

### Department wise List of Notified ARTPS Services

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
1.	Revenue	DC office	1	Office Mutation					
2.	Revenue	DC office	2	Certified Copy of Jamabandi or Records of Rights/Chitha					
3.	Revenue	DC office	3	Registration of documents in Sub-Registrar office under Registration Act, 1908					
4.	Revenue	DC office	4	Issuance of Non-Encumbrance Certificate					
5.	Revenue	DC office	5	Issuance of Certified copy of Registered document					
6.	Revenue	DC office	6	Issuance of Marriage Certificate					
7.	Revenue	DC office	7	Issuance of certified copy of Mutation(Registration) order / Miscellaneous case order					
8.	Revenue	DC office	8	Perfect Partition					
9.	Revenue	DC office	9	Issuance of Bakijai Clearance Certificate		5 Days	Certificate Officer	Addl. Deputy Commissioner/ Settlement Officer	
10.	Revenue	DC office	10	Issuance of Trace Map		5 Days	Circle Officer	Addl. Deputy Commissioner	
11.	Secondary Education		1	Issue of duplicate Mark sheet by SEBA/AHSEC/State Madrasa Education Board					
12.	Secondary Education		2	Issue of Duplicate Pass Certificate by SEBA/AHSEC/State Madrasa Education Board					
13.	Secondary Education		3	Issue of Migration Certificate by SEBA/AHSEC					

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
14.	Guwahati Development Department	GMC	1	Issue Birth certificate					
15.	Guwahati Development Department	GMC	2	Delayed Registration of Birth					
16.	Guwahati Development Department	GMC	3	Issue Death Certificate					
17.	Guwahati Development Department	GMC	4	Delayed Registration of Death					
18.	Guwahati Development Department	GMC	5	Decision on Application for Building construction inurban areas(Up to G+2)					
19.	Guwahati Development Department	GMC	6	Issuance of Trade license under the GuwahatiMunicipal Act, 1971					
20.	Guwahati Development Department	GMC	7	Issuance of Certified copies of public documents					
21.	Guwahati Development Department	GMC	8	Municipal Holding Certificate					
22.	Guwahati Development Department	GMC	9	Holding Mutation					
23.	Guwahati Development Department	GMC	10	Registration of Dogs		1 Day	Veterinary Officer, GMC	Additional Commissioner, GMC	
24.	Guwahati Development Department	GMC	11	Animal Tax Payment under GMC Act, 1971		2 Days	Veterinary Officer, GMC	Additional Commissioner, GMC	

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25.	Guwahati Development Department	GMC	12	Trade License related to Veterinary		9 Days	Veterinary Officer, GMC	Additional Commissioner, GMC	
26.	Guwahati Development Department	GMC	13	Cesspool Service		20 Days/ Tatkal-4 Days	In-Charge, Cesspool Branch	Additional Commissioner, GMC	
27.	Guwahati Development Department	GMC	14	Erection of New Building under the Guwahati Building Construction (Regulation) Bye laws, 2015 (Construction Permit)		15 Days			
28.	Guwahati Development Department	GMC	15	Re-erection of Building under the Guwahati Building Construction (Regulation) Bye laws, 2015		15 Days			
29.	Guwahati Development Department	GMC	16	Material Alteration in existing Building under the Guwahati Building Construction (Regulation) Bye laws, 2015		15 Days			
30.	Guwahati Development Department	GMC	17	Progress Report for Plinth Stage (in case of Basement casting of basement slab) under the Guwahati Building Construction (Regulation) Bye laws, 2015		7 Days			
31.	Guwahati Development Department	GMC	18	Grant of NOC for Specified Trades		21 Days			
32.	Guwahati Development Department	GMC	19	Issue of Trade License (Veterinary Trades)		21 Days			
33.	Guwahati Development Department	GMC	20	Issue of Trade License (Industrial)		21 Days			
34.	Guwahati Development Department	GMC	21	Issue of Trade License (General)		7 Days			

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35.	Guwahati Development Department	GMC	22	Issue of Trade License (Health related Trades)		21 Days			
36.	Guwahati Development Department	GMC	23	License to establish places of recreation, entertainment, consumption of food or drink from Guwahati Municipal Corporation		21 Days			
37.	Guwahati Development Department	GMC	24	Progress Report for First Storey under the Guwahati Building Construction (Regulation) Bye laws, 2015		7 Days			
38.	Guwahati Development Department	GMC	25	Progress Report for Middle Storey in case of high rise building under the Guwahati Building Construction (Regulation) Bye laws, 2015		7 Days			
39.	Guwahati Development Department	GMC	26	Progress Report for Last Storey under the Guwahati Building Construction (Regulation) Bye laws, 2015		7 Days			
40.	Guwahati Development Department	GMC	27	Completion Report cum Building Occupancy Certificate under the Guwahati Building Construction (Regulation) Bye laws, 2015		8 Days			
41.	Guwahati Development Department	GMC	28	Erection of Mobile Towers on top of existing buildings		21 Days			
42.	Guwahati Development Department	GMC	29	Building Assessment of RCC/ Semi RCC/ AT Building		2 Days	Deputy Commissioner of the concerned zone, GMC	Addl. Commissioner, GMC	

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43.	Guwahati Development Department	GMC	30	Trade License		21 Days	Deputy Commissioner of the concerned zone, GMC	Addl. Commissioner, GMC	
44.	Guwahati Development Department	GMC	31	Renewal of Trade License		7 Days	Deputy Commissioner of the concerned zone, GMC	Addl. Commissioner, GMC	
45.	Guwahati Development Department	GMC	32	Assessment of Holdings					
46.	Guwahati Development Department	GMC	33	Re-assessment of Holdings		2 Days	Deputy Commissioner of the concerned zone, GMC	Addl. Commissioner, GMC	
47.	Guwahati Development Department	GMC	34	Issue of permission to put up hoardings		30 Days	Collector	Addl. Commissioner, GMC	
48.	Guwahati Development Department	Guwahati Jal Board	1	Non-Domestic Water Connection (Both Temporary and Permanent)		7 Days			
49.	Guwahati Development Department	GMDA	1	NOC for land Transfer/ Sale of land		45 Days	Town Planner, GMDA	Secretary, GMDA	
50.	Guwahati Development Department	Guwahati Metropolitan Drinking Water and Sewage Board	1	House service connections (HSC)		15 Days	Executive Engineer	Managing Director	

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51.	Transport Department	Transport Department	1	Learner license for Transport					
52.	Transport Department	Transport Department	2	Learner licensefor Non-Transport					
53.	Transport Department	Transport Department	3	Driving License for Transport					
54.	Transport Department	Transport Department	4	Driving License for Non-Transport					
55.	Transport Department	Transport Department	5	Vehicle Registration for Transport					
56.	Transport Department	Transport Department	6	Vehicle Registration for Non-Transport					
57.	Transport Department	Transport Department	7	Duplicate Driving license					
58.	Transport Department	Transport Department	8	Duplicate Vehicle Registration for Transport					
59.	Transport Department	Transport Department	9	Duplicate Vehicle Registration for Non-Transport					
60.	Transport Department	Transport Department	10	Change of Route Permit		15 Days	DTO of concerned zone	Dy. Commissioner of concerned zone	
61.	Transport Department	Transport Department	11	Conversion of Registration (from Private to Commercial		15 Days	DTO of concerned zone	Dy. Commissioner of concerned zone	
62.	Transport Department	Transport Department	12	Route Permit		15 Days	DTO of concerned zone	Dy. Commissioner of concerned zone	

