



**GOVERNMENT OF JAMMU AND KASHMIR**  
**GENERAL ADMINISTRATION DEPARTMENT**  
(Public Services Management Cell)  
Civil Secretariat, Jammu/Srinagar

**NOTIFICATION**

Jammu, the 27<sup>th</sup> December, 2012

**SRO 428-**In exercise of the powers conferred by section 4 of the Jammu and Kashmir Public Services Guarantee Act, 2011 (Act No. IX of 2011), the Government hereby notify the following services and the designated officers/appellate authorities as under:-

**I.Home Department**

S. No.	Name of the service	Designated Officer (the officer who will provide the service)	Stipulated time frame for providing the service	First Appellate Authority	Second Appellate Authority
1.	Copy of FIR	SHO concerned	One (01) day for the complainant and three (03) days for others from the date of application	SDPO concerned	SP concerned
2.	Verification report from CID for passport	Dy.SP (Hqrs) in the office of the Addl.DGP/IGP,CID	60 days	SSP CID, Hqrs in the office of the Addl.DGP/IGP,CID	Addl.DGP, CID/IGP, CID
3.	Verification report from CID for newly appointed candidates	Dy.SP (Hqrs) in the office of the Addl.DGP/IGP,CID	60 days	SSP CID, Hqrs in the office of the Addl.DGP/IGP,CID	ADGP, CID/IGP, CID

4.	Verification by Police Station concerned for certification of identity	SHO concerned	07 days	Dy.SP (Hqrs)/concerned SDPO	District SP
5.	Verification by police for issuance of Character certificate	SP concerned	15 days	Range DIG	Zonal IGP
6.	Copy of untraced report in accident /drowning cases	SHO concerned	15 days from the date of conclusion of investigation.	Dy.SP (Hqrs) /concerned SDPO	District SP
7.	Copies of untraced reports in cases of stolen vehicles	SHO concerned	15 days from the date of conclusion of investigation.	Dy.SP (Hqrs) /concerned SDPO	District SP
8.	Copy of untraced report in theft cases	SHO concerned	15 days from the date of conclusion of investigation.	Dy.SP (Hqrs) /concerned SDPO	District SP

## **II. Health & Medical Education Department**

S. No.	Name of the service	Designated officer (the officer who will provide the service)	Stipulated time period for providing the service	First Appellate Authority	Second Appellate Authority
1.	Disability Certificate	Chief Medical Officer	One month from the date of application.	Director Health Services	Administrative Secretary to Government, Health & Medical Education Department
2.	Medical illness certificate	Chief Medical Officer /Medical Supdt./Block Medical Officer	Within one week after completion of treatment/One day after examination.	Director Health Services	Administrative Secretary to Government, Health & Medical Education Department
3.	Medical fitness certificate	Chief Medical Officer /Medical Supdt./Block Medical Officer	One day after examination.	Director Health Services	Administrative Secretary to Government, Health & Medical Education Department

4.	Post Mortem report	Chief Medical Officer /Medical Supdt./Block Medical Officer/Doctor/ Board conducting Post Mortem	a)Preliminary report within one week of Post Mortem. b)Final report within one week after receiving specialized investigation report/Viscera report.	Director Health Services	Administrative Secretary to Government, Health & Medical Education Department
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### III.Forest Department

S. No	Name of the Service	Designated Officer(the officer who will provide the service)	Stipulated time frame for providing the service	First Appellate Authority	Second Appellate Authority
01	Issuance of NOC (by Pollution Control Board) for installation of Industry/Project	<b>Orange &amp; Red Category:</b> Member Secretary, SPCB  <b>Green Category:</b> Regional Director, SPCB	Four months as envisaged in the State Pollution Control Act.	<b>Orange &amp; Red Category:</b> Chairman SPCB  <b>Green Category:</b> Member Secretary,SPCB	<b>Orange &amp; Red Category:</b> Administrative Secretary (Forest)  <b>Green Category:</b> Chairman SPCB

By Order of the Government of Jammu and Kashmir.

Sd/-  
(Sheikh Mushtaq Ahmad)IAS  
Secretary to Government  
General Administration Department

No: GAD/PSGA/01/2012

Dated: 27 -12-2012

**Copy to the:-**

1. All Principal Secretaries to Government
2. Director General of Police, J&K.
3. Commissioner of Vigilance, J&K.
4. Chairman, J&K Special Tribunal.
5. Director General, J&K Institute of Management, Public Administration and Rural Development.
6. Principal Resident Commissioner, J&K Government, New Delhi.
7. Financial Commissioner, Revenue.
8. Principal Secretary to Hon'ble Chief Minister.
9. Principal Secretary to H.E. the Governor.
10. All Commissioners/Secretaries to Government
11. Divisional Commissioner, Kashmir/ Jammu.
12. All Heads of Departments/Managing Directors.
13. Secretary, J&K Legislative Assembly/ Council.
14. Secretary, J&K Public Service Commission
15. All Deputy Commissioners.
16. Director Estates.
17. Concerned officers.
18. Director Information.
19. Director Archives, Archaeology and Museums.
20. Secretary, J&K State Information Commission, Srinagar
21. Secretary, J&K State Accountability Commission, Srinagar
22. Secretary, J&K Services Selection Board.
23. General Manager, Government Press, Srinagar/ Jammu.
24. Special Assistant to Hon'ble Deputy Chief Minister.
25. Private Secretaries to all Hon'ble Cabinet Ministers/ Hon'ble Ministers of State.
26. Special Assistant to Advisor to Hon'ble Chief Minister.
27. OSD to Political Advisor to Hon'ble Chief Minister.
28. Principal Private Secretary to Chief Secretary.
29. Private Secretary to Commissioner/Secretary to Government, General Administration Department.
30. Private Secretary to Advocate General, J&K for information of Learned Advocate General.
31. Incharge website, GAD.
32. Government Order file/Stock file.



**Additional Secretary to Government  
Public Services Management Cell  
General Administration Department**