	0	0	0	0	0	0	6
			Road Transport Corporation	12.54	1	116	21	5757		1	100			23	
		15	(KSRTC)	4	0	0	0	0	0	0	0	(2)	0	0	2
		15	Bangalore Metropolitan	4	0	0	0	0	0	0	0	(-2)	0	0	2
			Transport Corporation												
			(BMTC)												
3	Food, Civil Supplies,	16	Food, Civil Supplies and	4	0	0	0	10	0	(- 10)	1	(-2)	0	0	3
	Consumer	2	Consumer Affairs	6 6 7	3/13	7.8	13	69	X	13	250				
	Affairs and		Department				1300								

					100	1-1-10	100		1900	1-4	12 10 17	4 6 4	100	400	1-2000
S.	Secretariat	S.	Department /	201	201	201	201	201	201	201	201	2020	202	202	Total
N	Department	N	Institution	2	3	4	5	6	7	8	9		1	2	Servic
															е
															Count
	Legal	17	Department of	0	0	0	0	0	5	0	0	1	0	16	22
	Metrology		Legal Metrology												
	Department														
4	Revenue	18	Revenue	47	0	(-1)	0	3	0	2	0	0	0	0	51
	Department		Department)	1-1	100	24		7 mF		1000	- A -		10 PM	
		10	A. 1" 1		1	_			-	-	2	0	0	0	
		19	Atalji Janasnehi	0	0	0	5	1	0	0	3	0	0	0	9
			Directorate												
		20	Bhoomi and	0	0	0	4	1	0	0	0	0	0	0	5
			U.P.O.R.			266			100		25.00	2000		200	1
							1500		-27			13/5			
		21	Survey Settlement	0	0	0	0	0	0	0	3	1	0	0	4
			and Land records												
			Department												
		22	Inspector General	1	0	0	8	0	1	0	3(-	0	0	0	11
			of Registration &	453		2000				800	2)	E 9.79			
			Stamps			300			17			100		7	
		23	Directorate of	0	0	0	0	0	0	0	0	0	1	0	1
			Social Security &												
			Pensions												
		24	Hindu Religious	0	0	0	3	0	0	0	-3	0	0	0	0
			Institutions and			100		250			31 4	0237963	3		
		-10	Charitable	600	33.00	4.13		36.7	250	6.35	500	0.00	1000	500	3500
			Endowments			2006		1			= 30			200	
	FAT W.		Department						45				177.74		
5	Home	25	Police	21	0	0	0	0	0	0	0	2(-1)	0	0	22
	Department		Department												
		26	Karnataka Fire	2	0	0	0	0	2	0	0	0	0	0	4
			and Emergency								And the				
			Services			-									
		27	Sainik Welfare	0	0	0	0	0	0	0	6	0	0	0	6
6	Education	28	and Resettling	6	0	0	0	0	0	0	0	0	0	0	6
0		20	Department of	0	U	U	U	U	U	U	U	U	U	U	О
	Department		Pre-University Education	200		A. 2.		4,5			(L) (A)	100 100		1221	
		29	Department of	12	20	0	0	0	0	0	0	3	0	0	35
	a track	23	Public Instruction	12	20	U		0		U	U	3			33
	A COLUMN	30	Department of	1	0	19	0	0	0	0	0	0	0	0	20
	SATE OF THE PARTY	30	Printing,	-	U	13	U	U	U	U	U	U	U	U	20
	A PER SECA		Stationary and						75			250		120	2.45
			Publications			0.03						No.			
	PERSONAL PROPERTY.	31	Public Libraries	0	2	0	0	0	0	0	2	0	0	0	4
	and the same		Department								_				
		32	Higher Education	0	18	0	0	0	0	0	(-2)	0	0	0	18
			- "Collegiate			1			13.4		+2	1 37 23		3.5	
	10.50		Education"	-41								Charles and the	-27		
	4-13	33	Technical	0	10	0	0	0	0	0	0	0	0	0	10
	Charles of the Control of the Contro		Education												
	THE OWNER OF THE PERSON NAMED IN		Department												
	2 40 7	34	Universities	0	0	0	0	0	0	0	0	0	30	0	30
	1000	- 100				100 - 170									
		35	University Finance	0	5	0	0	0	0	0	0	0	-1	0	4
	The state of the s		Section												
	A STATE OF THE	36	University	0	14	0	0	0	0	0	0	0	-14	0	0
	D- 65/2		Constituent	100		715		- 7			4117	P. 10			7
			Colleges	12.9			27.70	113				T. 10	13	124	
	5-055	37	University Post	0	12	0	0	0	0	0	0	0	-12	0	0
	State of the		Graduate Section												
	PARTY IN	38	University	0	11	0	0	0	0	0	0	0	-11	0	0
	Interne		Examination				1411		111	1116	115	50 H 6		1	_
	A Section 2		Section							-47°	100	ALCOHOL:			
		39	University	0	6	0	0	0	0	0	0	0	-6	0	0
			Academic Section												
<u> </u>	11. 11. 2	40				_	-	2	_	^	•	41.01		4	-
7	Health &	40	Health & Family	4	0	0	2	2	0	0	0	1(-2)	0	1	8
	Family Welfare Department		Welfare Department					197	45						
	Department		Department						- 77			7//			
												- 11			