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63.	Transport Department	Transport Department	13	Conversion of Registration from Commercial to Private		15 Days	DTO of concerned zone	Dy. Commissioner of concerned zone	
64.	Transport Department	Transport Department	14	Change of ownership of vehicle (on sale)		15 Days	DTO of concerned zone		
65.	Transport Department	Transport Department	15	Issuance of Fitness Certificate		7 Days	DTO of concerned zone		
66.	Health and Family Welfare	Directorate of Health Services	1	Birth Certificate in Rural areas					
67.	Health and Family Welfare	Directorate of Health Services	2	Death Certificate in Rural areas					
68.	Health and Family Welfare	Directorate of Health Services	3	Delayed Registration of Birth in Rural areas					
69.	Health and Family Welfare	Directorate of Health Services	4	Delayed Registration of Death in Rural areas					
70.	Health and Family Welfare	Directorate of Health Services	5	Issuance of Disability Certificate					
71.	Health and Family Welfare	Directorate of Health Services	6	Provisional Registration of Clinical Establishment		10 Days			
72.	Health and Family Welfare	Directorate of Health Services	7	Permanent Registration of Clinical Establishment		10 Days			
73.	Health and Family Welfare	State Drugs Control Administration	1	Grant of a license to manufacture cosmetics for sale or for distribution- Form 31		45 Days			

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74.	Health and Family Welfare	State Drugs Control Administration	2	Grant of a license to manufacture for sale or for distribution of Large Volume Parenteral/ Sera and Vaccines excluding those specified in Schedule X - Form 27 D		120 Days			
75.	Health and Family Welfare	State Drugs Control Administration	3	Grant of a license 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		60 Days			
76.	Health and Family Welfare	State Drugs Control Administration	4	Grant of a license to manufacture for sale or for distribution of drugs specified in Schedule X and not specified in Schedule C and C(1) - Form 24 F		60 Days			
77.	Health and Family Welfare	State Drugs Control Administration	5	Grant of a license to manufacture for sale or for distribution of drugs specified in Schedules C, C (1) and X - Form 27 B		60 Days			
78.	Health and Family Welfare	State Drugs Control Administration	6	Grant of a license 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		45 Days			
79.	Health and Family Welfare	State Drugs Control Administration	7	Grant of a license to sell, stock, exhibit, or offer for sale, or distribute drugs specified in Schedule X (Retail) - Form 19 C and additional information		45 Days			
80.	Health and Family Welfare	State Drugs Control Administration	8	Grant of a license to sell, stock, exhibit, or offer for sale, or distribute drugs other than those specified in Schedule X (Retail) - Form 19 and additional information		45 Days			



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81.	Health and Family Welfare	State Drugs Control Administration	9	Grant of a license to sell, stock, exhibit, or offer for sale, or distribute drugs other than those specified in Schedule X (Wholesale) - Form 19 and additional information		45 Days			
82.	Health and Family Welfare	State Drugs Control Administration	10	Grant of a license to sell, stock, exhibit, or offer for sale, or distribute drugs specified in Schedule X (Wholesale) - Form 19 C and additional information		45 Days			
83.	Health and Family Welfare	State Drugs Control Administration	11	Grant of a loan license to manufacture cosmetics for sale or for distribution - Form 31 A		45 Days			
84.	Health and Family Welfare	State Drugs Control Administration	12	Grant of a loan license to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C(1) and X - Form 24A		60 Days			
85.	Health and Family Welfare	State Drugs Control Administration	13	Grant of a loan license 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			
86.	Health and Family Welfare	State Drugs Control Administration	14	Grant of a restricted license 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			

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87.	Health and Family Welfare	State Drugs Control Administration	15	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			
88.	Health and Family Welfare	State Drugs Control Administration	16	Grant of license for the operation of a Blood Bank for processing of whole blood and/ or preparation of blood components - Form 27 C		120 Days			
89.	Health and Family Welfare	State Drugs Control Administration	17	Grant of license to manufacture blood products for sale or distribution = Form 27E		120 Days			
90.	Health and Family Welfare	State Drugs Control Administration	18	License to manufacture drugs for purpose of examination, test or analysis - Form 30		30 Days			
91.	Health and Family Welfare	State Drugs Control Administration	19	License to sell, stock or exhibit or offer for sale, or distribute Homeopathic Medicines (Retail) - Form 19 B and additional information		45 Days			
92.	Health and Family Welfare	State Drugs Control Administration	20	License to sell, stock or exhibit or offer for sale, or distribute Homeopathic Medicines (Wholesale) - Form 19 B and additional information		45 Days			
93.	Health and Family Welfare	State Drugs Control Administration	21	Grant of a license to manufacture for sale or for distribution of Homeopathic Medicines or a license to manufacture potentised preparations from back potencies by licensees holding license Form 20C - Form 24C		45 Days			

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94.	Health and Family Welfare	State Drugs Control Administration	22	Grant of a license to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C(1) and X - Form 24		60 Days			
95.	Health and Family Welfare	State Drugs Control Administration	23	Grant of a license 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			
96.	Health and Family Welfare	State Drugs Control Administration	24	Grant of a license 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			
97.	Health and Family Welfare	State Drugs Control Administration	25	Renewal of a license to sell, stock, exhibit, or offer for sale, or distribute drugs specified in Schedule X (Wholesale) - Form 19 C and additional information		30 Days			
98.	Health and Family Welfare	State Drugs Control Administration	26	Renewal of a license to sell, stock, exhibit, or offer for sale, or distribute drugs specified in Schedule X (Retail) - Form 19 C and additional information		30 Days			
99.	Health and Family Welfare	State Drugs Control Administration	27	Renewal of a license to manufacture cosmetics for sale or for distribution- Form 31		30 Days			
100.	Health and Family Welfare	State Drugs Control Administration	28	Renewal of a license 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			

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101.	Health and Family Welfare	State Drugs Control Administration	29	Renewal of a license 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			
102.	Health and Family Welfare	State Drugs Control Administration	30	Renewal of a license 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			
103.	Health and Family Welfare	State Drugs Control Administration	31	Renewal of a license 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			
104.	Health and Family Welfare	State Drugs Control Administration	32	Renewal of a license to manufacture cosmetics for sale or for distribution of drugs specified in Schedules C, C (1) and X - Form 27 B		30 Days			
105.	Health and Family Welfare	State Drugs Control Administration	33	Renewal of a license 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			
106.	Health and Family Welfare	State Drugs Control Administration	34	Renewal of a license 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			
107.	Health and Family Welfare	State Drugs Control Administration	35	Renewal of a license 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			

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108	Health and Family Welfare	State Drugs Control Administration	36	Renewal of a license 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			
109	Health and Family Welfare	State Drugs Control Administration	37	Renewal of a loan license to manufacture cosmetics for sale or for distribution - Form 31 A		30 Days			
110	Health and Family Welfare	State Drugs Control Administration	38	Renewal of a loan license to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C(1) and X - Form 24A		30 Days			
111	Health and Family Welfare	State Drugs Control Administration	39	Renewal of a license 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			
112	Health and Family Welfare	State Drugs Control Administration	40	Renewal of a restricted license 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			
113	Health and Family Welfare	State Drugs Control Administration	41	Renewal of a restricted license 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			

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114.	Health and Family Welfare	State Drugs Control Administration	42	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			
115.	Health and Family Welfare	State Drugs Control Administration	43	Renewal of license for the operation of a Blood Bank for processing of whole blood and/ or preparation of blood components - Form 27 C		30 Days			
116.	Health and Family Welfare	State Drugs Control Administration	44	Renewal of license to manufacture blood products for sale or distribution = Form 27E		90 Days			
117.	Health and Family Welfare	State Drugs Control Administration	45	Renewal of License to manufacture drugs for purpose of examination, test or analysis - Form 30		30 Days			
118.	Health and Family Welfare	State Drugs Control Administration	46	Renewal of License to sell, stock or exhibit or offer for sale, or distribute Homeopathic Medicines (Retail) - Form 19 B		30 Days			
119.	Health and Family Welfare	State Drugs Control Administration	47	Renewal of a license to manufacture for sale or for distribution of Homeopathic Medicines or a license to manufacture potentised preparations from back potencies by licensees holding license Form 20C - Form 24C		30 Days			
120.	Health and Family Welfare	State Drugs Control Administration	48	Renewal of a license 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			

