

# UTTAR PRADESH SHASAN

## LOK SEWA PRABHANDHAN ANUBHAG

In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of the following English translation of notification no. 375/91-2013. dated 27/11/2013.

### NOTIFICATION

No. 375 /91-2013

Lucknow: Dated, November 27/11/2013

In exercise of the powers under section-3 of the Uttar Pradesh Janhit Guarantee Adhiniyam, 2011 (U.P.Act, no. 3 of 2011) read with section 21 of the Uttar Pradesh General Clauses Act, 1904 (U.P.Act. no. 1 of 1904) the Governor is pleased to make the following amendment in Government notification no. 2198/1-14-2010-33-(100)-2010 T.C.II, dated January 15, 2011 as amended by notification no. 1884/I-14-2011-33 (100) – 2010 – T.C.-I, dated September 19,2011 :-

### Amendment

In the aforesaid notification in the Schedule after entries at serial no. 5 the following entries shall with effect from the date of issuance of this notification, be inserted, namely:-

### Schedule

Sl. No	Name of Departments	Service No.	Subject	Time limits for disposed		
				From the date of Application	First Appeal	Second Appeal
1	2	3	4	5	6	7
6	For all Department	10	(i) Decision on the sanction of pension	60 days	30days	30 days
			(ii) Decision on the sanction of G.P.F.	30 days	15days	15 days
			(iii) Decision on the sanction Medical Leave	15 days	15days	15 days
			(iv) Decision on the medical reimbursement (after technical and inevitability scrutiny)	60 days	30days	30 days

			(v) Decision on the sanction of Provisional Pension	30 days	30days	30 days
			(vi) Decision on the sanction of earned leave	15 days	7 days	7 days
			(vii) Decision on the payment of salary	15 days	7 days	7 days
			(viii) Decision on the confidential entry	30 days	30days	30 days
			(ix) Decision on the Assured Career Promotion	90 days	30days	30 days
			(x) Decision (in general matters) on the appointment of dependants of the deceased	90 days	30days	30 days
7.	Power Department	4	(i) Decision on the new power connections:-			
			1- Decision on the new residential power connection	30 days	15days	15 days
			2- Decision on the new commercial power connections	30 days	30days	30 days
			(ii) Decision on the replacement of defunct metre	30 days	15days	15 days
			(iii) Decision on the payment of compensation for electrical accidents	30 days	15days	15 days
			(iv) Decision on the replacement of burnt defunct transformers Urbans	7 days	7 days	7 days
			Rural-			
8.	Small Industries	1	(i) Decision on the inclusion of registration service	7 days	7 days	7 days
				3 days	7 days	7 days
9.	Labour Department	2	(i) Decision on the registration of labourers	30 days	15days	15 days
			(ii) Decision on the registration of establishment	60 days by Act	15days	15 days
10.	Excise Department	4	(i) Decision on the supply of rectified spirit to school/ college	7 days	30days	15 days
			(ii) Decision on the export of narcotic medicine (for disease)	7 days	30days	15 days
			(iii) Decision on the issuance of occasional Bar Licence	7 days	30days	15 days
			(iv) Decision on the issuance of sacramental wine	7 days	30days	15 days
11.	Education	9	(i) Decision on the issuance of	15 days	15days	15 days

	Department (Secondary Education) (Board of High School and Intermediate Education)		Original certificates			
			(ii) Decision on the issuance of duplicate certificate	30 days	15days	15 days
			(iii) Decision on the issuance of original Mark Sheet	15 days	15days	15 days
			(iv) Decision on the issuance of duplicate Marks Sheet	15 days	15days	15 days
			(v) Decision on the issuance of corrected Certificate	30 days	15days	15 days
			(vi) Decision on the issuance of corrected Marks Sheet	30 days	15days	15 days
			(vii) Decision on the disposal of cancelled examination result	45 days	30days	15 days
			(viii) Decision on the Withheld results	45 days	30days	15 days
			(ix) Decision on the rectification of incomplete/ wrong results	45 days	30days	15 days
12.	Medical and Health	8	(i) Decision on the Medico-Legal Certificate (Injury)	03 days	07days	07 days
			(ii) Decision on Death Certificate for people dying in the hospital	01 day	07days	07 days
			(iii) Decision on Age Certificate	30 days	30days	15 days
			(iv) Decision on illness and fitness certificate	30 days	30days	30 days
			(v) Decision on the registration of Nursing Home	90 days	30days	30 days
			(vi) Decision on the Immunization certificate	30 days	30days	30 days
			(vii) Decision on the payment for unsuccessful Family Planning	45 days	30days	30 days
			(viii) Decision on the technical scrutiny and inevitability certificate for medical reimbursement	45 days	30days	30 days
13.	Women Welfare Department	4.	(i) Decision on widow's pension	30 days	30days	30 days
			(ii) Decision on legal assistance financial relief to women harassed for dowery	30 days	30days	30 days
			(iii) Marital Prize:- (1) Decision on aid for marriage of widowed/ helpless daughters, on marriage with a widow.	30 days	30days	30 days
			(iv) Decision on providing	30 days	30days	30 days