				500	100	1-1-10		1000	130	1		400 4	100	400	
S.	Secretariat	S.	Department /	201	201	201	201	201	201	201	201	2020	202	202	Total
N	Department	N	Institution	2	3	4	5	6	7	8	9		1	2	Servic
															e Count
		41	Drugs Control	5	0	0	0	0	2	15	0	4	0	0	26
			Department			_			_						
		42	Ayush	4	0	0	0	2	0	0	0	0	0	0	6
			Department	//	4	-98	16-2		17-	6.30		5 10 13		+	
8	RDPR	43	RDPR	11	1	0	0	0	0	0	(-2)	8	0	1	21
											+2				
9	Finance	44	Excise	0	6	0	0	0	0	33	0	5	0	1	45
		45	Department Karnataka	0	0	47	0	0	0	0	0	0	0	0	47
		45	Government	U	0	47	U	U	U	U	0	U	0	U	47
			Insurance												
			Department												
			(Directorate)/												
			District Insurance												
		46	offices Commercial Tax	10	0	0	0	1	0	0	-11	0	0	0	0
		70	Department	10	0		O	-	0	0	- 11		- 0		0
10	Labour	47	Labour	13	0	0	4	0	5	0	(-2)	0	(-1)	0	12
	Department		Department								(-7)		. ,		
		48	Directorate of	3	0	0	0	0	0	0	0	0	0	0	3
			ESIS (Medical)								Ů				
			Services	35/34				272	- 35/	150		300	7	35/3	200
		49	Department Of	9	0	0	0	1	2	0	0	-2	0	0	10
			Factories, Boilers,												
			Industrial Safety and Health												
Á		50	KARNATAKA	0	0	0	0	0	0	0	7	8	1	0	16
		30	BUILDING	U		O	O	U	O	O	,		-	O	10
			CONSTRUCTION	500		0,595	5.40	200	1.50	Code		PE 10		15.00	20/200
1			WORKERS	100		PAL	500	100	10	2.27			4	100	111
			WELFARE BOARD							500					4.00
11	Department of Women &	51	Department for Empowerment of	2	0	20	0	0	0	0	3	0	0	0	25
	Child		Differently Abled												
	Development		and Senior Citizen												
	·	52	Women and Child	3	0	0	0	0	0	-3	0	1	0	0	1
è		3113	Development	-		100	200	- 1	3500		0.00	02275	3		200
42		50	Department			_			0	0			0		4
12	Housing Department	53	Karnataka Housing Board	3	0	0	0	0	0	0	0	1	0	0	4
Ź	Department	54	Karnataka Slum	3	0	0	0	0	0	0	0	(-1) 1	0	0	3
		٥.	Development									(-/ -			
			Board	100		17.75				(July		Fr. 30			1000
1		55	Rajiv Gandhi	0	0	0	0	0	0	0	0	2	0	0	2
			Housing												
8			Corporation Limited												
13	Department of	56	Fisheries	3	0	6	0	1	0	0	0	0	0	0	10
1	Animal	55	Department							14 7		100		1	
	Husbandry	57	Department of	0	0	0	6	0	0	0	0	0	0	16	22
	and Veterinary		Animal Husbandry												
	Services		and Veterinary												
L	D. Islia I	F0	Services			22									25
14	Public works Department	58	Public works Department	2	0	32	0	0	0	0	0	1	0	0	35
	Department	59	KSHIP	0	0	44	0	0	0	0	0	0	0	0	44
	The state of the s	55	Division/Sub0Divis					J		J		3			
			ion												
15	Forest,	60	Karnataka State	5	0	0	0	0	8	0	0	7(-3)	0	0	17
-	Ecology and		Pollution Control						10.4	-,5		17 5			1000
	Environment Department	C4	Board			27						2			22
	Department	61	Forest Department	0	0	27	0	0	0	0	4	2	0	0	33
		62	Ecology and	0	0	0	0	11	0	0	0	-11	0	0	0
ē.		02	Environment					- 1						Ü	Ü
	TO BE BEEN		Department	888		4.19		16.7	250	0.35		10			