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121.	Health and Family Welfare	State Drugs Control Administration	49	Renewal of License to sell, stock or exhibit or offer for sale, or distribute Homeopathic Medicines (Wholesale) - Form 19 B		30 Days			
122.	Health and Family Welfare	State Drugs Control Administration	50	Grant of a license to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C(1) and X (Additional Items) - Form 24		20 Days			
123.	Health and Family Welfare	State Drugs Control Administration	51	Grant of a loan license to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C(1) and X (Additional Items)- Form 24A		20 Days			
124.	Health and Family Welfare	State Drugs Control Administration	52	Grant of a license to manufacture for sale or for distribution of drugs specified in Schedule X and not specified in Schedule C and C(1) (Additional Items)- Form 24 F		20 Days			
125.	Health and Family Welfare	State Drugs Control Administration	53	Grant of a license 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 (Additional Items) - Form 27		20 Days			
126.	Health and Family Welfare	State Drugs Control Administration	54	Grant of a loan license 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 (Additional Items) - Form 27A		20 Days			
127.	Health and Family Welfare	State Drugs Control Administration	55	Grant of a license to manufacture for sale or for distribution of drugs specified in Schedules C, C (1) and X (Additional Items) - Form 27 B		20 Days			

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128.	Health and Family Welfare	State Drugs Control Administration	56	Grant of a license to manufacture for sale or for distribution of Large Volume Parenteral/ Sera and Vaccines excluding those specified in Schedule X (Additional Items) - Form 27 D		20 Days			
129.	Health and Family Welfare	State Drugs Control Administration	57	Grant of a license to manufacture cosmetics for sale or for distribution (Additional Items)- Form 31		20 Days			
130.	Health and Family Welfare	State Drugs Control Administration	58	Grant of a loan license to manufacture cosmetics for sale or for distribution (Additional Items)- Form 31A		20 Days			
131.	Health and Family Welfare	Commissionerate of Food Safety	1	Grant of License except importing under Food Safety and Standards Act, 2006		15 Days			
132.	Health and Family Welfare	Commissionerate of Food Safety	2	Grant of Registration under Food Safety and Standards Act, 2006		60 Days			
133.	Health and Family Welfare	Commissionerate of Food Safety	3	Renewal of License except importing under Food Safety and Standards Act, 2006		30 Days			
134.	Health and Family Welfare	Commissionerate of Food Safety	4	Renewal of Registration under Food Safety and Standards Act, 2006		30 Days			
135.	Health and Family Welfare	Directorate of AYUSH	1	Grant of No Objection Certificate (NOC) to manufacture for sale of Ayurveda/ Siddha/ Unani Drugs		30 Days			
136.	Health and Family Welfare	Directorate of AYUSH	2	Grant of License to manufacture for sale, Ayurvedic (Including Siddha or Unani) Drugs		60 Days			
137.	Health and Family Welfare	Directorate of AYUSH	3	Renewal of License to manufacture for sale, Ayurvedic (Including Siddha or Unani) Drugs		61 Days			
138.	Health and Family Welfare	Directorate of AYUSH	4	Grant of Certificate of Good Manufacturing Practices (GMP) to		62 Days			



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				manufacture Ayurveda/Siddha/Unani drugs					
139.	Health and Family Welfare	Directorate of AYUSH	5	Renewal of Certificate of Good Manufacturing Practices (GMP) to manufacture Ayurveda/ Siddha/ Unani Drugs		63 Days			
140.	Health and Family Welfare	Directorate of Medical Education	1	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			
141.	Health and Family Welfare	Directorate of Medical Education	2	Essentiality Certificate to be issued by the Govt. of Assam as per the Nursing Council of India Guidelines (Nursing College)		30 Days			
142.	Health and Family Welfare	Directorate of Medical Education	3	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			
143.	Health and Family Welfare	Directorate of Pre-conception & Pre-natalic...	1	Registration of Genetic Counselling Center/ Genetic Laboratory/ Genetic Clinic/ Ultrasound Clinic/ Imaging Center		90 days			
144.	Health and Family Welfare	Directorate of Pre-conception & Pre-natalic...	2	Renewal of Registration of Genetic Counselling Center/ Genetic Laboratory/ Genetic Clinic/ Ultrasound Clinic/ Imaging Center		90 days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
145.	Welfare of Plain Tribes and Backward Classes Department	Directorate of WPT & BC	1	Issuance of SC certificate					
146.	Welfare of Plain Tribes and Backward Classes Department	Directorate of WPT & BC	2	Issuance of Non-creamy layer certificate					
147.	General Administration Department		1	Next of Kin Certificate		15 Days	To be notified by concerned Dy. Commissioner		
148.	General Administration Department		2	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			
149.	Labour & Employment (SEED)		1	Registration of the Establishment under Assam Shops & Establishment Act, 1971					
150.	Labour & Employment (SEED)		2	Renewal of Registration Certificate of the Establishment under Assam Shops & Establishment Act, 1971					
151.	Labour & Employment (SEED)		3	Issuance of Duplicate copy of Registration Certificate of the Establishment under Assam Shops & Establishment Act, 1971					

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152.	Skill Employment & Entrepreneurship Department		4	Registration of Name in Employment Exchanges		3 Days	Assistant Director of Employment/ Employment Officer/ Asstt. Employment Officer	Zonal Deputy Director concerned	
153.	Skill Employment & Entrepreneurship Department		5	Renewal of Registration of Name in Employment Exchanges			Assistant Director of Employment/ Employment Officer/ Asstt. Employment Officer	Zonal Deputy Director concerned	
154.	Skill Employment & Entrepreneurship Department		6	Re-registration of Registration of name in Employment Exchanges		3 Days	Assistant Director of Employment/ Employment Officer/ Asstt. Employment Officer	Zonal Deputy Director concerned	
155.	Co-operation Department	Registrar of Cooperative Societies	1	Registration of co-operative societies under Co-operative Societies Act,2007					
156.	Cooperation Department	Registrar of Cooperative Societies	2	Registration of Co-operative Society with Limited Liability under the Assam Cooperative Societies Act 2007		60 Days			

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157.	Cooperation Department	Registrar of Cooperative Societies	3	Registration of Partnership Firms under Section 58 & Rules 4(2) of Indian Partnership Act, 1932		10 Days			
158.	Cooperation Department	Registrar of Cooperative Societies	4	Renewal of Registration of Society		15 Days			
159.	Cooperation Department	Registrar of Cooperative Societies	5	Obtaining Certified copy of the Society registered under Section 19 of the S. R. Act XXI of 1860		15 Days			
160.	Cooperation Department	Registrar of Cooperative Societies	6	Filing changes in the Name of the Society (u/s 12(A) read with Section 12(B) and 12(C ) of the Assam State Amendment etc.) (vide Assam Act, 14 of 1943 Section 2)		15 Days			
161.	Cooperation Department	Registrar of Cooperative Societies	7	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			
162.	Cooperation Department	Registrar of Cooperative Societies	8	Changes in the Rules and Regulations of the Society under section 12 of the S.R. Act, XXI of 1860		15 Days			
163.	Cooperation Department	Registrar of Cooperative Societies	9	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			
164.	Cooperation Department	Registrar of Cooperative Societies	10	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			