			nutritions to teenage girls			
14.	Registration Department	1	(i) Decision on the return of registration papers	01 day	03days	03 days
15.	Publics Works Department	3	(i) Decision on sending report under road side control	30 days	30days	15 days
			(ii) Registration of contractors:- 1- Decision on sending records for verification after having been provided by contractors	15 days	15days	15 days
			2- Decision on registration/renewal (According to the Registration Rules 1982) on receipt of all records after verification	15 days	15days	15 days
16.	Weight and Measurement Department	6	(i) Decision on issuance of Manufacturer Permit for manufacturing instruments of weights and measurement for weighing and measuring	45 days	30days	30 days
			(ii) Decision on issuance of traders's permit for sales of instruments of weights and measurement for weighing and measuring	30 days	30days	30 days
			(iii) Decision on issuance of Repairer Permit for repair of instruments of instruments of weight and measurement for weighing and measuring	30 days	30days	30 days
			(iv) Decision on renewal of Manufacturer Permit for instrument of weight and measurement for weighing and measuring	30 days	15days	15 days
			(v) Decision on renewal of trader's Permit for instruments of weight and measurement for weighing and measuring	15 days	15days	15 days.
			(vi) Decision on renewal of Repairer permit for instruments of weight and measurement for weighing and measuring	15 days	15days	15 days
17.	Social Welfare	5	(i) Decision on Old Age Pension	30 days	30 days	30 days

	Department		(ii) Decision on family Benifit Scheme	30 days	30days	30 days
			(iii) Decision on information of molestation of scheduled caste/Scheduled Tribe	30 days	15days	15 days
			(iv) Decision on complaint of scholarship for scheduled caste/ Scheduled Tribe	30 days	30days	30 days
			(v) Decision on Rani Laxmi Bai Pension Scheme	30 days	30days	30 days
18.	Animal Husbandry Department	1	(i) Decision on registration of cow sheds run by voluntary institutions (Non governmental Organizations)	7 days	30days	15 days
19.	Housing and Urban Planning Department	8	(i) Decision on approval of Map for Residential Building			
			1- Group Housing	90 days	30days	15 days
			2- Single Housing	30 days	30days	30 days
			(ii) Decision on approval of Map for non Residential Building.	90 days	30days	15 days
			(iii) Decision on Mutation of Properties	60 days	30days	15 days
			(iv) Decision on registration of properties	15 days	30days	15 days
			(v) Decision on the refund of deposit of allottee	10 days	15days	15 days
			(vi) Decision on the composition of houses	60 days	30days	15 days
(vii) Decision on rendering Plots/Houses (Except Nazul Land) into free hold	15 days	15days	15 days			
			(viii) Decision on getting duplicate copy of Orders	07 days	07days	07 days
20	Agriculture Department	4	(i) Decision on issuance of Authority letter for sale of fertilizer.	30 days	30days	15 days
			(ii) Decision on issuance of Authority letter for sale of seeds	30 days	30days	15 days
			(iii) Decision on issuance of Licence letter for Agriculture protection chemicals	30 days	30days	15 days
			(iv) Decision on providing result of soil testing	45 days	30days	15 days
21.	Technical	5	(i) Decision on the payment of	60 days	30days	30 days

	Education		pension/ gratuity and other dues payable to teachers and non – teaching employees working in government aided polytechnic institutions			
			(ii) Decision on final payment of General Provident Fund due to teachers and non teaching employess working in government aided polytechnic institutions	30 days	30days	15 days
			(iii) Decision on providing Diploma certificates to students who studied in Polytechnic institutions and passed in the final year	90 days	30days	15 days
			(iv) Decision on the refund of caution money/ security money of the students	30 days	30days	15 days
			(v) Decision on the declaration of results of Back Papers and scrutiny	60 days	30days	15 days
22.	Rural Development Department	1	(i) Decision on providing employment to unskilled labourers under Mahatma Gandhi National Rural Employment programme	15 days	07days	07 days
23.	Dairy Development Department	1	Decision on registration of Dairy committees	90 days	30days	15 days
24.	Horticulture Department	5	(i) Decision on registration of fruit Nurseries established in private sectors under the Uttar Pradesh fruit Nurseries (Regulation) Act. 1976	45 days	15days	15 days
			(ii) Decision on renewal of registered of nurseries	25 days	25days	15 days

			(iii) Decision on issuance of permit for construction of cold storages under the Uttar Pradesh Regulation of Cold storages Act, 1976	25 days	25days	15 days
			(iv) Decision on issuance of licence for cold storages	25 days	25days	15 days
			(v) Decision on Renewal of licence for cold storage	12days	25days	15days
25.	Medical Education Department	4	(i) Decision on issuance of Medical Certificate (Allopathic system)	7 days	15days	15 days
			(ii) Decision on issuance of Medical Certificate (Ayurvedic System)	7 days	15days	15 days
			(iii) Decision on issuance of medical certificate (Homeopathic System)	7 days	15days	15 days
			(iv) Decision on registration of Doctors	15 days	15days	15 days
26.	Forest Department	2	(i) Decision on issuance of permission for felling trees on individual land of formers	15 days	15days	15 days
			(ii) Decision on issuance of pass regarding carriage of forest produce	15 days	15days	15 days
27.	Handloom and Village industries Department	2	(i) Decision on sending applications for financial aid from Banks (Chief Minister's village industries Employment scheme)	15 days	07days	07 days
			(ii) Decision on benefits of interest on gratuity (Grant) (Chief Minister's Village Industries Employment Scheme)	15 days	07days	07 days
28.	Education Department (Higher Education)	4	(i) Decision on the verification of certificates and degrees of educational institutions of the state	02 days	02days	02 days
			(ii) Decision on providing Marks sheet after declaration of examination result in the Universities	45 days	30days	15 days
			(iii) Decision on sending report of District Administration	30 days	30days	15 days