				1000	-200	1-77 76	10 3			2-2	15 10 17	200 20		400	1-237)
S.	Secretariat	S.	Department /	201	201	201	201	201	201	201	201	2020	202	202	Total
N	Department	N	Institution	2	3	4	5	6	7	8	9		1	2	Servic
															e
16	Commerce &	63	Commerce &	7	3	0	0	0	0	0	(-4)	0	0	0	Count 6
10	Industries	03	Industries	/	3	U	0	U	U	U	(-4)	U	U	0	О
	Department		Department												
		64	Mines and	0	0	0	5	0	0	0	3	(-1) 7	0	0	14
			Geology	\	1-1-	10.10	2412		FinE			- W. W.		100	100
			Department	_	1/1				1000	- 37		C. L. FOR		6380	2.377
		65	Karnataka	0	0	0	0	0	11	0	0	3	1	0	15
			Industrial Area Development												
			Board												
		66	Handlooms and	0	0	0	0	0	0	0	4	0	0	0	4
			Textile		100	100		950	45.0					5	300
		67					0	_		0			4	-	4
		67	Karnataka Udyog Mitra	0	0	0	0	0	0	0	0	0	1	0	1
			IVIILI d												
		68	Karnataka State	0	0	0	0	0	0	0	0	0	0	14	14
			Small Industries			36			13.5			1 37 43		3.4	
			Development	34	200			-21	4	100		Shanning .			200
			Corporation Limited	1461	1,3	1-1-59	17	4.75	-111			and and		(34)	3,30
17	Kannada,	69	Kannada and	5	0	0	0	0	0	0	-1	0	0	0	4
17	Culture &	03	Culture		U	U	0	U	U	U	-1	U	U	0	4
	Information		Department												
_	Department	70	Department of	1	0	0	0	0	0	0	0	0	0	0	1
			Archives			25	(30%)	7762	100			1975			
Ä		71	Danastorast of	2	0	0	0	0	0	0	-1	0	0	0	1
		/1	Department of Information and	2	U	U	U	U	U	U	-1	U	U	U	1
			Public Relations												
18	Department of	72	Department of	21	0	0	0	0	0	0	0	0	0	0	21
	Personnel &		Personnel &		1	200				200		Frank Ca			1500
	Administrative	100	Administrative			1000				-				2	
	Reforms		Reforms	33					153			200		337	
19	Department of	73	Karnataka State	0	3(-	1(-	0	0	0	0	0	0	0	0	2
	Co0 operation		Warehouse		1)	1)									
2			Corporation												
		74	Agriculture	0	27	3	0	0	0	0	0	0	0	0	30
			Marketing			200		100	200						
			Department			100		98t	45.9			C 200 P.		5	
		75	Registrar of Co-	0	9	0	0	0	3	0	0	0	0	0	12
			operative												
4			Societies												
20	Horticulture	76	Department of	0	10	0	0	0	0	0	1(-	(-4)	0	0	6
	Department		Sericulture				177.2	1	13.5		1)	1 15 23		334	11776
	1														
	4-13-1	77	Horticulture	0	0	0	0	0	0	0	6	0	0	0	6
			Department												
21	Water	78	Water Resources	0	22	5	0	0	0	0	0	0	0	0	27
	Resources	47.7	Department		4	17.74	11 (100	40	1-4	41.7	450 24		100	400
1	Department	79	Minor Irrigation	0	0	0	4	0	0	0	0	2	0	0	6
	145		Department												
A			(Ground Water												
	San Street		Directorate)												
		80	Vishweshvaraiah	0	0	0	0	0	0	0	3	1	0	0	4
			Jala Nigam	100	7775			TO.	1.10	677		1		130	1000
	5 + 2 6	81	Krishna Bhagya	0	0	0	0	0	0	0	3	1	0	0	4
	PARTY IN		Jala Nigam												
	LINE SE	82	CADA Directorate	0	0	0	0	0	0	0	1	0	0	0	1
	2000	\\ \frac{1}{2}	J. D. Cotorate	Mille	27.17					1427					-
	The state of the s	83	Kaveri Niravari	0	0	0	0	0	0	0	3	1	0	0	4
			Nigam												
	3300														
	STATE OF THE PARTY	84	Karnataka Niravari	0	0	0	0	0	0	0	3	1	0	0	4
	The state of the s		Nigam	- 17	1.4-	1		250	THE L	1					

