

**LIST OF SERVICES NOTIFIED VIDE AR.123/2017/5 DATED DISPUR THE 30<sup>th</sup> OCTOBER 2017**

ANNEXURE -I

| SL. No. | Regulatory Authority/ Administrative Department                            | Notified Public Service  | Categories/ Stages   | Stipulated time limit for providing the Service (Days) | Designated Public Servant | Appellate Authority |
|---------|--|--|--|--|---------------------------|---------------------|
| 1       | <b>Pollution Control Board of Assam/ Environment and Forest Department</b> | Consent to Establish under the Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1981 | Green Category Industries  | 30 Days  |                           |                     |
|         |  |  | Orange Category Industries   | 40 Days  |                           |                     |
|         |  |  | Red Category Industries (Non-EIA Projects with TAC)                    | 70 Days  |                           |                     |
|         |  |  | Red Category Industries (EIA Projects with TAC)                        | 100 Days   |                           |                     |
|         |  |  | Red Category Industries (Projects covered under EIA Notification 2006) | 120 Days   |                           |                     |
| 2       | <b>Pollution Control Board of Assam/ Environment and Forest Department</b> | Consent to Establish (under the Water Act, 1974 and Air Act, 1981) for Expansion Unit  | Green Category Industries  | 30 Days  |                           |                     |
|         |  |  | Orange Category Industries   | 40 Days  |                           |                     |
|         |  |  | Red Category Industries (Non-EIA Projects with TAC)                    | 70 Days  |                           |                     |
|         |  |  | Red Category Industries (EIA Projects with TAC)                        | 100 Days   |                           |                     |
|         |  |  | Red Category Industries (Projects covered under EIA Notification 2006) | 120 Days   |                           |                     |
| 3       | <b>Pollution Control Board of Assam/ Environment and Forest Department</b> | Renewal of Consent to Establish (under the Water Act, 1974 and Air Act, 1981)  | Green Category Industries  | 30 Days  |                           |                     |
|         |  |  | Orange Category Industries   | 40 Days  |                           |                     |
|         |  |  | Red Category Industries (Non-EIA Projects with TAC)                    | 70 Days  |                           |                     |
|         |  |  | Red Category Industries (EIA Projects with TAC)                        | 100 Days   |                           |                     |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department                              | Notified Public Service  | Categories/ Stages   | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|--|--|--|--|------------------------------|------------------------|
|         |  |  | Red Category Industries<br>(Projects covered under EIA<br>Notification 2006) | 120 Days   |                              |                        |
| 4       | <b>Pollution Control Board<br/>of Assam/ Environment<br/>and Forest Department</b> | Consent to Operate under the Water (Prevention<br>and Control of Pollution) Act, 1974 and Air<br>(Prevention and Control of Pollution) Act, 1981 | Green Category Industries  | 30 Days  |                              |                        |
|         |  |  | Orange Category Industries   | 40 Days  |                              |                        |
|         |  |  | Red Category Industries (Non-<br>EIA Projects with TAC)                      | 70 Days  |                              |                        |
|         |  |  | Red Category Industries (EIA<br>Projects with TAC)                           | 100 Days   |                              |                        |
|         |  |  | Red Category Industries<br>(Projects covered under EIA<br>Notification 2006) | 120 Days   |                              |                        |
| 5       | <b>Pollution Control Board<br/>of Assam/ Environment<br/>and Forest Department</b> | Consent to Operate (under the Water Act, 1974 and<br>Air Act, 1981) for Expansion Unit   | Green Category Industries  | 30 Days  |                              |                        |
|         |  |  | Orange Category Industries   | 40 Days  |                              |                        |
|         |  |  | Red Category Industries (Non-<br>EIA Projects with TAC)                      | 70 Days  |                              |                        |
|         |  |  | Red Category Industries (EIA<br>Projects with TAC)                           | 100 Days   |                              |                        |
|         |  |  | Red Category Industries<br>(Projects covered under EIA<br>Notification 2006) | 120 Days   |                              |                        |
| 6       | <b>Pollution Control Board<br/>of Assam/ Environment<br/>and Forest Department</b> | Consent to Operate (under the Water Act, 1974 and<br>Air Act, 1981) for Combined Existing and Expansion<br>Units                                 | Green Category Industries  | 30 Days  |                              |                        |
|         |  |  | Orange Category Industries   | 40 Days  |                              |                        |
|         |  |  | Red Category Industries (Non-<br>EIA Projects with TAC)                      | 70 Days  |                              |                        |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department                      | Notified Public Service  | Categories/ Stages   | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|--|--|--|--|------------------------------|------------------------|
|         |  |  | Red Category Industries (EIA Projects with TAC)                        | 100 Days   |                              |                        |
|         |  |  | Red Category Industries (Projects covered under EIA Notification 2006) | 120 Days   |                              |                        |
| 7       | <b>Pollution Control Board of Assam/ Environment and Forest Department</b> | Renewal of Consent to Operate (under the Water Act, 1974 and Air Act, 1981)  | Green Category Industries  | 30 Days  |                              |                        |
|         |  |  | Orange Category Industries   | 40 Days  |                              |                        |
|         |  |  | Red Category Industries (Non-EIA Projects with TAC)                    | 70 Days  |                              |                        |
|         |  |  | Red Category Industries (EIA Projects with TAC)                        | 100 Days   |                              |                        |
|         |  |  | Red Category Industries (Projects covered under EIA Notification 2006) | 120 Days   |                              |                        |
| 8       | <b>Pollution Control Board of Assam/ Environment and Forest Department</b> | Registration of Unit for Manufacture of Plastic Carry Bags & Containers, Multi layered Plastics Pouch or Sachet under the Plastic Waste Management Rules, 2016 |  | 90 Days  |                              |                        |
| 9       | <b>do</b>  | Registration of Producers or Brand Owners under the Plastic Waste Management Rules, 2016   |  | 90 Days  |                              |                        |
| 10      | <b>do</b>  | Registration of Units engaged in Processing or Recycling of Plastic Waste under the Plastic Waste Management Rules, 2016                                       |  | 90 Days  |                              |                        |
| 11      | <b>do</b>  | Registration for Manufacturers of Plastic Raw Material under the Plastic and Waste Management Rules, 2016  |  | 90 Days  |                              |                        |
| 12      | <b>do</b>  | Renewal of Registration of Producers or Brand Owners under the Plastic Waste Management Rules, 2016  |  | 90 Days  |                              |                        |
| 13      | <b>do</b>  | Renewal of Registration of Units engaged in Processing or Recycling of Plastic Waste under the Plastic Waste Management Rules, 2016                            |  | 90 Days  |                              |                        |

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|---------|--|--|--------------------|--|------------------------------|------------------------|
| 14      | <b>Pollution Control Board<br/>of Assam/ Environment<br/>and Forest Department</b> | Renewal of Registration for Manufacturers of Plastic Raw Material under the Plastic and Waste Management Rules, 2016   |                    | 90 Days  |                              |                        |
| 15      | <b>do</b>  | Authorization for Processing/ Recycling/ Treatment and Disposal of Solid Waste under the Solid Waste Management Rules, 2016  |                    | 45 Days  |                              |                        |
| 16      | <b>do</b>  | Accident Reporting under the Solid Waste Management Rules, 2016  |                    | 45 Days  |                              |                        |
| 17      | <b>do</b>  | Renewal of Authorization for Processing/ Recycling/ Treatment and Disposal of Solid Waste under the Solid Waste Management Rules, 2016   |                    | 45 Days  |                              |                        |
| 18      | <b>do</b>  | Authorization for Occupier of Health Care Facility (HCF) or Common Bio-Medical Waste Treatment Facility (CBWTF) under the Bio-Medical Waste Management Rules, 2016   |                    | 90 Days  |                              |                        |
| 19      | <b>do</b>  | Renewal of Authorization for Occupier of Health Care Facility (HCF) or Common Bio-Medical Waste Treatment Facility (CBWTF) under the Bio-Medical Waste Management Rules, 2016  |                    | 90 Days  |                              |                        |
| 20      | <b>do</b>  | Appeal against the order passed by the prescribed authority under the Bio-Medical Waste Management Rules, 2016   |                    | 90 Days  |                              |                        |
| 21      | <b>do</b>  | Authorization for Generation or Collection or Storage or Transport or Reception or Recycling or Reuse or Recovery or Pre-Processing or Co-Processing or Utilization or Treatment or Disposal of Hazardous and other waste under the Hazardous and Other Waste (Management and Trans-boundary Movement) Rules, 2016 |                    | 120 Days   |                              |                        |

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|---------|---|---|--------------------|--|---------------------------|---------------------|
| 22      | Pollution Control Board of Assam/ Environment and Forest Department | Renewal of Authorization for Generation or Collection or Storage or Transport or Reception or Recycling or Reuse or Recovery or Pre-Processing or Co-Processing or Utilization or Treatment or Disposal of Hazardous and other waste under the Hazardous and Other Waste (Management and Trans-boundary Movement) Rules, 2016 |                    | 120 Days   |                           |                     |
| 23      | do  | Format for maintaining records of hazardous and other waste under The Hazardous and Other Waste (Management and Trans-Boundary Movement) Rules, 2016  |                    | 120 Days   |                           |                     |
| 24      | do  | Authorization for Import or Export of Hazardous and Other Waste for Re-Use or Recycling or Recovery or Co-processing or Utilization under the Hazardous and Other Waste (Management and Trans-boundary Movement) Rules, 2016  |                    | 120 Days   |                           |                     |
| 25      | do  | One Time Authorization of Traders for Part- D of Schedule III Waste under the Hazardous and Other Waste (Management and Trans-boundary Movement) Rules, 2016  |                    | 120 Days   |                           |                     |
| 26      | do  | Appeal against the order passed by the State Pollution Control Board under The Hazardous and Other Waste (Management and Trans-boundary Movement) Rules, 2016   |                    | 120 Days   |                           |                     |
| 27      | do  | Extended Producer Responsibility - Authorization (For Producers of E-Waste)   |                    | 90 Days  |                           |                     |
| 28      | do  | Renewal of Extended Producer Responsibility - Authorization (For Producers of E-Waste)  |                    | 90 Days  |                           |                     |
| 29      | do  | Obtaining Authorization for Generation or Storage or Treatment or Disposal of E-Waste by Manufacturer or Refurbisher under the E-Waste Management Rules, 2016   |                    | 90 Days  |                           |                     |