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165	Cooperation Department	Registrar of Cooperative Societies	11	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			
166	Cooperation Department	Registrar of Cooperative Societies	12	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			
167	Cooperation Department	Registrar of Cooperative Societies	13	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			
168	Cooperation Department	Registrar of Cooperative Societies	14	Recording dissolution of a Firm registered under section 63(1) and rule 4(6) of I. P. Act, 1932		15 Days			
169	Cooperation Department	Registrar of Cooperative Societies	15	Amendment of details of Registered Society		15 Days			
170	Cooperation Department	Registrar of Cooperative Societies	16	Change in the Address of the Society		15 Days			
171	Political Department		1	Issuance of Permanent Resident Certificate (PRC) for higher education					
172	Political Department		2	Issuance of Residential Status Certificate/ Report for Kisan Seva Kendra Dealership under Indian Oil Corporation Ltd.					
173	Home Department	Directorate of Fire & Emergency Services	1	Issuance of NOC for fire safety of building					
174	Home Department	Directorate of Fire & Emergency Services	2	Renewal of NOC for fire safety of building					

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
175.	Home Department	Directorate of Fire & Emergency Services	3	Issuance of Fire Attendance Certificate					
176.	Home Department	Directorate of Fire & Emergency Services	4	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			
177.	Home Department	Directorate of Fire & Emergency Services	5	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			
178.	Home Department	Directorate of Fire & Emergency Services	6	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			
179.	Home Department	Directorate of Fire & Emergency Services	7	Fire NOC in respect of fire safety measures in erecting temporary structures/ Circus/ movable theatre/	Issue of Fire Prevention and Fire Safety Recommendations	7 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
				exhibitions under Assam Fire Service Rule 1989	Issue of Final NOC (after receipt of compliance Report)	14 Days			
180.	Home Department	Directorate of Fire & Emergency Services	8	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			
181.	Home Department	Directorate of Fire & Emergency Services	9	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			
182.	Home Department	Directorate of Fire & Emergency Services	10	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			
183.	Home Department	Directorate of Fire & Emergency Services	11	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			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
					Issue of Final NOC (after receipt of compliance Report)	14 Days			
184.	Home Department	Directorate of Fire & Emergency Services	12	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			
185.	Home Department	Directorate of Fire & Emergency Services	13	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			
186.	Home Department	Directorate of Fire & Emergency Services	14	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			



	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
187.	Home Department	Directorate of Fire & Emergency Services	26	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			
188.	Home Department	Directorate of Fire & Emergency Services	27	Renewal of Fire NOC under Assam Fire Service Rule 1989		14 Days			
189.	Finance	Commissionerate of Taxes	1	Application of registration under Rule 13(1) of The Assam Value Added Tax Act, 2005					
190.	Finance	Commissionerate of Taxes	2	Application for grant of declaration in forms C or F under Rule 12 of the CST (Registration & Turnover) Rules, 1957					
191.	Finance	Commissionerate of Taxes	3	Certificate of Registration / Amendment of Certificate of Registration under the Assam Professions, Trades, Callings and Employments Taxation Act, 1947		1 Day			
192.	Finance	Commissionerate of Taxes	4	Certificate of Enrollment / Amendment of Certificate of Enrollment under the Assam Professions, Trades, Callings and Employments Taxation Act, 1947		1 Day			
193.	Animal Husbandry & Veterinary		1	Post mortem report					
194.	Animal Husbandry & Veterinary		2	Valuation certificate of animal/bird for insurance					
195.	Urban Development Department		1	Birth Certificate in Urban areas other than GMC area					
196.	Urban Development Department		2	Death Certificate in Urban areas other than GMC area					
197.	Urban Development Department		3	Delayed Registration of Birth in Urban areas other than GMC area					

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
198.	Urban Development Department		4	Delayed Registration of Death in Urban areas otherthan GMC area					
199.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	1	Non Domestic Water Connection (Both Temporary and Permanent)		7 Days			
200.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	2	Grant of Brewery License		90 Days			
201.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	3	Grant of Distillery License		90 Days			
202.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	4	Grant of Heritage Alcoholic Beverages Manufactory License		90 Days			
203.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	5	Grant of Bonded Warehouse License		45 Days			
204.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	6	Grant of License for Compounding and Blending of IMFL		60 Days			
205.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	7	Grant of License for Bottling of IMFL		60 Days			
206.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	8	Grant of Heritage Alcoholic Beverages Micro-Brewery License		90 Days			
207.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	9	Grant of License to a Private Bonded Warehouse for Deposit and Storage of ENA		45 Days			
208.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	10	Grant of License for Reduction of ENA for manufacture of Country Spirit and		60 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
				Deposit and Storage of manufactured Country Spirit					
209.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	11	Grant of License for Bottling of Country Spirit		60 Days			
210.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	12	Grant of License for Wholesale Vend of IMFL		45 Days			
211.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	13	Grant of License for Wholesale Vend of Denatured Spirit		45 Days			
212.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	14	Grant of License for Wholesale Vend of Country Spirit		45 Days			
213.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	15	Grant of License for Wholesale Vend of Heritage Alcoholic Beverages		45 Days			
214.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	16	Grant of License for Wholesale Vend of IMFL by Co-Operative Societies/ Associations		45 Days			
215.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	17	Grant of License for Wholesale Vend of IMFL by Canteen Stores Department (Wholesale Warehouse)		45 Days			
216.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	18	Grant of License for Retail Vend of IMFL for Consumption OFF the premises		45 Days			
217.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	19	Grant of License for Retail Vend of IMFL in a Hotel for Consumption ON the premises		45 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
218.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	20	Grant of License for Retail Vend of IMFL in a Restaurant for Consumption ON the premises		45 Days			
219.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	21	Grant of License for Retail Vend of IMFL for Consumption ON the premises (except Hotel, Restaurant and Bar etc.)		45 Days			
220.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	22	Grant of License for Retail Vend of Rectified Spirit (including absolute alcohol)		45 Days			
221.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	23	Grant of License for Retail Vend of IMFL at Military Canteen Establishments under the Canteen Tenant System		45 Days			
222.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	24	Grant of License for Retail Vend of IMFL for Parliamentary Force		45 Days			
223.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	25	Grant of License for Retail Vend of IMFL in Non-Proprietary Club		45 Days			
224.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	26	Grant of License for Retail Vend of IMFL in Proprietary Club		45 Days			
225.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	27	Grant of License for Retail Vend of IMFL in Railway Refreshment Room for Consumption ON the premises		45 Days			
226.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	28	Grant of License for Retail Vend of IMFL in Steamer, Dining Car or Kitchen Car for consumption ON the premises		45 Days			
227.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	29	Grant of License for Retail Vend of IMFL in Dak Bungalow/ Guest House for consumption ON the premises		45 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
228.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	30	Grant of License for Retail Vend of IMFL by Co-Operative Societies/ Associations		45 Days			
229.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	31	Late Closing License		45 Days			
230.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	32	Bar License		45 Days			
231.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	33	Grant of License for Retail Vend of Denatured Spirit		45 Days			
232.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	34	Grant of License for Retail Vend of Country Spirit		45 Days			
233.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	35	Grant of License for Retail Vend of Heritage Alcoholic Beverages		45 Days			
234.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	36	Import or Transport of IMFL - (Tenable by holder of Bonded Warehouse License and License for Wholesale Vend of IMFL)		2 Days			
235.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	37	Transport of IMFL - (Tenable by holder of License for Retail Vend of IMFL either OFF or ON the premises)		2 Days			
236.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	38	Grant of Temporary Bar License		45 Days			
237.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	39	Import or Transport of Rectified Spirit, Denatured Spirit and Absolute Alcohol		2 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
238.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	40	Export of IMFL. Rectified Spirit, Denatured Spirit and Spirituous Preparations manufactured in Assam		2 Days			
239.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	41	Grant of Permission for Sub-Lease of Distillery, Brewery, Compounding and Blending Unit and Bottling Unit		60 Days			
240.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	42	Import and Transport of Country Spirit		2 Days			
241.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	43	Export and Transport of Country Spirit		2 Days			
242.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	44	Renewal of Brewery License		15 Days			
243.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	45	Renewal of Distillery License		15 Days			
244.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	46	Renewal of Heritage Alcoholic Beverages Manufactory License		15 Days			
245.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	47	Renewal of Bonded Warehouse License		15 Days			
246.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	48	Renewal of License for Manufacture of Perfumes and Toiler Preparations consisting or containing Alcohol		15 Days			
247.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	49	Renewal of License for possession of Rectified Spirit, Denatured Spirit and Absolute Alcohol for domestic or business purpose in excess of the		15 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
				quantity fixed as the limit of private possession					
248.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	50	Renewal of License for Compounding and Blending of IMFL		15 Days			
249.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	51	Renewal of License for Bottling of IMFL		15 Days			
250.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	52	Renewal of Heritage Alcoholic Beverages Micro-Brewery License		15 Days			
251.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	53	Renewal of License for Manufactory of Country Spirit		15 Days			
252.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	54	Renewal of License to a Private Bonded Warehouse for Deposit and Storage of ENA		15 Days			
253.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	55	Renewal of License for Reduction of ENA for manufacture of Country Spirit and Deposit and Storage of manufactured Country Spirit		15 Days			
254.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	56	Renewal of License for Bottling of Country Spirit		15 Days			
255.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	57	Renewal of License for the use of Rectified Spirit in the manufacture of Drugs, Medicines and Chemicals		15 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
256	Urban Development Department	Assam Urban Water Supply & Sewerage Board	58	Renewal of License for Wholesale Vend of IMFL		15 Days			
257	Urban Development Department	Assam Urban Water Supply & Sewerage Board	59	Renewal of License for Wholesale Vend of Denatured Spirit		15 Days			
258	Urban Development Department	Assam Urban Water Supply & Sewerage Board	60	Renewal of License for Wholesale Vend of Country Spirit		15 Days			
259	Urban Development Department	Assam Urban Water Supply & Sewerage Board	61	Renewal of License for Wholesale Vend of Heritage Alcoholic Beverages		15 Days			
260	Urban Development Department	Assam Urban Water Supply & Sewerage Board	62	Renewal of License for Wholesale Vend of IMFL by Co-Operative Societies/ Associations		15 Days			
261	Urban Development Department	Assam Urban Water Supply & Sewerage Board	63	Renewal of License for Wholesale Vend of IMFL by Canteen Stores Department (Wholesale Warehouse)		15 Days			
262	Urban Development Department	Assam Urban Water Supply & Sewerage Board	64	Renewal of License for Retail Vend of IMFL for Consumption OFF the premises		15 Days			
263	Urban Development Department	Assam Urban Water Supply & Sewerage Board	65	Renewal of License for Retail Vend of IMFL in a Hotel for Consumption ON the premises		15 Days			
264	Urban Development Department	Assam Urban Water Supply & Sewerage Board	66	Renewal of License for Retail Vend of IMFL in a Restaurant for Consumption ON the premises		15 Days			
265	Urban Development Department	Assam Urban Water Supply & Sewerage Board	67	Renewal of License for Retail Vend of IMFL for Consumption ON the premises (except Hotel, Restaurant and Bar etc.)		15 Days			



