



Department of Revenue & Disaster Management

(Govt. of Haryana)
New Secretariat Building Haryana, Sector 17,
Chandigarh-160017

Subject: Roll out of 9 e-services of Revenue Department on 1st Nov, 2016

Will the Chief Secretary to Govt., Haryana, Research Unit, A.R. Department kindly refer to their U.O. No. 7/31/2014-3A.R., dated 15-11-2016. On the subject cited above?

2. So far Revenue and Disaster Management Department is concerned, the required information is as follow in the prescribed Performa for notification under section 3 of Right to service Act, 2014:-

Sr. No.	Name of the Department	Name of Service	Timelines for e-service	Designated Officer	First Grievance & Redressal Authority	Second Grievance & Redressal Authority
1	Revenue and Disaster Management Department	Property Dealer License	5 days	District Collector	Divisional Commissioner	Secretary Revenue
2	-do-	Renewal of property Dealer license	5 days	District Collector	Divisional Commissioner	Secretary Revenue
3	-do-	Hindu Dogra Community Certificate	7 days	Tehsildar/Naib Tehsildar	Sub Divisional Magistrate-cum-S.D.O.(C)	Deputy Commissioner
4	-do-	Appointment of Registration of Deeds from CSC (Maximum 10 appointment per day per Tehsil subject to maximum 2 appointment per CSC)	Same day	Sub Registrar/Joint Sub Registrar	S.D.O. (Civil)-cum- Deputy Registrar	Deputy Commissioner-cum-Registrar
5	-do-	Online Appointment for Registration of Deeds (Maximum 10 appointment per day per Tehsil)	Same day	Sub Registrar/Joint Sub Registrar	S.D.O. (Civil)-cum- Deputy Registrar	Deputy Commissioner-cum-Registrar
6	-do-	Deed writing for instruments like sale, conveyance, mortgages, lease/rent etc.	Same day	Sub Registrar/Joint Sub Registrar	S.D.O. (Civil)-cum- Deputy Registrar	Deputy Commissioner-cum-Registrar
7	-do-	Deed writing for instruments like Power of attorney, will, authority to adopt, adoption deed, divorce deed, agreements etc.	Same day	Sub Registrar/Joint Sub Registrar	S.D.O. (Civil)-cum- Deputy Registrar	Deputy Commissioner-cum-Registrar
8	-do-	Deed writing for instruments like Release, transfer deed, settlement deed, gift deed, partition and other documents	Same day	Sub Registrar/Joint Sub Registrar	S.D.O. (Civil)-cum- Deputy Registrar	Deputy Commissioner-cum-Registrar
9	-do-	Second Copy/per copy	Same day	Sub Registrar/Joint Sub Registrar	S.D.O. (Civil)-cum- Deputy Registrar	Deputy Commissioner-cum-Registrar
10	-do-	Permission for Jalsa/ Public Meeting/ Jaloos/ Shobha Yatra/ Chhath Puja/ Marriage	Same day (upon receipt of NOC from the	Sub Divisional Magistrate-cum-	Deputy Commissioner	Divisional Commissioner