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|---------|--|---|--------------------|--|------------------------------|------------------------|
| 30      | <b>Pollution Control Board<br/>of Assam/ Environment<br/>and Forest Department</b> | Renewal of Authorization for Generation or Storage or Treatment or Disposal of E-Waste by Manufacturer or Refurbisher under the E-Waste Management Rules, 2016                                  |                    | 90 Days  |                              |                        |
| 31      | <b>do</b>  | Authorization to Facilities possessing environmentally sound management practice for dismantling or recycling of E-Waste under the E-Waste Management Rules, 2016                               |                    | 90 Days  |                              |                        |
| 32      | <b>do</b>  | Renewal of Authorization to Facilities possessing environmentally sound management practice for dismantling or recycling of E-Waste under the E-Waste Management Rules, 2016                    |                    | 90 Days  |                              |                        |
| 33      | <b>do</b>  | Authorization for Construction and Demolition Waste Processing Facility under Construction and Demolition Waste Management Rules, 2016  |                    | 90 Days  |                              |                        |
| 34      | <b>do</b>  | Renewal of Authorization for Construction and Demolition Waste Processing Facility under Construction and Demolition Waste Management Rules, 2016   |                    | 90 Days  |                              |                        |
| 35      | <b>do</b>  | Registration of Importer of New Lead acid Batteries/ Primary lead under the Batteries (Management and Handling) Rules, 2001   |                    | 30 Days  |                              |                        |
| 36      | <b>do</b>  | Registration of Facilities possessing environmentally sound management practice for recycling and used Lead Acid Batteries under the Batteries (Management and Handling) Rules, 2001            |                    | 30 Days  |                              |                        |
| 37      | <b>do</b>  | Renewal of Registration of Facilities possessing environmentally sound management practice for recycling and used Lead Acid Batteries under the Batteries (Management and Handling) Rules, 2001 |                    | 30 Days  |                              |                        |

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|---------|---|---|--|--|---------------------------|---------------------|
| 38      | Directorate of Fire and Emergency Services/ Home Department | Fire NOC for Storage and handling of LPG/ CNG/ Oxygen/ Hydrogen/ Methane/ Propane/ Butane/ Chlorine/ Ammonia/ etc. under the Assam Fire Service Rule 1989 | Issue of Fire Prevention and Fire Safety Recommendations | 7 Days   |                           |                     |
|         |   |   | Issue of Final NOC (after receipt of Compliance Report)  | 14 Days  |                           |                     |
| 39      | do  | Fire NOC in respect of fire safety measures in Cinema Theatres/ Multiplex etc. under Assam Fire Service Rule 1989   | Issue of Fire Prevention and Fire Safety Recommendations | 7 Days   |                           |                     |
|         |   |   | Issue of Final NOC (after receipt of compliance Report)  | 14 Days  |                           |                     |
| 40      | do  | Fire NOC in respect of fire safety measures in Function Halls/ Vivah Bhawan/ Building below 15 mtrs under Assam Fire Service Rule 1989                    | Issue of Fire Prevention and Fire Safety Recommendations | 7 Days   |                           |                     |
|         |   |   | Issue of Final NOC (after receipt of compliance Report)  | 14 Days  |                           |                     |
| 41      | do  | Fire NOC in respect of fire safety measures in erecting temporary structures/ Circus/ movable theatre/ exhibitions under Assam Fire Service Rule 1989     | Issue of Fire Prevention and Fire Safety Recommendations | 7 Days   |                           |                     |
|         |   |   | Issue of Final NOC (after receipt of compliance Report)  | 14 Days  |                           |                     |
| 42      | do  | Fire NOC in respect of fire safety measures in transport godowns and other godowns under Assam Fire Service Rule 1989                                     | Issue of Fire Prevention and Fire Safety Recommendations | 7 Days   |                           |                     |
|         |   |   | Issue of Final NOC (after receipt of compliance Report)  | 14 Days  |                           |                     |
| 43      | do  | Fire NOC for one storied/ multi storied/ high rise building under Assam Fire Service Rule 1993  | Issue of Fire Prevention and Fire Safety Recommendations | 7 Days   |                           |                     |
|         |   |   | Issue of Final NOC (after receipt of compliance Report)  | 14 Days  |                           |                     |

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|---------|---|--|--|--|---------------------------|---------------------|
| 44      | Directorate of Fire and Emergency Services/ Home Department | Fire NOC in respect of fire safety measures in storage and handling of petroleum products/ Industry (Class A, B & C) under Assam Fire Service Rule 1989                              | Issue of Fire Prevention and Fire Safety Recommendations | 7 Days   |                           |                     |
|         |   |  | Issue of Final NOC (after receipt of compliance Report)  | 14 Days  |                           |                     |
| 45      | do  | Fire NOC in respect of fire safety measures in the storage and handling of chemicals under Assam Fire Service Rule 1989  | Issue of Fire Prevention and Fire Safety Recommendations | 7 Days   |                           |                     |
|         |   |  | Issue of Final NOC (after receipt of compliance Report)  | 14 Days  |                           |                     |
| 46      | do  | Fire NOC in respect of fire safety measures in the storage and handling of explosives under Assam Fire Service Rule 1989   | Issue of Fire Prevention and Fire Safety Recommendations | 7 Days   |                           |                     |
|         |   |  | Issue of Final NOC (after receipt of compliance Report)  | 14 Days  |                           |                     |
| 47      | do  | Fire NOC in respect of fire safety measures in the storage and handling of pharmaceutical products, chemical industries/ storage of solvents etc. under Assam Fire Service Rule 1989 | Issue of Fire Prevention and Fire Safety Recommendations | 7 Days   |                           |                     |
|         |   |  | Issue of Final NOC (after receipt of compliance Report)  | 14 Days  |                           |                     |
| 48      | do  | Fire attendance/ special service attendance certificate under Assam Fire Service Rule 1989   | Issue of Fire Prevention and Fire Safety Recommendations | 7 Days   |                           |                     |
|         |   |  | Issue of Final NOC (after receipt of compliance Report)  | 14 Days  |                           |                     |
| 49      | do  | Renewal of Fire NOC in respect of fire safety measures in the storage and handling of explosives under Assam Fire Service Rule 1989  |  | 14 Days  |                           |                     |
| 50      | do  | Renewal of Fire NOC under Assam Fire Service Rule 1989   |  | 14 Days  |                           |                     |



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|---------|--|--|---|---|---------------------------|---------------------|
| 51      | Inspectorate of Factories/ Labour Welfare Department | Permission to Construct, Extend or take into use any Building as a Factory                             | i) Factories as defined under section 2(m)(ii) and not involving hazardous process as defined under section 2(cb) | 10 Days   |                           |                     |
|         |  |  | ii) factories other than hazardous and MAH units  | 30 Days   |                           |                     |
|         |  |  | iii) Hazardous Factories (as defined in section 2(cb) of the Factories Act, 1948                                  | 90 Days<br>(60 days for site appraisal by the committee and approval by Government, 30 days for registration and Licensing) |                           |                     |
| 52      | Inspectorate of Factories/ Labour Welfare Department | Application to the Site Appraisal Committee (in case of Hazardous Processes/ Materials)                |   | 30 Days   |                           |                     |
| 53      | do   | Registration and Grant of Factory License  |   | 30 Days   |                           |                     |
| 54      | do   | Fitness Certificate of a Worker  |   | 7 Days  |                           |                     |
| 55      | do   | Testing and Examination of Machineries and Equipments  |   | 7 Days  |                           |                     |
| 56      | do   | Renewal of Factory License   |   | 60 Days   |                           |                     |
| 57      | do   | Change in Name and/ or Style of a Factory (Amendment in Factory License)                               |   | 7 Days  |                           |                     |
| 58      | do   | Registration and Certification of Package Boiler/ Economizer under the Boilers Act, 1923 and IBR, 1950 | Issuance of Erection Permission   | 7 Days  |                           |                     |
|         |  |  | Allotment of Registration Number (after submission of Erection Completion Certificate)                            | 38 Days   |                           |                     |
|         |  |  | Final Certificate of Registration of Boiler (after submission of application for Steam Test)                      | 11 Days   |                           |                     |

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|---------|--|---|---|--|------------------------------|------------------------|
| 59      | Inspectorate of<br>Factories/ Labour<br>Welfare Department | Registration and Certification of Assemble Boiler/<br>Economizer under the Boilers Act, 1923 and IBR,<br>1950 | Issuance of Erection<br>Permission  | 7 Days   |                              |                        |
|         |  |   | Stage Inspection during<br>Erection (from date of receipt<br>of request)  | 15 Days  |                              |                        |
|         |  |   | Preliminary Hydraulic Test<br>(after submission of<br>Application for Preliminary<br>Hydraulic Test with all<br>documents)      | 10 Days  |                              |                        |
|         |  |   | Issue of Steaming Certificate<br>(after submission of<br>Completion Report and<br>Certificate of Boiler<br>Attendant/ Operator) | 2 Days   |                              |                        |
|         |  |   | Allotment of Registration<br>Number (after issue of<br>Steaming Certificate)  | 16 Days  |                              |                        |
|         |  |   | Final Certificate of<br>Registration of Boiler (after<br>submission of application for<br>Steam Test)                           | 11 Days  |                              |                        |
| 60      | Inspectorate of<br>Factories/ Labour<br>Welfare Department | Registration of Steam/ Feed/ Blow Down Line under<br>IBR, 1950  | Approval of Drawings by Chief<br>Inspector (after submission of<br>application)   | 15 Days  |                              |                        |
|         |  |   | Approval of proposed<br>contractor (after submission<br>of application for approval of<br>contractor)                           | 9 Days   |                              |                        |
|         |  |   | Material Inspection and<br>Simulation Test (after<br>submission of documents<br>regarding materials)                            | 7 Days   |                              |                        |

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|---------|--|---|---|--|---------------------------|---------------------|
|         |  |   | Final Inspection of Pipeline Network (after submission of erection completion report)   | 7 Days   |                           |                     |
|         |  |   | Grant of Final Registration of Steam Pipeline (after submission of application for hydraulic test)                            | 7 Days   |                           |                     |
| 61      | Inspectorate of Factories/ Labour Welfare Department | Renewal of Certificate of Boiler/ Economizer under the Boilers Act, 1923 and IBR, 1950                              | Fixing date of Inspection (after submission of complete application)  | 15 Days  |                           |                     |
|         |  |   | Issue of Renewal Certificate / Fitness Certificate (after completion of inspection and in case there are no repairs required) | 2 Days   |                           |                     |
|         |  |   | Issue of Renewal Certificate / Fitness Certificate (in case there are repairs required, after completion of proposed repair)  | 2 Days   |                           |                     |
| 62      | Inspectorate of Factories/ Labour Welfare Department | Recognition as Manufacturer of Boiler and Boiler Components under IBR, 1950   |   | 30 Days  |                           |                     |
| 63      | do   | Approval as Boiler Erector/ Repairer and Steam/ Feed Water Pipe Line Fabricator/ Erector under IBR, 1950            |   | 30 Days  |                           |                     |
| 64      | do   | Renewal of Recognition as Manufacturer of Boiler and Boiler Components under IBR, 1950                              |   | 30 Days  |                           |                     |
| 65      | do   | Renewal of Approval as Boiler Erector/ Repairer and Steam/ Feed Water Pipe Line Fabricator/ Erector under IBR, 1950 |   | 30 Days  |                           |                     |