	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
266	Urban Development Department	Assam Urban Water Supply & Sewerage Board	68	Renewal of License for Retail Vend of Rectified Spirit (including absolute alcohol)		15 Days			
267	Urban Development Department	Assam Urban Water Supply & Sewerage Board	69	Renewal of License for Retail Vend of IMFL at Military Canteen Establishments under the Canteen Tenant System		15 Days			
268	Urban Development Department	Assam Urban Water Supply & Sewerage Board	70	Renewal of License for Retail Vend of IMFL for Parliamentary Force		15 Days			
269	Urban Development Department	Assam Urban Water Supply & Sewerage Board	71	Renewal of License for Retail Vend of IMFL in Non-Proprietary Club		15 Days			
270	Urban Development Department	Assam Urban Water Supply & Sewerage Board	72	Renewal of License for Retail Vend of IMFL in Proprietary Club		15 Days			
271	Urban Development Department	Assam Urban Water Supply & Sewerage Board	73	Renewal of License for Retail Vend of IMFL in Railway Refreshment Room for Consumption ON the premises		15 Days			
272	Urban Development Department	Assam Urban Water Supply & Sewerage Board	74	Renewal of License for Retail Vend of IMFL in Steamer, Dining Car or Kitchen Car for consumption ON the premises		15 Days			
273	Urban Development Department	Assam Urban Water Supply & Sewerage Board	75	Renewal of License for Retail Vend of IMFL in Dak Bungalow/ Guest House for consumption ON the premises		15 Days			
274	Urban Development Department	Assam Urban Water Supply & Sewerage Board	76	Renewal of License for Retail Vend of IMFL by Co-Operative Societies/ Associations		15 Days			
275	Urban Development Department	Assam Urban Water Supply & Sewerage Board	77	Renewal of Late Closing License		15 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
276.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	78	Renewal of Bar License		15 Days			
277.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	79	Renewal of License for sale of Medicated Wines by Licensed Dealers		15 Days			
278.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	80	Renewal of License for sale of Medicated Wines by Chemists, Druggist and Pharmacist		15 Days			
279.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	81	Renewal of License for Retail Vend of Denatured Spirit		15 Days			
280.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	82	Renewal of License for Retail Vend of Country Spirit		15 Days			
281.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	83	Renewal of License for Retail Vend of Heritage Alcoholic Beverages		15 Days			
282.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	84	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			
283.	Urban Development Department	Assam Urban Water Supply & Sewerage Board	85	Renewal of registration of Mono Cartons of IMFL		15 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
284.	Urban Development Department	Directorate of Municipal Administration	1	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			
285.	Urban Development Department	Directorate of Municipal Administration	2	Trade License		7 Days			
286.	Urban Development Department	Directorate of Municipal Administration	3	Permission to erect Hoardings/ Advertisement Boards for Public Viewing		7 Days			
287.	Urban Development Department	Directorate of Town & Country Planning	1	Re-erection of Building under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		15 Days			
288.	Urban Development Department	Directorate of Town & Country Planning	2	Erection of New Building under the Assam notified Urban areas (other than Guwahati) Building Rules 2015		15 Days			
289.	Urban Development Department	Directorate of Town & Country Planning	3	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			
290.	Urban Development Department	Directorate of Town & Country Planning	4	Progress Certificate for First Storey under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		7 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
291.	Urban Development Department	Directorate of Town & Country Planning	5	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			
292.	Urban Development Department	Directorate of Town & Country Planning	6	Progress Certificate for Last Storey under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		7 Days			
293.	Urban Development Department	Directorate of Town & Country Planning	7	Completion Report cum Building Occupancy Certificate under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		8 Days			
294.	Urban Development Department	Directorate of Town & Country Planning	8	Enrolment as competent personal under the Assam notified Urban areas (other than Guwahati) Building Rules 2014 (For Individual)		30 Days			
295.	Urban Development Department	Directorate of Town & Country Planning	9	Enrolment as competent personal under the Assam notified Urban areas (other than Guwahati) Building Rules 2014 (For Group or Agency)		30 Days			
296.	Urban Development Department	Directorate of Town & Country Planning	10	Self-certification Form for Compliance for mobile tower under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		30 Days			
297.	Urban Development Department	Directorate of Town & Country Planning	11	Obtaining permission to undertake material allocation in existing Building under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		15 Days			
298.	Urban Development Department	Directorate of Town & Country Planning	12	Permission for Construction of Bridge		To be confirmed from the Department			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
299	Environment and Forest Department		1	Obtaining NOC for Tree Felling on acquired Government/ Private Patta Land/ Non-Forest Land	Felling of trees for self-consumption	3 Days			
300	Environment and Forest Department		2		Felling of trees with Transit Passes	15 Days			
301	Environment and Forest Department		3		Felling of trees in registered Plantations	15 Days			
302	Environment and Forest Department		4	Tree Transit Permit/ Pass		Instant (1 Day)			
303	Environment and Forest Department		5	License for Wood based Industry		60 Days			
304	Environment and Forest Department		6	Registration for Tree Plantation under the Assam (Control of Felling and Removal of Trees from Non-Forest Land) Rules, 2002		60 Days			
305	Environment and Forest Department	Pollution Control Board of Assam	1	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			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
306	Environment and Forest Department	Pollution Control Board of Assam	2	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			
307	Environment and Forest Department	Pollution Control Board of Assam	3	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			
					Red Category Industries (Projects covered under EIA Notification 2006)	120 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
308.	Environment and Forest Department	Pollution Control Board of Assam	4	Consent to Operate 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			
309.	Environment and Forest Department	Pollution Control Board of Assam	5	Consent to Operate (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			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
310.	Environment and Forest Department	Pollution Control Board of Assam	6	Consent to Operate (under the Water Act, 1974 and Air Act, 1981) for Combined Existing and Expansion Units	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			
311.	Environment and Forest Department	Pollution Control Board of Assam	7	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			