				1000	-200	277	18 3	1000	1	2-2	15/2/2	200 30			1-27
S. N	Secretariat Department	S. N	Department / Institution	201	201 3	201 4	201 5	201 6	201 7	201 8	201 9	2020	202 1	202 2	Total Servic e
															Count
		85	Water Resources Development Department	0	0	0	0	0	0	0	1	(-1)	0	0	0
22	Department of	86	Department of	0	3	0	0	0	0	0	1	1(-1)	0	- 0	4
	Youth Empowerment and Sports		Youth Empowerment and Sports	\			26							ě.	33
23	Backward Classes Welfare Department	87	Backward Classes Welfare Department	0	0	0	5	0	0	0	5	0	0	0	10
24	Information	88	Information	0	0	0	2	0	0	0	0	0	0	0	2
	Technology, Bio		Technology, Bio Technology and							95					
	Technology and Science		Science and Technology	A	27.5		7:39	1	-	237	20	36	0	-	
	and		Department	A 133		200	30			354	323	F-12		1000	150.7
	Technology Department							2/				100	2/1		
25	Energy Department	89	Department of Electrical Inspectorate	0	0	0	0	0	19	0	(-1)	0	0	0	18
		90	Bengaluru	0	0	0	0	0	0	0	9	0	0	0	9
			Electricity Supply Company Limited			200	1500	150		30				200	
Ä		91	Mangalore	0	0	0	0	0	0	0	9	0	0	0	9
		92	Electricity Supply Company Limited	0	0	0	0	0	0	0	9	0	0	0	9
		92	Gulbarga Electricity Supply Company Limited	U	U	U	U	U	U	0	9	0	U	O	9
		93	Hubballi Electricity Supply Company Limited	0	0	0	0	0	0	0	9	0	0	0	9
		94	Chamundeshwari Electricity Supply Company Limited	0	0	0	0	0	0	0	9	0	0	0	9
26	Agriculture Department	95	Agriculture Department	0	0	0	0	0	0	0	8	0	0	0	8
27	Skill Development, Entrepreneurs	96	Department of Industrial Training and Employment	0	0	0	0	0	0	0	6	0	0	0	6
	hip and Livelihood Department	97	Government Tool Room and Training Centre	0	0	0	0	0	0	0	0	3	0	0	3
28	Medical	98	Karnataka State	0	0	0	0	0	0	0	4	0	0	0	4
	Education Department	1//	Nursing Council					4,5		-75			3		
	X 8/3	99	Karnataka State Para Medical Board	0	0	0	0	0	0	0	8	0	0	0	8
	HAT OF THE	10 0	Karnataka State Diploma in	0	0	0	0	0	0	0	5	0	0	2	7
9		U	Nursing												1-1-4-1
	7-51		Examination Board		7-3	100		111		100		7. 40	1	- 54	10/10/2
3		10	Rajiv Gandhi	0	0	0	0	0	0	0	5	0	0	0	5
29	Minority	10	University of Health Sciences Directorate of	0	0	0	0	0	0	0	6	0	0	1	7
23	Welfare Haj & Wakf	2	Minorities		127					942					
	Department	10	Karnataka State Board of Wakf	0	0	0	0	0	0	0	0	3	0	0	3
30	Social Welfare Department	10	Social Welfare Department	0	0	0	0	0	0	0	9	1	0	0	10
							4 10 10 10					1/9			