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|---------|--|---|----------------------------|--|------------------------------|------------------------|
| 66      | Commissionerate of<br>Industries and<br>Commerce/ Industries<br>and Commerce<br>Department | Land Allotment in various Industrial Estates  |                            | 30 Days  |                              |                        |
| 67      | do   | Shed Allotment in various Industrial Estates  |                            | 30 Days  |                              |                        |
| 68      | do   | Entrepreneurs Memorandum (Part I)   |                            | Instant  |                              |                        |
| 69      | do   | Pre Registration under NEIIPP 2007 for New Units  |                            | 7 Days   |                              |                        |
| 70      | do   | Pre Registration under NEIIPP 2007 for Existing Units   |                            | 7 Days   |                              |                        |
| 71      | do   | Eligibility Certificate under Assam Industrial Policy,<br>2014 for New Units                    | Micro Enterprises          | 30 Days  |                              |                        |
|         |  |   | Small & Medium Enterprises | 75 Days  |                              |                        |
|         |  |   | Large Enterprises          | 75 Days  |                              |                        |
| 72      | do   | Eligibility Certificate under Assam Industrial Policy,<br>2014 for Existing Units               | Micro Enterprises          | 30 Days  |                              |                        |
|         |  |   | Small & Medium Enterprises | 75 Days  |                              |                        |
|         |  |   | Large Enterprises          | 75 Days  |                              |                        |
| 73      | do   | Submission of claim for Central Comprehensive<br>Insurance Subsidy scheme under NEIIPP 2007     |                            | 180 Days   |                              |                        |
| 74      | do   | Submission of claim for Central Interest Subsidy<br>scheme on working Capital under NEIIPP 2007 |                            | 180 Days   |                              |                        |
| 75      | do   | Submission of claim for Power Subsidy under Assam<br>Industrial Policy, 2014                    |                            | 180 Days   |                              |                        |
| 76      | do   | Claim of Central Capital Investment subsidy under<br>NEIIPP, 2007                               |                            | 180 Days   |                              |                        |
| 77      | do   | Entrepreneurs Memorandum (Part II)  |                            | 30 Days  |                              |                        |
| 78      | do   | Claim of all Incentives under Assam Industrial Policy<br>2014                                   |                            | 30 Days  |                              |                        |

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|---------|--|---|--------------------|--|------------------------------|------------------------|
| 79      | State Drugs Control<br>Administration / Health<br>and Family Welfare<br>Department | Grant of a licence to manufacture cosmetics for sale<br>or for distribution- Form 31  |                    | 45 Days  |                              |                        |
| 80      | do   | Grant of a licence to manufacture for sale or for<br>distribution of Large Volume Parenteral/ Sera and<br>Vaccines excluding those specified in Schedule X -<br>Form 27 D                   |                    | 120 Days   |                              |                        |
| 81      | do   | Grant of a licence to manufacture for sale or for<br>distribution of drugs specified in Schedule C and C(1)<br>excluding those specified in part XB and Schedule X -<br>Form 27             |                    | 60 Days  |                              |                        |
| 82      | do   | Grant of a licence to manufacture for sale or for<br>distribution of drugs specified in Schedule X and not<br>specified in Schedule C and C(1) - Form 24 F                                  |                    | 60 Days  |                              |                        |
| 83      | do   | Grant of a licence to manufacture for sale or for<br>distribution of drugs specified in Schedules C, C (1)<br>and X - Form 27 B   |                    | 60 Days  |                              |                        |
| 84      | do   | Grant of a licence to repack for sale or distribution of<br>drugs, being drugs other than those specified in<br>Schedule C and C(1) excluding those specified in<br>Schedule X - Form 24- B |                    | 45 Days  |                              |                        |
| 85      | do   | Grant of a licence to sell, stock, exhibit, or offer for<br>sale, or distribute drugs specified in Schedule X<br>(Retail) - Form 19 C and additional information                            |                    | 45 Days  |                              |                        |
| 86      | do   | Grant of a licence to sell, stock, exhibit, or offer for<br>sale, or distribute drugs other than those specified in<br>Schedule X (Retail) - Form 19 and additional<br>information          |                    | 45 Days  |                              |                        |
| 87      | do   | Grant of a licence to sell, stock, exhibit, or offer for<br>sale, or distribute drugs other than those specified in<br>Schedule X (Wholesale) - Form 19 and additional<br>information       |                    | 45 Days  |                              |                        |

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|---------|--|---|--------------------|--|------------------------------|------------------------|
| 88      | State Drugs Control<br>Administration / Health<br>and Family Welfare<br>Department | Grant of a licence to sell, stock, exhibit, or offer for sale, or distribute drugs specified in Schedule X (Wholesale) - Form 19 C and additional information   |                    | 45 Days  |                              |                        |
| 89      | do   | Grant of a loan licence to manufacture cosmetics for sale or for distribution - Form 31 A   |                    | 45 Days  |                              |                        |
| 90      | do   | Grant of a loan licence to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C(1) and X - Form 24A  |                    | 60 Days  |                              |                        |
| 91      | do   | Grant of a loan licence to manufacture for sale or for distribution of drugs specified in Schedule C and C(1) excluding those specified in part XB and Schedule X - Form 27 A   |                    | 60 Days  |                              |                        |
| 92      | do   | Grant of a restricted licence to sell, stock or exhibit or offer for sale, or distribute drugs by Wholesaler dealers who do not engage the services of a qualified person (Restricted General Store) - Form 19 A and additional information |                    | 45 Days  |                              |                        |
| 93      | do   | Grant of approval for carrying out tests drugs/ cosmetics or raw materials used in the manufacture of drugs specified in Schedule C and C(1) thereof on behalf of licensees for manufacture for sale of drugs/ cosmetics - Form 36          |                    | 45 Days  |                              |                        |
| 94      | do   | Grant of licence for the operation of a Blood Bank for processing of whole blood and/ or preparation of blood components - Form 27 C  |                    | 120 Days   |                              |                        |
| 95      | do   | Grant of licence to manufacture blood products for sale or distribution = Form 27E  |                    | 120 Days   |                              |                        |
| 96      | do   | Licence to manufacture drugs for purpose of examination, test or analysis - Form 30   |                    | 30 Days  |                              |                        |
| 97      | do   | Licence to sell, stock or exhibit or offer for sale, or distribute Homeopathic Medicines (Retail) - Form 19 B and additional information  |                    | 45 Days  |                              |                        |

| SL. No. | Regulatory Authority/ Administrative Department                           | Notified Public Service  | Categories/ Stages | Stipulated time limit for providing the Service (Days) | Designated Public Servant | Appellate Authority |
|---------|---|--|--------------------|--|---------------------------|---------------------|
| 98      | State Drugs Control Administration / Health and Family Welfare Department | Licence to sell, stock or exhibit or offer for sale, or distribute Homeopathic Medicines (Wholesale) - Form 19 B and additional information  |                    | 45 Days  |                           |                     |
| 99      | do  | Grant of a licence to manufacture for sale or for distribution of Homeopathic Medicines or a licence to manufacture potentised preparations from back potencies by licensees holding licence Form 20C - Form 24C |                    | 45 Days  |                           |                     |
| 100     | do  | Grant of a licence to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C(1) and X - Form 24   |                    | 60 Days  |                           |                     |
| 101     | do  | Grant of a licence to sell, stock, or exhibit or offer for sale by wholesaler or distribute drugs from a motor vehicle - Form 19AA and additional information  |                    | 45 Days  |                           |                     |
| 102     | do  | Grant of a licence to sell, stock, or exhibit or offer for sale by retailer or distribute drugs from a motor vehicle - Form 19AA and additional information  |                    | 45 Days  |                           |                     |
| 103     | do  | Renewal of a licence to sell, stock, exhibit, or offer for sale, or distribute drugs specified in Schedule X (Wholesale) - Form 19 C and additional information  |                    | 30 Days  |                           |                     |
| 104     | do  | Renewal of a licence to sell, stock, exhibit, or offer for sale, or distribute drugs specified in Schedule X (Retail) - Form 19 C and additional information   |                    | 30 Days  |                           |                     |
| 105     | do  | Renewal of a licence to manufacture cosmetics for sale or for distribution- Form 31  |                    | 30 Days  |                           |                     |
| 106     | do  | Renewal of a licence to manufacture for sale or for distribution of Large Volume Parenteral/ Sera and Vaccines excluding those specified in Schedule X - Form 27 D   |                    | 90 Days  |                           |                     |
| 107     | do  | Renewal of a licence to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C(1) and X - Form 24 and additional information  |                    | 30 Days  |                           |                     |

| SL. No. | Regulatory Authority/ Administrative Department                           | Notified Public Service  | Categories/ Stages | Stipulated time limit for providing the Service (Days) | Designated Public Servant | Appellate Authority |
|---------|---|--|--------------------|--|---------------------------|---------------------|
| 108     | State Drugs Control Administration / Health and Family Welfare Department | Renewal of a licence to manufacture for sale or for distribution of drugs specified in Schedule C and C(1) excluding those specified in part XB and Schedule X - Form 27             |                    | 30 Days  |                           |                     |
| 109     | do  | Renewal of a licence to manufacture for sale or for distribution of drugs specified in Schedule X and not specified in Schedule C and C(1) - Form 24F                                |                    | 30 Days  |                           |                     |
| 110     | do  | Renewal of a licence to manufacture cosmetics for sale or for distribution of drugs specified in Schedules C, C (1) and X - Form 27 B  |                    | 30 Days  |                           |                     |
| 111     | do  | Renewal of a licence to repack for sale or distribution of drugs, being drugs other than those specified in Schedule C and C(1) excluding those specified in Schedule X - Form 24- B |                    | 30 Days  |                           |                     |
| 112     | do  | Renewal of a licence to sell, stock, or exhibit or offer for sale by retailer or distribute drugs from a motor vehicle - Form 19AA and additional information                        |                    | 30 Days  |                           |                     |
| 113     | do  | Renewal of a licence to sell, stock, or exhibit or offer for sale by wholesaler or distribute drugs from a motor vehicle - Form 19AA and additional information                      |                    | 30 Days  |                           |                     |
| 114     | do  | Renewal of a licence to sell, stock, exhibit, or offer for sale, or distribute drugs other than those specified in Schedule X (Wholesale) - Form 19 and additional information       |                    | 30 Days  |                           |                     |
| 115     | do  | Renewal of a loan licence to manufacture cosmetics for sale or for distribution - Form 31 A  |                    | 30 Days  |                           |                     |
| 116     | do  | Renewal of a loan licence to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C(1) and X - Form 24A                                       |                    | 30 Days  |                           |                     |
| 117     | do  | Renewal of a licence to manufacture for sale or for distribution of drugs specified in Schedule C and C(1) excluding those specified in part XB and Schedule X - Form 27A            |                    | 30 Days  |                           |                     |