	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
312.	Environment and Forest Department	Pollution Control Board of Assam	8	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			
313.	Environment and Forest Department	Pollution Control Board of Assam	9	Registration of Producers or Brand Owners under the Plastic Waste Management Rules, 2016		90 Days			
314.	Environment and Forest Department	Pollution Control Board of Assam	10	Registration of Units engaged in Processing or Recycling of Plastic Waste under the Plastic Waste Management Rules, 2016		90 Days			
315.	Environment and Forest Department	Pollution Control Board of Assam	11	Registration for Manufacturers of Plastic Raw Material under the Plastic and Waste Management Rules, 2016		90 Days			
316.	Environment and Forest Department	Pollution Control Board of Assam	12	Renewal of Registration of Producers or Brand Owners under the Plastic Waste Management Rules, 2016		90 Days			
317.	Environment and Forest Department	Pollution Control Board of Assam	13	Renewal of Registration of Units engaged in Processing or Recycling of Plastic Waste under the Plastic Waste Management Rules, 2016		90 Days			
318.	Environment and Forest Department	Pollution Control Board of Assam	14	Renewal of Registration for Manufacturers of Plastic Raw Material under the Plastic and Waste Management Rules, 2016		90 Days			
319.	Environment and Forest Department	Pollution Control Board of Assam	15	Authorization for Processing/ Recycling/ Treatment and Disposal of Solid Waste under the Solid Waste Management Rules, 2016		45 Days			
320.	Environment and Forest Department	Pollution Control Board of Assam	16	Accident Reporting under the Solid Waste Management Rules, 2016		45 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
321.	Environment and Forest Department	Pollution Control Board of Assam	17	Renewal of Authorization for Processing/ Recycling/ Treatment and Disposal of Solid Waste under the Solid Waste Management Rules, 2016		45 Days			
322.	Environment and Forest Department	Pollution Control Board of Assam	18	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			
323.	Environment and Forest Department	Pollution Control Board of Assam	19	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			
324.	Environment and Forest Department	Pollution Control Board of Assam	20	Appeal against the order passed by the prescribed authority under the Bio-Medical Waste Management Rules, 2016		90 Days			
325.	Environment and Forest Department	Pollution Control Board of Assam	21	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			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
326.	Environment and Forest Department	Pollution Control Board of Assam	22	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			
327.	Environment and Forest Department	Pollution Control Board of Assam	23	Format for maintaining records of hazardous and other waste under The Hazardous and Other Waste (Management and Trans-Boundary Movement) Rules, 2016		120 Days			
328.	Environment and Forest Department	Pollution Control Board of Assam	24	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			
329.	Environment and Forest Department	Pollution Control Board of Assam	25	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			
330.	Environment and Forest Department	Pollution Control Board of Assam	26	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			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
331.	Environment and Forest Department	Pollution Control Board of Assam	27	Extended Producer Responsibility - Authorization (For Producers of E-Waste)		90 Days			
332.	Environment and Forest Department	Pollution Control Board of Assam	28	Renewal of Extended Producer Responsibility - Authorization (For Producers of E-Waste)		90 Days			
333.	Environment and Forest Department	Pollution Control Board of Assam	29	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			
334.	Environment and Forest Department	Pollution Control Board of Assam	30	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			
335.	Environment and Forest Department	Pollution Control Board of Assam	31	Authorization to Facilities possessing environmentally sound management practice for dismantling or recycling of E-Waste under the E-Waste Management Rules, 2016		90 Days			
336.	Environment and Forest Department	Pollution Control Board of Assam	32	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			
337.	Environment and Forest Department	Pollution Control Board of Assam	33	Authorization for Construction and Demolition Waste Processing Facility under Construction and Demolition Waste Management Rules, 2016		90 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
338.	Environment and Forest Department	Pollution Control Board of Assam	34	Renewal of Authorization for Construction and Demolition Waste Processing Facility under Construction and Demolition Waste Management Rules, 2016		90 Days			
339.	Environment and Forest Department	Pollution Control Board of Assam	35	Registration of Importer of New Lead acid Batteries/ Primary lead under the Batteries (Management and Handling) Rules, 2001		30 Days			
340.	Environment and Forest Department	Pollution Control Board of Assam	36	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			
341.	Environment and Forest Department	Pollution Control Board of Assam	37	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			
342.	Labour Welfare Department	Inspectorate of Factories	1	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			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
343.	Labour Welfare Department	Inspectorate of Factories	2		ii) factories other than hazardous and MAH units	30 Days			
344.	Labour Welfare Department	Inspectorate of Factories	3		iii) Hazardous Factories (as defined in section 2(cb) of the Factories Act, 1948	90 Days			
						(60 days for site appraisal by the committee and approval by Government, 30 days for registration and Licensing)			
345.	Labour Welfare Department	Inspectorate of Factories	4	Application to the Site Appraisal Committee (in case of Hazardous Processes/ Materials)		30 Days			
346.	Labour Welfare Department	Inspectorate of Factories	5	Registration and Grant of Factory License		30 Days			
347.	Labour Welfare Department	Inspectorate of Factories	6	Fitness Certificate of a Worker		7 Days			
348.	Labour Welfare Department	Inspectorate of Factories	7	Testing and Examination of Machineries and Equipments		7 Days			
349.	Labour Welfare Department	Inspectorate of Factories	8	Renewal of Factory License		60 Days			
350.	Labour Welfare Department	Inspectorate of Factories	9	Change in Name and/ or Style of a Factory (Amendment in Factory License)		7 Days			
351.	Labour Welfare Department	Inspectorate of Factories	10	Registration and Certification of Package Boiler/ Economizer under the Boilers Act, 1923 and IBR, 1950	Issuance of Erection Permission	7 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
					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			
352.	Labour Welfare Department	Inspectorate of Factories	11	Registration and Certification of Assemble Boiler/ Economizer under the Boilers Act, 1923 and IBR, 1950	Issuance of Erection Permission	7 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
					Stage Inspection during Erection (from date of receipt of request)	15 Days			
					Preliminary Hydraulic Test (after submission of Application for Preliminary Hydraulic Test with all documents)	10 Days			
					Issue of Steaming Certificate (after submission of Completion Report and Certificate of Boiler Attendant/ Operator)	2 Days			
					Allotment of Registration Number (after issue of Steaming Certificate)	16 Days			
					Final Certificate of Registration of Boiler (after submission of application for Steam Test)	11 Days			