S.	Secretariat	S.	Department /	201	201	201	201	201	201	201	201	2020	202	202	Total
N	Department	N	Institution	2	3	4	5	6	7	8	9		1	2	Servic
															е
															Count
		10	Scheduled Tribe	0	0	0	0	0	0	0	0	9	0	0	9
		5	Welfare												
			Department												
31	Law	10	Karnataka State	0 //	0	0	0	0	0	0	0	4	9	- 0	13
	Department	6	Law University	//			P	100				100	- J- J- J-		
			,	\			4.000		4					- 4	-
32	Infrastructure	10	Ports and Inland	0	0	0	9	0	0	0	0	0	0	0	9
	Development	7	Water Transport												
	Department		Department												
33	Planning	10	Karnataka	0	0	0	0	0	0	0	0	1	0	0	1
	Programme	8	Evaluation			45.00		35.7	100		- 196	73 mil	15.7%	2	
	Monitoring		Authority					1950						2239	
	and Statistics		,	/			1903.5	4,250	4.5			100 B	/223A		
	Department						100		-72			and the second			
	Department											0.00			
			Total	279	182	224	57	39	78	50(-	173(114 (-	69(-	60	1181
					(-2)	(-1)				13)	-39)	31)	50)		

THE KARNATAKA SAKALA SERVICES RULES, 2012

- **1. HEADING and commencement**: (1) These rules may be called the Karnataka Sakala Services Rules, 2012.
- (2) They shall come into force from the date of their publication in the official Gazette.
- 2. Definitions: (1) In these rules, unless the context otherwise requires, -
 - (a) 'Act' means the Karnataka Sakala Services Act, 2011 (Karnataka Act 1 of 2012);
 - (b) 'Form' means form appended to these rules;
 - (c) 'Section' means section of the Act.
- (2) The words and expressions used in these rules but not defined shall have the same meaning assigned to them in the Act.
- **3. Display of information on Notice Board.** (1) Designated Officer and his subordinate public servant of the Public Authority shall, for the convenience of common public, cause to display all relevant information regarding the services available in his office as specified in the Schedule to the Act and Form of application on the notice board. All the necessary documents that are required to be enclosed with the application for receiving the notified services, Check list for documents to be enclosed, prescribed fees, acknowledgement letter to be given compulsorily, reasons for rejection of services, the manner of receiving compensatory cost from the Competent Officer, details as how to contact the Appellate Authority, the procedure for monitoring the status of applications shall be displayed on the Notice Board as per sub-section (2) of section 3 of the Act (Form-A). Such Notice boards shall be exhibited in front of the Office. Sufficient number of copies of the prescribed applications forms be made available in the counters for receiving the applications.
- (2) In the event of non-display of such information in the public domain, the competent officer shall take remedial measures though the Designated Officer.

4. The manner of receiving application and issuing acknowledgement to Applicants: -

- (1) The citizen shall apply to the designated Officer for one or more services appended in the Schedule as per prescribed application format along with the documents prescribed in the check-list in the counters for receiving the applications/registered post acknowledgement due/ post/e-mail
- (2) The designated officer or authorized person shall upon receipt of the written application or in such Form wherever prescribed, give due acknowledgement to applicant in Form-B. Computerised acknowledgement number shall be given for each application.
- (3) In case necessary documents have not been enclosed with the application, then the same shall be clearly mentioned in the acknowledgement and date of delivery shall not be mentioned in such acknowledgements.