| SL. No. | Regulatory Authority/ Administrative Department                           | Notified Public Service   | Categories/ Stages | Stipulated time limit for providing the Service (Days) | Designated Public Servant | Appellate Authority |
|---------|---|---|--------------------|--|---------------------------|---------------------|
| 118     | State Drugs Control Administration / Health and Family Welfare Department | Renewal of a restricted licence to sell, stock or exhibit or offer for sale, or distribute drugs by Wholesaler dealers who do not engage the services of a qualified person (Restricted General Store) - Form 19 A and additional information |                    | 30 Days  |                           |                     |
| 119     | do  | Renewal of a restricted licence to sell, stock or exhibit or offer for sale, or distribute drugs by Retailer dealers who do not engage the services of a qualified person (Restricted General Store) - Form 19 A and additional information   |                    | 30 Days  |                           |                     |
| 120     | do  | Renewal of approval for carrying out tests drugs/ cosmetics or raw materials used in the manufacture of drugs specified in Schedule C and C(1) thereof on behalf of licensees for manufacture for sale of drugs/ cosmetics - Form 36          |                    | 30 Days  |                           |                     |
| 121     | do  | Renewal of licence for the operation of a Blood Bank for processing of whole blood and/ or preparation of blood components - Form 27 C  |                    | 30 Days  |                           |                     |
| 122     | do  | Renewal of licence to manufacture blood products for sale or distribution = Form 27E  |                    | 90 Days  |                           |                     |
| 123     | do  | Renewal of Licence to manufacture drugs for purpose of examination, test or analysis - Form 30  |                    | 30 Days  |                           |                     |
| 124     | do  | Renewal of Licence to sell, stock or exhibit or offer for sale, or distribute Homeopathic Medicines (Retail) - Form 19 B  |                    | 30 Days  |                           |                     |
| 125     | do  | Renewal of a licence to manufacture for sale or for distribution of Homeopathic Medicines or a licence to manufacture potentised preparations from back potencies by licensees holding licence Form 20C - Form 24C                            |                    | 30 Days  |                           |                     |
| 126     | do  | Renewal of a licence to sell, stock, exhibit, or offer for sale, or distribute drugs other than those specified in Schedule X (Retail) - Form 19 and additional information   |                    | 30 Days  |                           |                     |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department                              | Notified Public Service  | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|--|--|--------------------|--|------------------------------|------------------------|
| 127     | State Drugs Control<br>Administration / Health<br>and Family Welfare<br>Department | Renewal of Licence to sell, stock or exhibit or offer<br>for sale, or distribute Homeopathic Medicines<br>(Wholesale) - Form 19 B  |                    | 30 Days  |                              |                        |
| 128     | do   | Grant of a licence to manufacture for sale or for<br>distribution of drugs other than those specified in<br>Schedule C, C(1) and X (Additional Items) - Form 24  |                    | 20 Days  |                              |                        |
| 129     | do   | Grant of a loan licence to manufacture for sale or for<br>distribution of drugs other than those specified in<br>Schedule C, C(1) and X (Additional Items)- Form 24A                                     |                    | 20 Days  |                              |                        |
| 130     | do   | Grant of a licence to manufacture for sale or for<br>distribution of drugs specified in Schedule X and not<br>specified in Schedule C and C(1) (Additional Items)-<br>Form 24 F                          |                    | 20 Days  |                              |                        |
| 131     | do   | Grant of a licence to manufacture for sale or for<br>distribution of drugs specified in Schedule C and C(1)<br>excluding those specified in part XB and Schedule X<br>(Additional Items) - Form 27       |                    | 20 Days  |                              |                        |
| 132     | do   | Grant of a loan licence to manufacture for sale or for<br>distribution of drugs specified in Schedule C and C(1)<br>excluding those specified in part XB and Schedule X<br>(Additional Items) - Form 27A |                    | 20 Days  |                              |                        |
| 133     | do   | Grant of a licence to manufacture for sale or for<br>distribution of drugs specified in Schedules C, C (1)<br>and X (Additional Items) - Form 27 B   |                    | 20 Days  |                              |                        |
| 134     | do   | Grant of a licence to manufacture for sale or for<br>distribution of Large Volume Parenteral/ Sera and<br>Vaccines excluding those specified in Schedule X<br>(Additional Items) - Form 27 D             |                    | 20 Days  |                              |                        |
| 135     | do   | Grant of a licence to manufacture cosmetics for sale<br>or for distribution (Additional Items)- Form 31  |                    | 20 Days  |                              |                        |
| 136     |  | Grant of a loan licence to manufacture cosmetics for<br>sale or for distribution (Additional Items)- Form 31A  |                    | 20 Days  |                              |                        |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department                                      | Notified Public Service  | Categories/ Stages  | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|--|--|---|--|------------------------------|------------------------|
| 137     | Assam Power<br>Distribution Company<br>Limited/ Power, Mines<br>and Minerals<br>Department | Temporary Service Connection (Both LT & HT)  |   | 15 Days  |                              |                        |
| 138     | do   | New High Tension (HT) Connection   | In Industrial Estates, where<br>no Right of Way is required | 7 Days   |                              |                        |
|         |  |  | Other Cases   | 15 Days  |                              |                        |
| 139     | do   | New Low Tension (LT) Connection  | In Industrial Estates, where<br>no Right of Way is required | 7 Days   |                              |                        |
|         |  |  | Other Cases   | 15 Days  |                              |                        |
| 140     | Assam Urban Water<br>Supply & Sewerage<br>Board/ Urban<br>Development<br>Department        | Non Domestic Water Connection (Both Temporary<br>and Permanent)  |   | 7 Days   |                              |                        |
| 141     | do   | Grant of Brewery License   |   | 90 Days  |                              |                        |
| 142     | do   | Grant of Distillery License  |   | 90 Days  |                              |                        |
| 143     | do   | Grant of Heritage Alcoholic Beverages Manufactory<br>License   |   | 90 Days  |                              |                        |
| 144     | do   | Grant of Bonded Warehouse License  |   | 45 Days  |                              |                        |
| 145     | do   | Grant of License for Compounding and Blending of<br>IMFL   |   | 60 Days  |                              |                        |
| 146     | do   | Grant of License for Bottling of IMFL  |   | 60 Days  |                              |                        |
| 147     | do   | Grant of Heritage Alcoholic Beverages Micro-Brewery<br>License   |   | 90 Days  |                              |                        |
| 148     | do   | Grant of License to a Private Bonded Warehouse for<br>Deposit and Storage of ENA   |   | 45 Days  |                              |                        |
| 149     | do   | Grant of License for Reduction of ENA for<br>manufacture of Country Spirit and Deposit and<br>Storage of manufactured Country Spirit |   | 60 Days  |                              |                        |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department                               | Notified Public Service  | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|---|--|--------------------|--|------------------------------|------------------------|
| 150     | Assam Urban Water<br>Supply & Sewerage<br>Board/ Urban<br>Development<br>Department | Grant of License for Bottling of Country Spirit  |                    | 60 Days  |                              |                        |
| 151     | do  | Grant of License for Wholesale Vend of IMFL  |                    | 45 Days  |                              |                        |
| 152     | do  | Grant of License for Wholesale Vend of Denatured Spirit  |                    | 45 Days  |                              |                        |
| 153     | do  | Grant of License for Wholesale Vend of Country Spirit  |                    | 45 Days  |                              |                        |
| 154     | do  | Grant of License for Wholesale Vend of Heritage Alcoholic Beverages  |                    | 45 Days  |                              |                        |
| 155     | do  | Grant of License for Wholesale Vend of IMFL by Co-Operative Societies/ Associations                              |                    | 45 Days  |                              |                        |
| 156     | do  | Grant of License for Wholesale Vend of IMFL by Canteen Stores Department (Wholesale Warehouse)                   |                    | 45 Days  |                              |                        |
| 157     | do  | Grant of License for Retail Vend of IMFL for Consumption OFF the premises  |                    | 45 Days  |                              |                        |
| 158     | do  | Grant of License for Retail Vend of IMFL in a Hotel for Consumption ON the premises                              |                    | 45 Days  |                              |                        |
| 159     | do  | Grant of License for Retail Vend of IMFL in a Restaurant for Consumption ON the premises                         |                    | 45 Days  |                              |                        |
| 160     | do  | Grant of License for Retail Vend of IMFL for Consumption ON the premises (except Hotel, Restaurant and Bar etc.) |                    | 45 Days  |                              |                        |
| 161     | do  | Grant of License for Retail Vend of Rectified Spirit (including absolute alcohol)                                |                    | 45 Days  |                              |                        |
| 162     | do  | Grant of License for Retail Vend of IMFL at Military Canteen Establishments under the Canteen Tenant System      |                    | 45 Days  |                              |                        |
| 163     | do  | Grant of License for Retail Vend of IMFL for Parliamentary Force   |                    | 45 Days  |                              |                        |
| 164     | do  | Grant of License for Retail Vend of IMFL in Non-Proprietary Club   |                    | 45 Days  |                              |                        |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department                               | Notified Public Service  | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|---|--|--------------------|--|------------------------------|------------------------|
| 165     | Assam Urban Water<br>Supply & Sewerage<br>Board/ Urban<br>Development<br>Department | Grant of License for Retail Vend of IMFL in<br>Proprietary Club  |                    | 45 Days  |                              |                        |
| 166     | do  | Grant of License for Retail Vend of IMFL in Railway<br>Refreshment Room for Consumption ON the<br>premises                 |                    | 45 Days  |                              |                        |
| 167     | do  | Grant of License for Retail Vend of IMFL in Steamer,<br>Dining Car or Kitchen Car for consumption ON the<br>premises       |                    | 45 Days  |                              |                        |
| 168     | do  | Grant of License for Retail Vend of IMFL in Dak<br>Bungalow/ Guest House for consumption ON the<br>premises                |                    | 45 Days  |                              |                        |
| 169     | do  | Grant of License for Retail Vend of IMFL by Co-<br>Operative Societies/ Associations                                       |                    | 45 Days  |                              |                        |
| 170     | do  | Late Closing License   |                    | 45 Days  |                              |                        |
| 171     | do  | Bar License  |                    | 45 Days  |                              |                        |
| 172     | do  | Grant of License for Retail Vend of Denatured Spirit   |                    | 45 Days  |                              |                        |
| 173     | do  | Grant of License for Retail Vend of Country Spirit   |                    | 45 Days  |                              |                        |
| 174     | do  | Grant of License for Retail Vend of Heritage Alcoholic<br>Beverages  |                    | 45 Days  |                              |                        |
| 175     | do  | Import or Transport of IMFL - (Tenable by holder of<br>Bonded Warehouse License and License for<br>Wholesale Vend of IMFL) |                    | 2 Days   |                              |                        |
| 176     | do  | Transport of IMFL - (Tenable by holder of License for<br>Retail Vend of IMFL either OFF or ON the premises)                |                    | 2 Days   |                              |                        |
| 177     | do  | Grant of Temporary Bar License   |                    | 45 Days  |                              |                        |
| 178     | do  | Import or Transport of Rectified Spirit, Denatured<br>Spirit and Absolute Alcohol  |                    | 2 Days   |                              |                        |
| 179     | do  | Export of IMFL. Rectified Spirit, Denatured Spirit and<br>Spirituuous Preparations manufactured in Assam                   |                    | 2 Days   |                              |                        |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department                               | Notified Public Service   | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|---|---|--------------------|--|------------------------------|------------------------|
| 180     | Assam Urban Water<br>Supply & Sewerage<br>Board/ Urban<br>Development<br>Department | Grant of Permission for Sub-Lease of Distillery,<br>Brewery, Compounding and Blending Unit and<br>Bottling Unit   |                    | 60 Days  |                              |                        |
| 181     | do  | Import and Transport of Country Spirit  |                    | 2 Days   |                              |                        |
| 182     | do  | Export and Transport of Country Spirit  |                    | 2 Days   |                              |                        |
| 183     | do  | Renewal of Brewery License  |                    | 15 Days  |                              |                        |
| 184     | do  | Renewal of Distillery License   |                    | 15 Days  |                              |                        |
| 185     | do  | Renewal of Heritage Alcoholic Beverages<br>Manufactory License  |                    | 15 Days  |                              |                        |
| 186     | do  | Renewal of Bonded Warehouse License   |                    | 15 Days  |                              |                        |
| 187     | do  | Renewal of License for Manufacture of Perfumes and<br>Toiler Preparations consisting or containing Alcohol  |                    | 15 Days  |                              |                        |
| 188     | do  | Renewal of License for possession of Rectified Spirit,<br>Denatured Spirit and Absolute Alcohol for domestic<br>or business purpose in excess of the quantity fixed as<br>the limit of private possession |                    | 15 Days  |                              |                        |
| 189     | do  | Renewal of License for Compounding and Blending of<br>IMFL  |                    | 15 Days  |                              |                        |
| 190     | do  | Renewal of License for Bottling of IMFL   |                    | 15 Days  |                              |                        |
| 191     | do  | Renewal of Heritage Alcoholic Beverages Micro-<br>Brewery License   |                    | 15 Days  |                              |                        |
| 192     | do  | Renewal of License for Manufactory of Country Spirit  |                    | 15 Days  |                              |                        |
| 193     | do  | Renewal of License to a Private Bonded Warehouse<br>for Deposit and Storage of ENA  |                    | 15 Days  |                              |                        |
| 194     | do  | Renewal of License for Reduction of ENA for<br>manufacture of Country Spirit and Deposit and<br>Storage of manufactured Country Spirit  |                    | 15 Days  |                              |                        |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department                               | Notified Public Service  | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|---|--|--------------------|--|------------------------------|------------------------|
| 195     | Assam Urban Water<br>Supply & Sewerage<br>Board/ Urban<br>Development<br>Department | Renewal of License for Bottling of Country Spirit  |                    | 15 Days  |                              |                        |
| 196     | do  | Renewal of License for the use of Rectified Spirit in<br>the manufacture of Drugs, Medicines and Chemicals               |                    | 15 Days  |                              |                        |
| 197     | do  | Renewal of License for Wholesale Vend of IMFL  |                    | 15 Days  |                              |                        |
| 198     | do  | Renewal of License for Wholesale Vend of Denatured<br>Spirit   |                    | 15 Days  |                              |                        |
| 199     | do  | Renewal of License for Wholesale Vend of Country<br>Spirit   |                    | 15 Days  |                              |                        |
| 200     | do  | Renewal of License for Wholesale Vend of Heritage<br>Alcoholic Beverages   |                    | 15 Days  |                              |                        |
| 201     | do  | Renewal of License for Wholesale Vend of IMFL by<br>Co-Operative Societies/ Associations                                 |                    | 15 Days  |                              |                        |
| 202     | do  | Renewal of License for Wholesale Vend of IMFL by<br>Canteen Stores Department (Wholesale Warehouse)                      |                    | 15 Days  |                              |                        |
| 203     | do  | Renewal of License for Retail Vend of IMFL for<br>Consumption OFF the premises   |                    | 15 Days  |                              |                        |
| 204     | do  | Renewal of License for Retail Vend of IMFL in a Hotel<br>for Consumption ON the premises                                 |                    | 15 Days  |                              |                        |
| 205     | do  | Renewal of License for Retail Vend of IMFL in a<br>Restaurant for Consumption ON the premises                            |                    | 15 Days  |                              |                        |
| 206     | do  | Renewal of License for Retail Vend of IMFL for<br>Consumption ON the premises (except Hotel,<br>Restaurant and Bar etc.) |                    | 15 Days  |                              |                        |
| 207     | do  | Renewal of License for Retail Vend of Rectified Spirit<br>(including absolute alcohol)                                   |                    | 15 Days  |                              |                        |
| 208     | do  | Renewal of License for Retail Vend of IMFL at<br>Military Canteen Establishments under the Canteen<br>Tenant System      |                    | 15 Days  |                              |                        |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department                               | Notified Public Service  | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|---|--|--------------------|--|------------------------------|------------------------|
| 209     | Assam Urban Water<br>Supply & Sewerage<br>Board/ Urban<br>Development<br>Department | Renewal of License for Retail Vend of IMFL for<br>Parliamentary Force  |                    | 15 Days  |                              |                        |
| 210     | do  | Renewal of License for Retail Vend of IMFL in Non-<br>Proprietary Club   |                    | 15 Days  |                              |                        |
| 211     | do  | Renewal of License for Retail Vend of IMFL in<br>Proprietary Club  |                    | 15 Days  |                              |                        |
| 212     | do  | Renewal of License for Retail Vend of IMFL in Railway<br>Refreshment Room for Consumption ON the<br>premises           |                    | 15 Days  |                              |                        |
| 213     | do  | Renewal of License for Retail Vend of IMFL in<br>Steamer, Dining Car or Kitchen Car for consumption<br>ON the premises |                    | 15 Days  |                              |                        |
| 214     | do  | Renewal of License for Retail Vend of IMFL in Dak<br>Bungalow/ Guest House for consumption ON the<br>premises          |                    | 15 Days  |                              |                        |
| 215     | do  | Renewal of License for Retail Vend of IMFL by Co-<br>Operative Societies/ Associations                                 |                    | 15 Days  |                              |                        |
| 216     | do  | Renewal of Late Closing License  |                    | 15 Days  |                              |                        |
| 217     | do  | Renewal of Bar License   |                    | 15 Days  |                              |                        |
| 218     | do  | Renewal of License for sale of Medicated Wines by<br>Licensed Dealers  |                    | 15 Days  |                              |                        |
| 219     | do  | Renewal of License for sale of Medicated Wines by<br>Chemists, Druggist and Pharmacist                                 |                    | 15 Days  |                              |                        |
| 220     | do  | Renewal of License for Retail Vend of Denatured<br>Spirit  |                    | 15 Days  |                              |                        |
| 221     | do  | Renewal of License for Retail Vend of Country Spirit   |                    | 15 Days  |                              |                        |
| 222     | do  | Renewal of License for Retail Vend of Heritage<br>Alcoholic Beverages  |                    | 15 Days  |                              |                        |