	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
353	Labour Welfare Department	Inspectorate of Factories	12	Registration of Steam/ Feed/ Blow Down Line under IBR, 1950	Approval of Drawings by Chief Inspector (after submission of application)	15 Days			
					Approval of proposed contractor (after submission of application for approval of contractor)	9 Days			
					Material Inspection and Simulation Test (after submission of documents regarding materials)	7 Days			
					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			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
354.	Labour Welfare Department	Inspectorate of Factories	13	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			
355.	Labour Welfare Department	Inspectorate of Factories	14	Recognition as Manufacturer of Boiler and Boiler Components under IBR, 1950		30 Days			
356.	Labour Welfare Department	Inspectorate of Factories	15	Approval as Boiler Erector/ Repairer and Steam/ Feed Water Pipe Line Fabricator/ Erector under IBR, 1950		30 Days			
357.	Labour Welfare Department	Inspectorate of Factories	16	Renewal of Recognition as Manufacturer of Boiler and Boiler Components under IBR, 1950		30 Days			
358.	Labour Welfare Department	Inspectorate of Factories	17	Renewal of Approval as Boiler Erector/ Repairer and Steam/ Feed Water Pipe Line Fabricator/ Erector under IBR, 1950		30 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
359	Labour Welfare Department	Commissionerate of Labour	1	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			
360	Labour Welfare Department	Commissionerate of Labour	2	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			
361	Labour Welfare Department	Commissionerate of Labour	3	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			
362	Labour Welfare Department	Commissionerate of Labour	4	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			
363	Labour Welfare Department	Commissionerate of Labour	5	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			
364	Labour Welfare Department	Commissionerate of Labour	6	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			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
365	Labour Welfare Department	Commissionerate of Labour	7	Registration of Plantations in Form 13 under Section 2-A of the Plantations Labour Rules 1956		15 Days			
366	Labour Welfare Department	Commissionerate of Labour	8	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			
367	Labour Welfare Department	Commissionerate of Labour	9	Registration in (Form I) under Rule 4 of the Assam Motor Transport Worker Rules, 1961		15 Days			
368	Labour Welfare Department	Commissionerate of Labour	10	Registration under Self-Certification Scheme		15 Days			
369	Labour Welfare Department	Commissionerate of Labour	11	Enrolling for Third Party Audit Scheme		15 Days			
370	Labour Welfare Department	Commissionerate of Labour	12	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			
371	Labour Welfare Department	Commissionerate of Labour	13	Renewal of License in Form VII under Rule 29(2) of the Contract Labour (R & E) Rules 1971		15 Days			
372	Labour Welfare Department	Commissionerate of Labour	14	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			
373	Labour Welfare Department	Commissionerate of Labour	15	Renewal of Certificate of Registration in (Form I) under Rule 8 of the Assam Motor Transport Worker Rules, 1962		15 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
374.	Industries & Commerce	Commissionerate of Industries	1	Land Allotment in various Industrial Estates		30 Days			
375.	Industries & Commerce	Commissionerate of Industries	2	Shed Allotment in various Industrial Estates		30 Days			
376.	Industries & Commerce	Commissionerate of Industries	3	Entrepreneurs Memorandum (Part I)		Instant			
377.	Industries & Commerce	Commissionerate of Industries	4	Pre Registration under NEIIPP 2007 for New Units		7 Days			
378.	Industries & Commerce	Commissionerate of Industries	5	Pre Registration under NEIIPP 2007 for Existing Units		7 Days			
379.	Industries & Commerce	Commissionerate of Industries	6	Eligibility Certificate under Assam Industrial Policy, 2014 for New Units	Micro Enterprises	30 Days			
					Small & Medium Enterprises	75 Days			
					Large Enterprises	75 Days			
380.	Industries & Commerce	Commissionerate of Industries	7	Eligibility Certificate under Assam Industrial Policy, 2014 for Existing Units	Micro Enterprises	30 Days			
					Small & Medium Enterprises	75 Days			
					Large Enterprises	75 Days			
381.	Industries & Commerce	Commissionerate of Industries	8	Submission of claim for Central Comprehensive Insurance Subsidy scheme under NEIIPP 2007		180 Days			
382.	Industries & Commerce	Commissionerate of Industries	9	Submission of claim for Central Interest Subsidy scheme on working Capital under NEIIPP 2007		180 Days			
383.	Industries & Commerce	Commissionerate of Industries	10	Submission of claim for Power Subsidy under Assam Industrial Policy, 2014		180 Days			
384.	Industries & Commerce	Commissionerate of Industries	11	Claim of Central Capital Investment subsidy under NEIIPP, 2007		180 Days			
385.	Industries & Commerce	Commissionerate of Industries	12	Entrepreneurs Memorandum (Part II)		30 Days			
386.	Industries & Commerce	Commissionerate of Industries	13	Claim of all Incentives under Assam Industrial Policy 2014		30 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
387	Power	APDCL	1	Temporary Service Connection (Both LT & HT)		15 Days			
388	Power	APDCL	2	New High Tension (HT) Connection	In Industrial Estates, where no Right of Way is required	7 Days			
					Other Cases	15 Days			
389	Power	APDCL	3	New Low Tension (LT) Connection	In Industrial Estates, where no Right of Way is required	7 Days			
					Other Cases	15 Days			
390	Power	Inspectorate of Power	1	Authorization for Maintenance of Lifts or Escalators		15 Days			
391	Power	Inspectorate of Power	2	License for operating a Lift installed before the commencement of the Act		15 Days			
392	Power	Inspectorate of Power	3	License for operating an Escalator installed before the commencement of the Act		15 Days			
393	Power	Inspectorate of Power	4	License for operating a Lift		15 Days			
394	Power	Inspectorate of Power	5	License for operating an Escalator		15 Days			
395	Power	Inspectorate of Power	6	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			
396	Power	Inspectorate of Power	7	Cinema Operator License		15 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
397.	Power	Inspectorate of Power	8	Approval for Commissioning of Electrical Generating Units		15 Days			
398.	Power	Inspectorate of Power	9	Electrical Contractor License		15 Days			
399.	Power	Inspectorate of Power	10	Authorization for erection of Lifts or Escalators		15 Days			
400.	Power	Inspectorate of Power	11	Authorization for periodical inspection and testing of Lifts or Escalators		15 Days			
401.	Power	Inspectorate of Power	12	Permission for installation of Escalators		15 Days			
402.	Power	Inspectorate of Power	13	Permission for installation of Lift		15 Days			
403.	Power	Inspectorate of Power	14	Approval to commence power supply in overhead line exceeding 650 volts required for the purpose of according approval under regulation 43 pf the Central Electricity Authority (Measures relating to Safety & Electric Supply) Regulations, 2010		15 Days			
404.	Power	Inspectorate of Power	15	Approval to commence power supply in substation exceeding 650 volts required for the purpose of according approval under regulation 43 pf the Central Electricity Authority (Measures relating to Safety & Electric Supply) Regulations, 2010		15 Days			
405.	Power	Inspectorate of Power	16	Permission to make additions or alterations to the installed Escalators		15 Days			
406.	Power	Inspectorate of Power	17	Permission to make additions or alterations to the installed Lift		15 Days			
407.	Power	Inspectorate of Power	18	Details of Escalator under maintenance		15 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
408	Power	Inspectorate of Power	19	Details of Lift under maintenance		15 Days			
409	Power	Inspectorate of Power	20	Renewal of Electrical Contractor License		15 Days			
410	Power	Inspectorate of Power	21	Renewal of License of Escalators		15 Days			
411	Power	Inspectorate of Power	22	Renewal of License of Lift		15 Days			
412	Food, Civil Supplies and Consumer Affairs	Directorate of Food, Civil Supplies and Consumer Affairs	1	Issue of Duplicate Ration Card		15 Days			FSA.122/2018/217
413			2	Correction of Family Ration Card		10 Days			
414			3	Transfer of Ration Card to other State/Area	Step I: Surrender of Ration Card	20 Days			
					Step II: New Ration Card				
415			4	Migration of Members from Ration Card		10 Days			
416	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	1	Nomination of the Director by the Company under Sub-Section (2) of the Legal Metrology Act, 2009		15 Days			
417	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	2	Registration as Manufacturer/ Packer of Pre-Packed commodities		15 Days			
418	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	3	License as Dealer of Weights & Measures		15 Days			
419	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	4	License as Manufacturer of Weights & Measures		15 Days			
420	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	5	License as Repairer of Weights & Measures		15 Days			