- (4) Where all the necessary documents have been enclosed with the application and the application is complete in all respects, then the date of delivery shall be mentioned.
- **5. Public holidays shall not be included:** The public holidays shall not be included while calculating the stipulated time limit for delivery of service.
- **6. Manner of seeking payment of Compensatory Cost: -** (1) Citizen having applied for citizen related services shall be entitled to seek compensatory cost by submitting a copy of Form-B to the Competent Officer or filing a complaint with the acknowledgement Number through Call Centre.
- (2) The Competent Officer shall acknowledge or cause to acknowledge the application for compensatory cost with date and seal.
- (3) After receipt of application for compensatory cost, the Competent Officer shall assess the Compensatory Cost entitled to the applicant on the basis of online information and take necessary action to make immediate payment out of the imprest amount of the Office and get the acknowledgement with signature. Thereafter, he shall initiate action to recover the same from the defaulting Public Servant within 30 days as prescribed under Section 11 of the Act and within the time limit prescribed in the Schedule.
- **7. Manner of giving notice.** The Competent Officer shall issue notice to the designated officer or the sub-ordinate official responsible for delay or default in furnishing him the copy of the application on which compensation was paid and call for reasons as to why cost of compensatory cost paid shall not be recovered from him as per Form C. He shall also indicate the time limit within which defaulting or delaying officer or official shall furnish reasons.
- **8. Relaxation of Fee:-** No fee shall be levied for appeal to Competent Officer or Appellate Authority.
- **9. Procedure of application to Competent Officer:** Apply to the Competent Officer along with a copy of Form-B /or through Call centre.
- **10. Documents to be enclosed with Appeal to the Appellate Authority: -** Shall apply along with form-B.

The Designated Officer or any public servant aggrieved by the orders of the Competent Officer shall provide proof of deposit of compensatory cost in case of their application for appeal under Section 12. No application shall be accepted without such proof.

- **11. Procedure for decision on First or Second Appeal:** The decision on orders of Designated Officer or Competent Officer shall involve the following steps, namely:-
 - (1) Review of concerned documents, public records or their copies;
 - (2) In exceptional circumstances, any other officer may be authorized for required investigation;
 - (3) The Designated Officer or Competent Officer may be summoned at the time of

hearing.

- **12. Process of communicating the information on hearing:** Information on hearing of the application by Competent Officer or Appellate Authority shall be communicated by the Competent officer or Appellate Authority in one of the following manners, namely:-
 - (1) By hand delivery;
 - (2) By registered post with acknowledgement receipt; or
 - (3) By Telephone/Fax/e-mail/SMS (whatever speedy communication opted by the applicant)
 - (4) Information shall be displayed through KGSC software
- **13.** Individual presence of applicant or Designated officer or Competent officer: (1) In all situations, the hearing date shall be communicated to applicant or Designated Officer or Competent Officer as the case may be, at least 7 days in advance.
- (2) The applicant or Designated Officer or Competent Officer as the case may be shall make himself or person authorized by him to be present during the hearing.
- (3) If any party remains absent on the date of hearing even after the information of hearing being duly informed to him, then, the application may be decided exparte.
- **14. Order in Appeal:-** (1) The Competent Officer or Appellate Authority, as the case may be, shall pronounce order in open hearing and it shall be in writing (Form-D).
- (2) Copy of appeal order by the Competent Officer shall be given to applicant and Designated Officer within Seven days from date of order.
- (3) Copy of appeal order by the Appellate Authority shall be given to applicant, designated officer and competent officer.
- (4) In case of imposition of compensatory cost, Competent Officer or Appellate Authority as the case may be, shall mark copy of such order to the concerned Public Authority with instructions to deduct the amount from the salary or honorarium or remuneration, of the Designated Officer or his subordinate public servant or Competent Authority, as the case may be.
- (5) In the event of recommendation for departmental enquiry against Designated Officer or his subordinate public servant or the Competent Officer, as the case may be, the Appellate Authority shall send orders issued against him to the concerned Public Authority or Appointing Authority.
- **15. Recovery of Compensatory Cost:-** The Competent Officer shall cause to recover the compensatory cost from the salary or honorarium or remuneration as the case may be, of the Designated Officer or Officers and staff as decided by the Competent Officer or Appellate Authority, upon receipt of copy of order of imposing compensatory cost and shall deposit it under the respective departmental Head of Account and send a copy of challan to the Page | 230

concerned Designated Officer.