| SL. No. | Regulatory Authority/ Administrative Department                         | Notified Public Service  | Categories/ Stages | Stipulated time limit for providing the Service (Days) | Designated Public Servant | Appellate Authority |
|---------|---|--|--------------------|--|---------------------------|---------------------|
| 223     | Assam Urban Water Supply & Sewerage Board/ Urban Development Department | Renewal of License for the possession and use of medicated wines for Educational, Medical & Scientific purposes in Educational Institutions, Hospitals and Diagnostic Laboratories     |                    | 15 Days  |                           |                     |
| 224     | do  | Renewal of registration of Mono Cartons of IMFL  |                    | 15 Days  |                           |                     |
| 225     | Commissionerate of Food Safety/ Health & FW Department                  | Grant of License except importing under Food Safety and Standards Act, 2006  |                    | 15 Days  |                           |                     |
| 226     | do  | Grant of Registration under Food Safety and Standards Act, 2006  |                    | 60 Days  |                           |                     |
| 227     | do  | Renewal of License except importing under Food Safety and Standards Act, 2006  |                    | 30 Days  |                           |                     |
| 228     | do  | Renewal of Registration under Food Safety and Standards Act, 2006  |                    | 30 Days  |                           |                     |
| 229     | Commissionerate of Labour/ Labour Welfare Department                    | License of a Contractor(s) for Employment of migrant workmen in Form V under section 8(1)(b) of the Interstate Migrant Workmen (R.E & C.S) Act, 1979 and Rule 7(2) of the Assam Rules  |                    | 15 Days  |                           |                     |
| 230     | do  | License of a Contractor(s) for Employment of migrant workmen in Form IV under section 8(1)(a) of the Interstate Migrant Workmen (R.E & C.S) Act, 1979 and Rule 7(1) of the Assam Rules |                    | 15 Days  |                           |                     |
| 231     | do  | License of a Contractor(s) in Form IV under section 12 of the Contract Labour (R & A) Act, 1970 and Rule 21(1) of the Assam Rules  |                    | 15 Days  |                           |                     |
| 232     | do  | Registration of Establishment as the Principal Employer in Form I under Contract Labour (Regulation and Abolition) Act 1970 and Rule 17(1) of the Assam Rules, 1971                    |                    | 15 Days  |                           |                     |
| 233     | do  | Registration of Establishment as the Principal Employer in Form I under Section 4 of the Interstate Migrant Workmen (R.E&C.S) Act 1979 and Rule 3(1) of the Assam Rules, 1981          |                    | 15 Days  |                           |                     |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department      | Notified Public Service   | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|--|---|--------------------|--|------------------------------|------------------------|
| 234     | Commissionerate of<br>Labour/ Labour Welfare<br>Department | Registration of Establishment in Form I under Section 7 of the Building and Other Construction Workers (R.E & C.S) Act 1996 and Rule 23(1) of the Assam Rules, 2007 |                    | 15 Days  |                              |                        |
| 235     | do   | Registration of Plantations in Form 13 under Section 2-A of the Plantations Labour Rules 1956   |                    | 15 Days  |                              |                        |
| 236     | do   | Registration of Establishments under the Assam Shops & Establishment Act, 1971 in FORM O Under Section 36 and Rule 45 of the Assam Rules                            |                    | 15 Days  |                              |                        |
| 237     | do   | Registration in (Form I) under Rule 4 of the Assam Motor Transport Worker Rules, 1961   |                    | 15 Days  |                              |                        |
| 238     | do   | Registration under Self-Certification Scheme  |                    | 15 Days  |                              |                        |
| 239     | do   | Enrolling for Third Party Audit Scheme  |                    | 15 Days  |                              |                        |
| 240     | do   | Renewal of License for Recruitment & Employment in Form IX under Rule 14(2) of the Interstate Migrant Workmen (R.E & C.S) Assam Rules, 1981                         |                    | 15 Days  |                              |                        |
| 241     | do   | Renewal of License in Form VII under Rule 29(2) of the Contract Labour (R & E) Rules 1971   |                    | 15 Days  |                              |                        |
| 242     | do   | Renewal of Certificate of Registration of Establishment in Form O under Section 26 of the Assam Shops & Establishment Act, 1971 and Rule 49 of the Assam Rules      |                    | 15 Days  |                              |                        |
| 243     | do   | Renewal of Certificate of Registration in (Form I) under Rule 8 of the Assam Motor Transport Worker Rules, 1962   |                    | 15 Days  |                              |                        |
| 244     | Commissionerate of<br>Taxes/ Finance<br>Department         | Certificate of Registration / Amendment of Certificate of Registration under the Assam Professions, Trades, Callings and Employments Taxation Act, 1947             |                    | 1 Day  |                              |                        |
| 245     | do   | Certificate of Enrollment / Amendment of Certificate of Enrollment under the Assam Professions, Trades, Callings and Employments Taxation Act, 1947                 |                    | 1 Day  |                              |                        |