	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
421.	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	6	Registration as Importer of Pre-Packed commodities		15 Days			
422.	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	7	Re-verification and Stamping of Weighbridge		7 Days			
423.	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	8	Re-verification and Stamping of Dispensing Pumps of Petrol/ Diesel		15 Days			
424.	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	9	Verification and Stamping of New Weighbridge		7 Days			
425.	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	10	Verification and Stamping of New Dispensing Pumps of Petrol/ Diesel		7 Days			
426.	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	11	Renewal of License as Dealer of Weights & Measures		15 Days			
427.	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	12	Renewal of License as Manufacturer of Weights & Measures		15 Days			
428.	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	13	Renewal of License as Repairer of Weights & Measures		15 Days			
429.	Food, Civil Supplies and Consumer Affairs	Controller of Legal Metrology	14	Appeal against an order of a Legal Metrology Officer/ Controller of Legal Metrology		15 Days			
430.	Agriculture Department	Directorate of Agriculture	1	Grant of Fresh Whole Sale License of Seeds		30 Days			
431.	Agriculture Department	Directorate of Agriculture	2	Renewal of Whole Sale License of Seeds		30 Days			
432.	Agriculture Department	Directorate of Agriculture	3	Change in Address of Office/ Godown of the Firm		30 Days			
433.	Agriculture Department	Directorate of Agriculture	4	Manufacturing License for Fertilizers		30 Days			
434.	Agriculture Department	Directorate of Agriculture	5	Whole Sale License for Fertilizers		30 Days			
435.	Agriculture Department	Directorate of Agriculture	6	Retail Fertilizer Sale Point		30 Days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
436.	Agriculture Department	Directorate of Agriculture	7	Renewal of Manufacturing License for Fertilizers		30 Days			
437.	Agriculture Department	Directorate of Agriculture	8	Renewal of Whole Sale License for Fertilizers		30 Days			
438.	Agriculture Department	Directorate of Agriculture	9	Renewal of Retail Fertilizer License		30 Days			
439.	Agriculture Department	Directorate of Agriculture	10	No Objection Certificate for Manufacturing of Plant Protection Chemicals		30 Days			
440.	Agriculture Department	Directorate of Agriculture	11	Manufacturing License for Plant Protection Chemicals		30 Days			
441.	Agriculture Department	Directorate of Agriculture	12	Renewal of Manufacturing License for Plant Protection Chemicals		30 Days			
442.	Agriculture Department	Directorate of Agriculture	13	Whole Sale License for Plant Protection Chemicals		30 Days			
443.	Agriculture Department	Directorate of Agriculture	14	Renewal of Whole Sale License for Plant Protection Chemicals		30 Days			
444.	Agriculture Department	Directorate of Agriculture	15	Retail Sale License for Plant Protection Chemicals		30 Days			
445.	Agriculture Department	Directorate of Agriculture	16	Renewal of Retail Sale License for Plant Protection Chemicals		30 Days			
446.	Agriculture Department	Directorate of Agriculture	17	Applying Pest-Control Operation (Anti-Termite) License		30 Days			
447.	Agriculture Department	Directorate of Agriculture	18	Renewal of Pest-Control Operation (Restricted)		30 Days			
448.	Mines & Minerals	Directorate of Geology & Mining	1	Mining Lease of Minor Minerals		120 Days			
449.	Mines & Minerals	Directorate of Geology & Mining	2	Mining Contract of Minor Minerals		120 Days			
450.	Mines & Minerals	Directorate of Geology & Mining	3	Execution of Mining Permit granted for area less than 5 (five) hectares		90 days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
451.	Mines & Minerals	Directorate of Geology & Mining	4	Mining permit of ordinary earth/ clay		60 Days			
452.	Mines & Minerals	Directorate of Geology & Mining	5	Mining permit of Brick earth		60 Days			
453.	Mines & Minerals	Directorate of Geology & Mining	6	Mining permit of Saltpeter		90 days			
454.	Mines & Minerals	Directorate of Geology & Mining	7	Renewal of Mining Lease of Minor Minerals		120 Days			
455.	Mines & Minerals	Directorate of Geology & Mining	8	Renewal of Mining Contract of Minor Minerals		120 Days			
456.	Mines & Minerals	Directorate of Geology & Mining	9	Renewal of Mining permit of ordinary earth/ clay		60 Days			
457.	Mines & Minerals	Directorate of Geology & Mining	10	Renewal of Mining permit of Brick earth		60 Days			
458.	Mines & Minerals	Directorate of Geology & Mining	11	Reconnaissance Permit		180 Days			
459.	Mines & Minerals	Directorate of Geology & Mining	12	Mining Lease (Major Minerals)		365 Days			
460.	Mines & Minerals	Directorate of Geology & Mining	13	Prospecting License		270 Days			
461.	Mines & Minerals	Directorate of Geology & Mining	14	Renewal of Prospecting License		90 days			
462.	Mines & Minerals	Directorate of Geology & Mining	15	Petroleum Mining Lease		90 days			
463.	Mines & Minerals	Directorate of Geology & Mining	16	Petroleum Exploration License		90 days			
464.	Mines & Minerals	Directorate of Geology & Mining	17	Re-grant of Petroleum Mining Lease		90 days			
465.	Mines & Minerals	Directorate of Geology & Mining	18	Re-grant of Petroleum Exploration License		90 days			

	Department	HoDs/Directorate	#	Name of Service	Categories/Stages	Stipulated Time Line	Designated Public Servant	Appellate Authority	Notification No
466	PWD		1	Grant of Right of Way permission (RoW)		30 Days			
467	PWD		2	Registration of Contractor (Class I - A/ B/ C)		15 Days			
468	PWD		3	Registration of Contractor (Class II)		15 Days			
469	PWD		4	Registration of Contractor (Class III)		15 Days			
470	Welfare of Minorities and Development Department		1	Minority Community Certificate		15 Days	Additional Deputy Commissioner	Deputy Commissioner	WMD.141/2021/114

Last Updated on 04-07-2022

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

**Annexure-I**

Sl. No.	Regulatory Authority/ Administrative Department	Notified Public Service	Categories / Stages	Stipulated time limit for providing the Service (Days)
1	Director of Fire & Emergency Services, Home Department	Issuance of Fire Attendance Certificate by the Director of Fire & Emergency Services, Assam or an officer authorised by him.		<b>Issuance of Fire Attendance Certificate:</b> 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>Step 1:Issuance of Fire Prevention &amp; Fire Safety Measures:</b> 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. <b>Step 2: Issuance of NOC after submission of Compliance Report:</b> 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>Issuance of Renewal NOC for fire safety of building:</b> 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.
4	Deputy Commissioner's Office 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