16. Maintenance of records of all disposed cases under the Act:- The Designated Officer, Competent Officer and Appellate Authority shall maintain records of all the cases in Form E-1, Form E-2 and Form E-3 respectively and specially Form E-I with regard to the action taken in respect of delay/default cases and shall send a periodical report to the Head of the Public Authority. Show cause notice through e-mail in Form E-4 shall be issued to the public servants who have defaulted/delayed in more than 7 cases. Disciplinary action shall be initiated in cases where reasons are not justifiable.

Show Cause notice through e-mail in Form E-5 shall be issued to the Competent Officer/Appellate Authority who have exceeded the time limit. Report of such cases shall be intimated to DPAR in Form E-6 at the end of the month. The Head of the Public Authority shall include the same in its Annual Report. At the end of the year list of officers who have not defaulted shall published and issued with letter of appreciation. (Form E-7)

17. Dissemination and Training: - The State Government and the Public Authorities:

- (1) Shall develop and organize campaigns and programs to advance the understanding of the public, in particular of the disadvantaged communities, as to how to exercise the rights contemplated under this Act;
- (2) Shall provide staff and infrastructure for the effective implementation of the Act;
- (3) To give timely and effective dissemination of accurate information by public authorities about the notified services and timeliness to the citizens and the processes for applications, and
- (4) To train Designated officer, Competent Officer and Appellate Authority, as the case may be, of their duties under the Act;
- (5) Concerned Departments of the State Government shall frame guidelines containing such information, in an easily comprehensible form and manner, as may reasonably be required by a person who wishes to exercise any right specified under this Act;
- (6) Concerned Departments of the State Government shall, if necessary, update and publish guidelines referred to in sub-rule (5) above at regular intervals which shall, in particular and without prejudice to the generality of sub-rule (5) above, include,
 - (i) The objects of this Act;
 - (ii) The manner and the form in which request for services shall be made to the designated officer or competent officer;
 - (iii) All remedies in law available regarding a delay or denial of service, including the manner of filing appeals;
 - (iv) Any additional regulations or circulars made or issued in relation to obtaining services in accordance with this Act;
- **18. Monitoring of Implementation:** The State Government shall introduce a system for centralized monitoring of the timely delivery of notified services, through use of Information Page | 231

and Communication Technologies/E-Governance, and for monitoring various provisions of the Act.

(State Emblem)

SAMPLE DISPLAY BOARD

(The Karnataka Sakala Services Act, 2011 and (Amendment) Act, 2014)

Name of the Office:

Nme of the Village/ Taluk / District

Scheduled Services

SI. No	List of servic e	Servic e fee	List of documen ts (Check list)	Designat ed Officer	Stipulate d time for designat ed officer	Compete nt Officer	Stipulate d time for Compete nt Officer	Appella te Authori ty	Stipulat ed time for Appellat e Authorit y
1	2	3	4	5	6	7	8	9	10
	A Shall		20 /8		200	Je we		TO DELL	
		CHIL							

Name of the authorized person to give and receive the application.

Instructions to Citizens

- ❖ To get the acknowledgement compulsorily
 If services are delayed / not delivered contact Competent Officer/Appellate Authority along with the acknowledgement receipt.
- **❖** To know the status and monitoring of the application contact 080 44554455, e-mail: sakala@nic.in (See: www.sakala.kar.nic.in)

The Government Servant who fails to give the services are liable to pay Rs.20 per day per service from his Salary.

FORM - B (See rule 4(1) Acknowledgement by the Designated Officer/ Authorised Officer

1.	Name of the Applicant with address	
2.	Date of application	
3.	Acknowledgement Number	
4	Name of the Designated Officer with designation and address	
5	Details of services sought	SHELL STOP SHELLS
6	Details of relevant documents enclosed with application	
7	Accept (Yes/No)	
8	Proposed date of Delivery	
9	Reject (with reasons)	生态到底。4.1、生态到底。

Place:	Signature of the	e Designate
Officer/		
Date:	Authorised Office	er.