| SL. No. | Regulatory Authority/ Administrative Department                 | Notified Public Service  | Categories/ Stages | Stipulated time limit for providing the Service (Days) | Designated Public Servant | Appellate Authority |
|---------|---|--|--------------------|--|---------------------------|---------------------|
| 246     | Controller of Legal Metrology/ Food & Civil Supplies Department | Nomination of the Director by the Company under Sub-Section (2) of the Legal Metrology Act, 2009 |                    | 15 Days  |                           |                     |
| 247     | do  | Registration as Manufacturer/ Packer of Pre-Packed commodities                                   |                    | 15 Days  |                           |                     |
| 248     | do  | License as Dealer of Weights & Measures  |                    | 15 Days  |                           |                     |
| 249     | do  | License as Manufacturer of Weights & Measures  |                    | 15 Days  |                           |                     |
| 250     | do  | License as Repairer of Weights & Measures  |                    | 15 Days  |                           |                     |
| 251     | do  | Registration as Importer of Pre-Packed commodities   |                    | 15 Days  |                           |                     |
| 252     | do  | Re-verification and Stamping of Weighbridge  |                    | 7 Days   |                           |                     |
| 253     | do  | Re-verification and Stamping of Dispensing Pumps of Petrol/ Diesel                               |                    | 15 Days  |                           |                     |
| 254     | do  | Verification and Stamping of New Weighbridge   |                    | 7 Days   |                           |                     |
| 255     | do  | Verification and Stamping of New Dispensing Pumps of Petrol/ Diesel                              |                    | 7 Days   |                           |                     |
| 256     | do  | Renewal of License as Dealer of Weights & Measures   |                    | 15 Days  |                           |                     |
| 257     | do  | Renewal of License as Manufacturer of Weights & Measures   |                    | 15 Days  |                           |                     |
| 258     | do  | Renewal of License as Repairer of Weights & Measures   |                    | 15 Days  |                           |                     |
| 259     | do  | Appeal against an order of a Legal Metrology Officer/ Controller of Legal Metrology              |                    | 15 Days  |                           |                     |
| 260     | Directorate of Agriculture/ Agriculture Department              | Grant of Fresh Whole Sale License of Seeds   |                    | 30 Days  |                           |                     |
| 261     | do  | Renewal of Whole Sale License of Seeds   |                    | 30 Days  |                           |                     |
| 262     | do  | Change in Address of Office/ Godown of the Firm  |                    | 30 Days  |                           |                     |
| 263     | do  | Manufacturing License for Fertilizers  |                    | 30 Days  |                           |                     |
| 264     | do  | Whole Sale License for Fertilizers   |                    | 30 Days  |                           |                     |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department    | Notified Public Service  | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|--|--|--------------------|--|------------------------------|------------------------|
| 265     | Directorate of<br>Agriculture/ Agriculture<br>Department | Retail Fertilizer Sale Point   |                    | 30 Days  |                              |                        |
| 266     | do   | Renewal of Manufacturing License for Fertilizers   |                    | 30 Days  |                              |                        |
| 267     | do   | Renewal of Whole Sale License for Fertilizers  |                    | 30 Days  |                              |                        |
| 268     | do   | Renewal of Retail Fertilizer License   |                    | 30 Days  |                              |                        |
| 269     | do   | No Objection Certificate for Manufacturing of Plant<br>Protection Chemicals                            |                    | 30 Days  |                              |                        |
| 270     | do   | Manufacturing License for Plant Protection<br>Chemicals  |                    | 30 Days  |                              |                        |
| 271     | do   | Renewal of Manufacturing License for Plant<br>Protection Chemicals                                     |                    | 30 Days  |                              |                        |
| 272     | do   | Whole Sale License for Plant Protection Chemicals  |                    | 30 Days  |                              |                        |
| 273     | do   | Renewal of Whole Sale License for Plant Protection<br>Chemicals  |                    | 30 Days  |                              |                        |
| 274     | do   | Retail Sale License for Plant Protection Chemicals   |                    | 30 Days  |                              |                        |
| 275     | do   | Renewal of Retail Sale License for Plant Protection<br>Chemicals                                       |                    | 30 Days  |                              |                        |
| 276     | do   | Applying Pest-Control Operation (Anti-Termites)<br>License   |                    | 30 Days  |                              |                        |
| 277     | do   | Renewal of Pest-Control Operation (Restricted)   |                    | 30 Days  |                              |                        |
| 278     | Directorate of Ayush/<br>Health & FW Department          | Grant of No Objection Certificate (NOC) to<br>manufacture for sale of Ayurveda/ Siddha/ Unani<br>Drugs |                    | 30 Days  |                              |                        |
| 279     | do   | Grant of License to manufacture for sale, Ayurvedic<br>(Including Siddha or Unani) Drugs               |                    | 60 Days  |                              |                        |
| 280     | do   | Renewal of License to manufacture for sale,<br>Ayurvedic (Including Siddha or Unani) Drugs             |                    | 61 Days  |                              |                        |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department              | Notified Public Service   | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|--|---|--------------------|--|------------------------------|------------------------|
| 281     | Directorate of Ayush/<br>Health & FW Department                    | Grant of Certificate of Good Manufacturing Practices (GMP) to manufacture Ayurveda/Siddha/Unani drugs     |                    | 62 Days  |                              |                        |
| 282     | do   | Renewal of Certificate of Good Manufacturing Practices (GMP) to manufacture Ayurveda/ Siddha/ Unani Drugs |                    | 63 Days  |                              |                        |
| 283     | Directorate of Geology &<br>Mining/ Geology &<br>Mining Department | Mining Lease of Minor Minerals  |                    | 120 Days   |                              |                        |
| 284     | do   | Mining Contract of Minor Minerals   |                    | 120 Days   |                              |                        |
| 285     | do   | Execution of Mining Permit granted for area less than 5 (five) hectares                                   |                    | 90 days  |                              |                        |
| 286     | do   | Mining permit of ordinary earth/ clay   |                    | 60 Days  |                              |                        |
| 287     | do   | Mining permit of Brick earth  |                    | 60 Days  |                              |                        |
| 288     | do   | Mining permit of Saltpeter  |                    | 90 days  |                              |                        |
| 289     | do   | Renewal of Mining Lease of Minor Minerals   |                    | 120 Days   |                              |                        |
| 290     | do   | Renewal of Mining Contract of Minor Minerals  |                    | 120 Days   |                              |                        |
| 291     | do   | Renewal of Mining permit of ordinary earth/ clay  |                    | 60 Days  |                              |                        |
| 292     | do   | Renewal of Mining permit of Brick earth   |                    | 60 Days  |                              |                        |
| 293     | do   | Reconnaissance Permit   |                    | 180 Days   |                              |                        |
| 294     | do   | Mining Lease (Major Minerals)   |                    | 365 Days   |                              |                        |
| 295     | do   | Prospecting License   |                    | 270 Days   |                              |                        |
| 296     | do   | Renewal of Prospecting License  |                    | 90 days  |                              |                        |
| 297     | do   | Petroleum Mining Lease  |                    | 90 days  |                              |                        |
| 298     | do   | Petroleum Exploration License   |                    | 90 days  |                              |                        |
| 299     | do   | Re-grant of Petroleum Mining Lease  |                    | 90 days  |                              |                        |
| 300     | do   | Re-grant of Petroleum Exploration License   |                    | 90 days  |                              |                        |