			before issuance of No Objection Certificate regarding the opening of new Degree Colleges			
			(iv) Decision on distribution of certificates of National service scheme to the students	30 days	15days	15 days
29.	Commercial Tax Department	7	(i) Decision on issuance of duplicate copy of Registration Certificate	15 days	15days	15 days
			(ii) Decision on the correction Registration Certificate	30 days	15days	15 days
			(iii) Decision on issuance of forms prescribed in VAT Rules/Entry Tax Rules/Central Tax Rules	07 days	07days	7 days
			(iv) Decision on issuance of No dues certificates	07 days	07days	7 days
			(v) Decision on disposal of applications for registration	30 days	30days	30 days
			(vi) Decision on the application of provisional Refund of Exporters	30 days	30days	15 days
			(vii) Decision on the clearance Refund created by Tax Assessment order/ Appellate order	30 days	30days	15 days
30.	Entertainment Tax Department	7	(i) Decision on the permission for approval of Cinema site/ construction of cinema hall proposed under rule 3 of the Uttar Pradesh cinematograph Rules 1951	90 days	30days	30 days
			(ii) Decision on issuance of licence and its renewal under rule 9 of the Uttar Pradesh Cinematograph Rules 1951	45 days	30days	30 days
			(iii) Decision on grant of temporary cinema licence under Rules (1)/27(2) of the Uttar Pradesh cinemetograph Rules 1951	15 days	30days	30 days
			(iv) Decision on grant of licence to Permanent Video cinema and its renewal under rule 12	30 days	30days	30 days

			of the Uttar Pradesh cinematograph (by Video Display) Rules 1988.			
			(v) Decision on grant of licence to temporary video cinema and its renewal under rule 15 of the Uttar Pradesh cinematograph (by Video Display) Rules 1988	15 days	30days	30 days
			(vi) Decision on the refund of adjustment of additional deposits under rule 28,29,30 and 31 of the Uttar Pradesh Entertainments and Betting Tax Rules 1981	15 days	30days	30 days
			(vii) Decision on the refund of the security deposited under rule 34 of the Uttar Pradesh Entertainments and Betting Tax Rules 1981	30 days	30days	30 days
31	Home Department (Police)	15	(i) Decision on verification of forms/Application received from passport office	15 days	05days	05 days
			(ii) Decision on character Verification (Police Verification Report, Military Verification Report, Private Verification Report)	15 days	05days	05 days
			(iii) Decision on character verification (for contractors).	15 days	05days	05 days
			(iv) Decision on cruitiny/sanction of Applications for renewal of Arms licence	15 days	05days	05 days
			(v) Decision on providing certified copy of postmortem report and other relevant records	05 days	05days	05 days
			(vi) Decision on compounding on challan under 34 Police Act, Motor Vehicle Act.	02 days	02days	02 days
			(vii) Decision on recommendation/ permission for organising peaceful public function meeting and holding march/ procession	01 day	01 day	01 day
			(viii) Decision on no objection/			

		recommendation for licence for firecrackers:-			
		1- For manufacturing	15 days	05days	05 days
		2- For storage	15 days	05days	05 days
		3- For sale	15 days	05days	05 days
		4- For temporary sale	07 days	03days	03 days
		(ix) Decision on receipt and disposal of applications received at the Police Station	07 days	05days	05 days
		(x) Decision on disposal of complaint letters regarding medical check-up/ treatment and economic and physical exploitation in jails	01 day	01 day	01 day
		(xi) Decision on providing certificate for the period of detention in jails and the work leant therein.	07 days	05days	05 days
		(xii) Decision on providing no-objection certificate by fire services			
		1- For organising public functions	02 days	02days	02 days
		2- For other purposes	15 days	05days	05 days
		(xiii) Decision on assessment of damages due to fire	07 days	03days	03 days
		(xiv) Decision on recommendation/ permission for film shooting	10 days	05days	03 days
		(xv) Decision by the state Railway Police on compounding challan of vehicles parked in No parking zone within its jurisdiction	02days	02days	02days

3- For the disposal of above mentioned services under the Uttar Pradesh Janhit Guarantee Adhiniyam, 2011, the respective Administrative Departments shall nominate first Appellate officers/Second appellate officers/Revising officers or appellate officers at their own level and communicate it to the Public Services Management Department, Uttar Pradesh.

By order

(Prabhat Kumar Sarangi)

Principal Secretary