Form - C

Notice for recovery of compensatory cost

(Competent Officer)

It is further instructed to provide the services within the stipulated time.

Date:			
Place:			

Competent Officer

Form - D

Format for Order of the Appellate Authority

(Competent Officer/Appellate Authority)

As per application dated:the services sought under acknowledgement
No, the delay/default in deliveringNo. of services has been proved.
Accordingly, an amount of Rshas been paid as compensatory cost to the applicant with
acknowledgement Receipt No In this connection within seven days an explanation was
called from the Designated Officer. The appeals of the Applicant/Designated
Officer/Competent Officer have been enquired into. Based on the appeals, the documents
and other information furnished during the course of enquiry, it has been proved that Sri.
Karnataka Sakala Services Act, 2011. Therefore, the Drawing Officer is instructed to deduct
an amount of Rs from his salary and credit the same to the concerned Head of Account
of the Department.

Date:

Place: Sd/-

(Competent Officer/ Appellate Authority)

FORM E-1
Register to be maintained by the Designated Officer
(Name, designation and address)

	Name of the		Details of	I	No. of Services				
S1. No	Name of the applicant with address and acknowledgement No.	Details of services sought	relevant documents enclosed to the application	Delivered	Rejected (with reasons for rejection)	Delayed (No. of days delayed)			
1	2	3	4	5	6	7			

Form E-2
Register to be maintained by Competent Officer(Name, Designation and Address)

			4	Name and	Dotoila				No. of S	Services
S1. No	Name & Addres s of the appell ant	Date of applicati on with Ack. No	Detail s of servic es sough t	designat ion of the designat ed Officer appeale d against	Details of relevant docume nts enclose d with appeal	Basi s for appe al	Reli ef ask ed	Date of dispos al of appea l	Date of payme nt of C.C.	Date of recove ry of C.C.
1	2	3	4	5	6	7	8	9	10	11

Form E-3

3. Register to be maintained by Appellate Authority

SI N o	Name & Address of the Appella nt	Date of first applicati on with Ack. No	Detail s of servic es sough t	Details of documents accompanyi ng the application for second appeal	Groun ds on which appeal is filed	Name and designati on of the Designat ed Officer	Name and designati on of the Compete nt Officer to whom first appeal lies	Date of dispos al
1	2	3	4	5	6	7	8	9

Form E - 4

It has been observed that, out of applications received under the Karnataka Sakala Services Act, 2011, you have failed to deliver the services incases in the scheduled time as detailed in form E-1. You are hereby directed to give your explanation about the reasons for this delay/default and the precautionary measure taken to solve the same within seven days, failing which disciplinary action will be initiated against you.

Competent Officer/Appellate Authority Form E - 5

It has been observed that, out of applications for appeals received under the Karnataka Sakala Services Act, 2011, you have failed to dispose of No. of appeals within the scheduled time. You are hereby directed to give your explanation within seven days, failing which disciplinary action will be initiated against you.

Disciplinary Authority

Form E - 6

Name of the Department	Total No. of applications received	No. of Officers who have defaulted in more than 7 cases.	No. of cases where disciplinary action initiated	Common reasons assessed for default	Measures taken for reforms
25 1	2	3	4	5	6

Form E - 7 (Draft Appreciation letter)

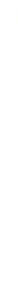
It is matter of pride that you have delivered the services under the Karnataka Sakala Services Act, 2011 in time to the citizens throughout the year. Because of the best services rendered by you, the Department and the Government have earned good name and has resulted in promoting good faith in the citizens towards the Act and the administrative reforms measures taken by the Government. It is assumed that the employees will get encouragement and enthusiasm from your model service. I would like to place on record the Government appreciation for the outstanding (default free) service rendered by you in the year..........

Wishing you many more success in future.

Secretary of the Department

NOTES





र्राज्य महाराज्य महाराज

KARNATAKA SAKALA SERVICES ACT, 2011 AND (AMENDMENT) ACT, 2014