| SL. No. | Regulatory Authority/ Administrative Department                   | Notified Public Service  | Categories/ Stages | Stipulated time limit for providing the Service (Days) | Designated Public Servant | Appellate Authority |
|---------|---|--|--------------------|--|---------------------------|---------------------|
| 301     | Directorate of Health Services/ Health & FW Department            | Provisional Registration of Clinical Establishment   |                    | 10 Days  |                           |                     |
| 302     | do  | Permanent Registration of Clinical Establishment   |                    | 10 Days  |                           |                     |
| 303     | Directorate of Medical Education/ Health & FW Department          | Essentiality Certificate to be issued by the Govt. of Assam as per Form-4 of the Dental Council of India Guidelines (Dental College)                                 |                    | 30 Days  |                           |                     |
| 304     | do  | Essentiality Certificate to be issued by the Govt. of Assam as per the Nursing Council of India Guidelines (Nursing College)   |                    | 30 Days  |                           |                     |
| 305     | do  | Essentiality Certificate to be issued by the Govt. of Assam as per Form-2 of the Medical Council of India Guidelines (Medical College)                               |                    | 30 Days  |                           |                     |
| 306     | Directorate of Municipal Administration                           | Building Assessment for RCC/ Semi-RCC and Assam Type House with details of the Building and Business for determining Annual Value of Building to assess Property Tax |                    | 7 Days   |                           |                     |
| 307     | do  | Trade License  |                    | 7 Days   |                           |                     |
| 308     | do  | Permission to erect Hoardings/ Advertisement Boards for Public Viewing   |                    | 7 Days   |                           |                     |
| 309     | Directorate of Pre-Conception and Pre-Natal Diagnostic Techniques | Registration of Genetic Counselling Center/ Genetic Laboratory/ Genetic Clinic/ Ultrasound Clinic/ Imaging Center  |                    | 90 days  |                           |                     |
| 310     | do  | Renewal of Registration of Genetic Counselling Center/ Genetic Laboratory/ Genetic Clinic/ Ultrasound Clinic/ Imaging Center   |                    | 90 days  |                           |                     |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department                         | Notified Public Service  | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|---|--|--------------------|--|------------------------------|------------------------|
| 311     | Directorate of Town &<br>Country Planning/ Urban<br>Development<br>Department | Re-erection of Building under the Assam notified Urban areas (other than Guwahati) Building Rules 2014   |                    | 15 Days  |                              |                        |
| 312     | do  | Erection of New Building under the Assam notified Urban areas (other than Guwahati) Building Rules 2015  |                    | 15 Days  |                              |                        |
| 313     | do  | Progress Certificate for Plinth Stage/ in case of Basement casting of basement slab under the Assam notified Urban areas (other than Guwahati) Building Rules 2014 |                    | 7 Days   |                              |                        |
| 314     | do  | Progress Certificate for First Storey under the Assam notified Urban areas (other than Guwahati) Building Rules 2014   |                    | 7 Days   |                              |                        |
| 315     | do  | Progress Certificate for Middle Storey in case of high rise building under the Assam notified Urban areas (other than Guwahati) Building Rules 2014                |                    | 7 Days   |                              |                        |
| 316     | do  | Progress Certificate for Last Storey under the Assam notified Urban areas (other than Guwahati) Building Rules 2014  |                    | 7 Days   |                              |                        |
| 317     | do  | Completion Report cum Building Occupancy Certificate under the Assam notified Urban areas (other than Guwahati) Building Rules 2014                                |                    | 8 Days   |                              |                        |
| 318     | do  | Enrolment as competent personal under the Assam notified Urban areas (other than Guwahati) Building Rules 2014 (For Individual)                                    |                    | 30 Days  |                              |                        |
| 319     | do  | Enrolment as competent personal under the Assam notified Urban areas (other than Guwahati) Building Rules 2014 (For Group or Agency)                               |                    | 30 Days  |                              |                        |
| 320     | do  | Self-certification Form for Compliance for mobile tower under the Assam notified Urban areas (other than Guwahati) Building Rules 2014                             |                    | 30 Days  |                              |                        |

| SL. No. | Regulatory Authority/ Administrative Department                              | Notified Public Service   | Categories/ Stages                         | Stipulated time limit for providing the Service (Days) | Designated Public Servant | Appellate Authority |
|---------|--|---|--|--|---------------------------|---------------------|
| 321     | Directorate of Town & Country Planning/ Urban Development Department         | Obtaining permission to undertake material allocation in existing Building under the Assam notified Urban areas (other than Guwahati) Building Rules 2014 |  | 15 Days  |                           |                     |
| 322     | do   | Permission for Construction of Bridge   |  | To be confirmed from the Department                    |                           |                     |
| 323     | Environment & Forest Department  | Obtaining NOC for Tree Felling on acquired Government/ Private Patta Land/ Non-Forest Land  | Felling of trees for self-consumption      | 3 Days   |                           |                     |
| 324     | do   |   | Felling of trees with Transit Passes       | 15 Days  |                           |                     |
| 325     | do   |   | Felling of trees in registered Plantations | 15 Days  |                           |                     |
| 326     | do   | Tree Transit Permit/ Pass   |  | Instant (1 Day)  |                           |                     |
| 327     | do   | License for Wood based Industry   |  | 60 Days  |                           |                     |
| 328     | do   | Registration for Tree Plantation under the Assam (Control of Felling and Removal of Trees from Non-Forest Land) Rules, 2002                               |  | 60 Days  |                           |                     |
| 329     | Guwahati Jal Board/ Guwahati Development Department                          | Non-Domestic Water Connection (Both Temporary and Permanent)  |  | 7 Days   |                           |                     |
| 330     | Guwahati Metropolitan Development Authority/ Guwahati Development Department | Obtaining No Objection Certificate for Transfer/ Sale of Land   |  | 45 Days  |                           |                     |
| 331     | Guwahati Municipal Corporation/ Guwahati Development Department              | Erection of New Building under the Guwahati Building Construction (Regulation) Bye laws, 2015 (Construction Permit)                                       |  | 15 Days  |                           |                     |
| 332     | do   | Re-erection of Building under the Guwahati Building Construction (Regulation) Bye laws, 2015  |  | 15 Days  |                           |                     |
| 333     | do   | Material Alteration in existing Building under the Guwahati Building Construction (Regulation) Bye laws, 2015   |  | 15 Days  |                           |                     |



| SL. No. | Regulatory Authority/ Administrative Department                 | Notified Public Service  | Categories/ Stages | Stipulated time limit for providing the Service (Days) | Designated Public Servant | Appellate Authority |
|---------|---|--|--------------------|--|---------------------------|---------------------|
| 334     | Guwahati Municipal Corporation/ Guwahati Development Department | Progress Report for Plinth Stage (in case of Basement casting of basement slab) under the Guwahati Building Construction (Regulation) Bye laws, 2015 |                    | 7 Days   |                           |                     |
| 335     | do  | Grant of NOC for Specified Trades  |                    | 21 Days  |                           |                     |
| 336     | do  | Issue of Trade License (Veterinary Trades)   |                    | 21 Days  |                           |                     |
| 337     | do  | Issue of Trade License (Industrial)  |                    | 21 Days  |                           |                     |
| 338     | do  | Issue of Trade License (General)   |                    | 7 Days   |                           |                     |
| 339     | do  | Issue of Trade License (Health related Trades)   |                    | 21 Days  |                           |                     |
| 340     | do  | License to establish places of recreation, entertainment, consumption of food or drink from Guwahati Municipal Corporation                           |                    | 21 Days  |                           |                     |
| 341     | do  | Progress Report for First Storey under the Guwahati Building Construction (Regulation) Bye laws, 2015  |                    | 7 Days   |                           |                     |
| 342     | do  | Progress Report for Middle Storey in case of high rise building under the Guwahati Building Construction (Regulation) Bye laws, 2015                 |                    | 7 Days   |                           |                     |
| 343     | do  | Progress Report for Last Storey under the Guwahati Building Construction (Regulation) Bye laws, 2015   |                    | 7 Days   |                           |                     |
| 344     | do  | Completion Report cum Building Occupancy Certificate under the Guwahati Building Construction (Regulation) Bye laws, 2015                            |                    | 8 Days   |                           |                     |
| 345     | do  | Erection of Mobile Towers on top of existing buildings   |                    | 21 Days  |                           |                     |
| 346     | Inspectorate of Electricity/ Power Department                   | Authorization for Maintenance of Lifts or Escalators   |                    | 15 Days  |                           |                     |
| 347     | do  | License for operating a Lift installed before the commencement of the Act  |                    | 15 Days  |                           |                     |
| 348     | do  | License for operating an Escalator installed before the commencement of the Act  |                    | 15 Days  |                           |                     |

| SL. No. | Regulatory Authority/ Administrative Department | Notified Public Service  | Categories/ Stages | Stipulated time limit for providing the Service (Days) | Designated Public Servant | Appellate Authority |
|---------|---|--|--------------------|--|---------------------------|---------------------|
| 349     | Inspectorate of Electricity/ Power Department   | License for operating a Lift   |                    | 15 Days  |                           |                     |
| 350     | do  | License for operating an Escalator   |                    | 15 Days  |                           |                     |
| 351     | do  | Approval for commencement of power supply in the Electrical Installations of Multi-storied Building as required under regulation 36 of the Central Electricity Authority (Measures relating to Safety & Electric Supply) Regulations, 2010       |                    | 15 Days  |                           |                     |
| 352     | do  | Cinema Operator License  |                    | 15 Days  |                           |                     |
| 353     | do  | Approval for Commissioning of Electrical Generating Units  |                    | 15 Days  |                           |                     |
| 354     | do  | Electrical Contractor License  |                    | 15 Days  |                           |                     |
| 355     | do  | Authorization for erection of Lifts or Escalators  |                    | 15 Days  |                           |                     |
| 356     | do  | Authorization for periodical inspection and testing of Lifts or Escalators   |                    | 15 Days  |                           |                     |
| 357     | do  | Permission for installation of Escalators  |                    | 15 Days  |                           |                     |
| 358     | do  | Permission for installation of Lift  |                    | 15 Days  |                           |                     |
| 359     | do  | Approval to commence power supply in overhead line exceeding 650 volts required for the purpose of according approval under regulation 43 of the Central Electricity Authority (Measures relating to Safety & Electric Supply) Regulations, 2010 |                    | 15 Days  |                           |                     |
| 360     | do  | Approval to commence power supply in substation exceeding 650 volts required for the purpose of according approval under regulation 43 of the Central Electricity Authority (Measures relating to Safety & Electric Supply) Regulations, 2010    |                    | 15 Days  |                           |                     |
| 361     | do  | Permission to make additions or alterations to the installed Escalators  |                    | 15 Days  |                           |                     |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department             | Notified Public Service   | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant | Appellate<br>Authority |
|---------|---|---|--------------------|--|------------------------------|------------------------|
| 362     | Inspectorate of<br>Electricity/ Power<br>Department               | Permission to make additions or alterations to the<br>installed Lift  |                    | 15 Days  |                              |                        |
| 363     | do  | Details of Escalator under maintenance  |                    | 15 Days  |                              |                        |
| 364     | do  | Details of Lift under maintenance   |                    | 15 Days  |                              |                        |
| 365     | do  | Renewal of Electrical Contractor License  |                    | 15 Days  |                              |                        |
| 366     | do  | Renewal of License of Escalators  |                    | 15 Days  |                              |                        |
| 367     | do  | Renewal of License of Lift  |                    | 15 Days  |                              |                        |
| 368     | Public Works<br>Department  | Grant of Right of Way permission (RoW)  |                    | 30 Days  |                              |                        |
| 369     | do  | Registration of Contractor (Class I - A/ B/ C)  |                    | 15 Days  |                              |                        |
| 370     | do  | Registration of Contractor (Class II)   |                    | 15 Days  |                              |                        |
| 371     | do  | Registration of Contractor (Class III)  |                    | 15 Days  |                              |                        |
| 372     | Registrar of Co-operative<br>Societies/ Corporation<br>Department | Registration of Co-operative Society with Limited<br>Liability under the Assam Cooperative Societies Act<br>2007  |                    | 60 Days  |                              |                        |
| 373     | do  | Registration of Partnership Firms under Section 58 &<br>Rules 4(2) of Indian Partnership Act, 1932  |                    | 10 Days  |                              |                        |
| 374     | do  | Renewal of Registration of Society  |                    | 15 Days  |                              |                        |
| 375     | do  | Obtaining Certified copy of the Society registered<br>under Section 19 of the S. R. Act XXI of 1860   |                    | 15 Days  |                              |                        |
| 376     | do  | Filing changes in the Name of the Society (u/s 12(A)<br>read with Section 12(B) and 12(C) of the Assam State<br>Amendment etc.) (vide Assam Act, 14 of 1943<br>Section 2) |                    | 15 Days  |                              |                        |

| SL. No. | Regulatory Authority/ Administrative Department             | Notified Public Service  | Categories/ Stages | Stipulated time limit for providing the Service (Days)   | Designated Public Servant | Appellate Authority |
|---------|---|--|--------------------|--|---------------------------|---------------------|
| 377     | Registrar of Co-operative Societies/ Corporation Department | Filing changes in the Managing Body, Constitution, Submission of Balance Sheet and Auditors Report of the Society under section 4, 4(A), & 4(B) of the S. R. Act XXI of 1860 |                    | 15 Days  |                           |                     |
| 378     | do  | Changes in the Rules and Regulations of the Society under section 12 of the S.R. Act, XXI of 1860  |                    | 15 Days  |                           |                     |
| 379     | do  | Notice of alteration in the name of the Firm or in the location of the principal place of business thereof under section 60 and rules 4(3) of the I. P. Act, 1932            |                    | 15 Days  |                           |                     |
| 380     | do  | Withdrawal from or remaining in a partnership to be given under section 63(2) and rules 4(7) of the Act by a minor on attaining majority                                     |                    | 15 Days  |                           |                     |
| 381     | do  | Closing and opening place of business other than the principal place of business under section 61 and rules 4(4) of I. P. Act, 1932  |                    | 15 Days  |                           |                     |
| 382     | do  | Filing change in the Name and Address of the partner of the Firm under section 62 and rules 4(5) of I. P. Act, 1932  |                    | 15 Days  |                           |                     |
| 383     | do  | Recording of changes in the constitution of a Firm registered under section 63(1) and rule 4(6) of I. P. Act, 1932   |                    | 15 Days  |                           |                     |
| 384     | do  | Recording dissolution of a Firm registered under section 63(1) and rule 4(6) of I. P. Act, 1932  |                    | 15 Days  |                           |                     |
| 385     | do  | Amendment of details of Registered Society   |                    | 15 Days  |                           |                     |
| 386     | do  | Change in the Address of the Society   |                    | 15 Days  |                           |                     |
| 387     | General Administration Department                           | Issuance of Senior Citizen Certificate   |                    | 20 Days (subject to receiving of duly filled up Application form as prescribed vide Notification No. GAG(A)117/2012/158 dated 25.04.2014 |                           |                     |

| SL. No. | Regulatory Authority/<br>Administrative<br>Department | Notified Public Service                                 | Categories/ Stages | Stipulated time limit<br>for providing the<br>Service (Days) | Designated<br>Public Servant                   | Appellate<br>Authority             |
|---------|---|---|--------------------|--|--|------------------------------------|
| 388     | Guwahati Municipal Corporation                        | Building Assessment of RCC/ Semi RCC/ AT Building       |                    | 2 Days   | Deputy Commissioner of the concerned zone, GMC | Addl. Commissioner, GMC            |
| 389     | do  | Trade License   |                    | 21 Days  | Deputy Commissioner of the concerned zone, GMC | Addl. Commissioner, GMC            |
| 390     | do  | Renewal of Trade License                                |                    | 7 Days   | Deputy Commissioner of the concerned zone, GMC | Addl. Commissioner, GMC            |
| 391     | do  | Assessment of Holdings                                  |                    |  |  |                                    |
| 392     | do  | Re-assessment of Holdings                               |                    | 2 Days   | Deputy Commissioner of the concerned zone, GMC | Addl. Commissioner, GMC            |
| 393     | do  | Issue of permission to put up hoardings                 |                    | 30 Days  | Collector                                      | Addl. Commissioner, GMC            |
| 394     | Guwahati Metropolitan Drinking Water and Sewage Board | House service connections (HSC)                         |                    | 15 Days  | Executive Engineer                             | Managing Director                  |
| 395     | GMDA  | NOC for land Transfer/ Sale of land                     |                    | 45 Days  | Town Planner, GMDA                             | Secretary, GMDA                    |
| 396     | Transport Department                                  | Change of Route Permit                                  |                    | 15 Days  | DTO of concerned zone                          | Dy. Commissioner of concerned zone |
| 397     | do  | Conversion of Registration (from Private to Commercial) |                    | 15 Days  | DTO of concerned zone                          | Dy. Commissioner of concerned zone |

| SL. No. | Regulatory Authority/ Administrative Department | Notified Public Service                               | Categories/ Stages | Stipulated time limit for providing the Service (Days) | Designated Public Servant  | Appellate Authority                              |
|---------|---|---|--------------------|--|----------------------------|--|
| 398     | Transport Department                            | Route Permit  |                    | 15 Days  | DTO of concerned zone      | Dy. Commissioner of concerned zone               |
| 399     | do  | Conversion of Registration from Commercial to Private |                    | 15 Days  | DTO of concerned zone      | Dy. Commissioner of concerned zone               |
| 400     | do  | Change of ownership of vehicle (on sale)              |                    | 15 Days  | DTO of concerned zone      |  |
| 401     | Guwahati Development Department                 | Registration of Dogs                                  |                    | 1 Day  | Veterinary Officer, GMC    | Additional Commissioner, GMC                     |
| 402     | do  | Animal Tax Payment under GMC Act, 1971                |                    | 2 Days   | Veterinary Officer, GMC    | Additional Commissioner, GMC                     |
| 403     | do  | Trade License related to Veterinary                   |                    | 9 Days   | Veterinary Officer, GMC    | Additional Commissioner, GMC                     |
| 404     | do  | Cesspool Service                                      |                    | 20 Days/<br>Tatkal-4 Days                              | In-Charge, Cesspool Branch | Additional Commissioner, GMC                     |
| 405     | Revenue & DM Department                         | Issuance of Bakijai Clearance Certificate             |                    | 5 Days   | Certificate Officer        | Addl. Deputy Commissioner/<br>Settlement Officer |
| 406     | Do  | Issuance of Trace Map                                 |                    | 5 Days   | Circle Officer             | Addl. Deputy Commissioner                        |

**LIST OF SERVICES NOTIFIED VIDE LETTER NO. AR.123/2017/6 DATED 30.10.2017**

**Annexure-I**

| Sl. No. | Regulatory Authority/<br>Administrative Department        | Notified Public Service  | Categories / Stages | Stipulated time limit for providing the Service (Days)   |
|---------|---|--|---------------------|--|
| 1       | Director of Fire & Emergency Services,<br>Home Department | Issuance of Fire Attendance Certificate by the Director of Fire & Emergency Services, Assam or an officer authorised by him.   |                     | <b><u>Issuance of Fire Attendance Certificate:</u></b><br>Fire attendance Certificate (FAC) issued within <b>21(twenty one)</b> working days , under Rule 19, Form-H of Assam Fire Service Rules subject to (i) Receiving of duly filled up Application in standard <b>Formate-XIII</b> submitted by the Applicant through local Fire & Emergency Services Station (ii) Receiving of Fire Report from the concerned Officer-in-Charge of Fire & Emergency Station (iii) Receiving of copy of Fire Report forwarded by concern District Superintendent of Police and Sub-Divisional Police Officer.   |
| 2       |   | Issue of No Objection Certificate (N.O.C.) in respect of Fire Prevention & Fire Safety Measures by the Director of Fire & Emergency Services, Assam or an officer authorised by him. |                     | <b><u>Step 1:Issuance of Fire Prevention &amp; Fire Safety Measures:</u></b><br><br>On receipt of application <b>form I to X</b> , Inspection of Premises and Issuance of Recommendations of Fire Prevention and Fire Safety Measures by Nominated Authority/Designated Public Servant or by Director or by any Officer authorized by him as per Rules laid down in The Assam Fire Service Rule-1989 within <b>21(twenty one)</b> working days from the date of receipt of the application.<br><br><b><u>Step 2: Issuance of NOC after submission of Compliance Report:</u></b><br><br>On receipt of Compliance Report after implementation as per Standard <b>Form – XI</b> from the Applicant, Inspection of the premises & Issuance of NOC within <b>21(twenty one)</b> working days from the date of receipt of Inspection Report from the Nominated Authority subject to fulfilment of satisfactory fire safety measures. |
| 3       |   | Issuance of Renewal NOC for fire safety of building by the Director of Fire & Emergency Services, Assam or an officer authorised by him.   |                     | <b><u>Issuance of Renewal NOC for fire safety of building:</u></b><br><br>On receipt of application form of Renewal NOC, as per Standard <b>Form – XII</b> from the Applicant and on Satisfactory Inspection of Fire Prevention & Fire safety Measures by the nominated authority or as directed by the Director or an Officer authorized & Issuance of Renewal NOC within <b>21(twenty one)</b> working days from the date of receipt of application form.  |

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| 4 | Deputy Commissioner's Office<br>Revenue & DM Department | Issue of No Objection Certificate for transfer of Immovable property.                      |  | Total 30 days if no objection is filed. (10 days for Circle Officer, 10 days for LM & and 10 days for DC Office)  |
| 5 |   | Issue of No Objection Certificate for re-classification and reclassification cum transfer. |  | Total 75 days if no objection is filed. (15 days for Circle Officer, 30 days for DC office, 30 days for payment of premium, 30 days for extension on genuine ground for payment of premium) |

*\*\* Last updated 03-06-2020. Please refer to Websites of respective Departments for more details.*