

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY
9th Level, B-WING, DELHI SECRETARIAT, NEW DELHI-110113

No.F.6 (100)/IT/2011/1304-1313

Dated: the 21st day of February, 2012

To

The Special Secretary,
General Administration Department,
2nd Level, A-Wing,
Delhi Secretariat,
New Delhi - 110113.

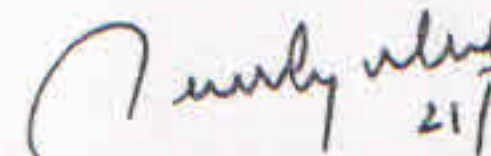
Anke
21/02/2012
at 6:10 PM

Sub.: **Gazette Notification of revised Schedule** of citizen services under the Delhi (Right of Citizen to Time Bound Delivery of Services) Act, 2011, including 26 more services of 9 departments, in supersession of the earlier notification no. F.6 (100)/IT/2011/9751-59 dated 28th December, 2011.

Sir,

Please find enclosed herewith two copies of the above mentioned notification (English and Hindi version) for publishing in the Delhi Gazette (Part-IV)-Extra-Ordinary today. It is requested that 10 copies of the same may be sent to this Department on receipt from the press.

Yours faithfully,


21/2/2012

(SUSHIL SINGH)

JOINT SECRETARY (IT)

Encl.: As above.

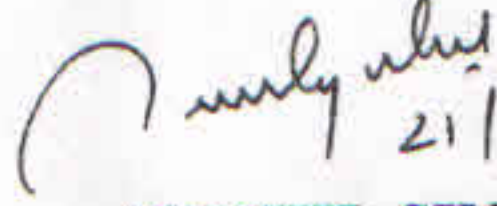
No.F. 6 (100)/IT/2011/1304-1313

Dated:

Copy together with copy of enclosures for information and necessary action to:-

1. The Secretary, Government of India, Ministry of Home Affairs, New Delhi (with 5 copies)
2. The Joint Secretary & Legislative Counsel, Government of India, Ministry of Justice, Legislative Department (Correction Cell), Shastri Bhawan, New Delhi (with 2 copies)
3. The Principal Secretary to Lt. Governor, Delhi, Raj Niwas, Delhi - 110 054.
4. The Principal Secretary to Chief Minister, Govt. of NCT of Delhi, Delhi Sectt., New Delhi - 110113.
5. The OSD to Chief Secretary, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi - 110113.
6. The Secretary (IT), Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.

7. The Secretary (GAD), Govt. of NCT of Delhi, 2nd Level, A-Wing, Delhi Secretariat, New Delhi.
8. The Secretary (LA), Delhi Legislative Assembly Secretariat, Old Secretariat, Delhi – 110 054.
9. Sh. N.G. Goswami, Legislative Counsel, Law Department, Govt. of NCT of Delhi, Delhi Secretariat, New Delhi.


21/2/2012
(SUSHIL SINGH)
JOINT SECRETARY (IT)

(TO BE PUBLISHED IN PART -IV OF THE DELHI GAZETTE - EXTRAORDINARY)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
(DEPARTMENT OF INFORMATION TECHNOLOGY)
9TH LEVEL, B-WING, DELHI SECRETARIT, NEW DELHI-110113

No: F.6(100)/IT/2011/ 1304-1313

Dated: the 21 day of February, 2012

NOTIFICATION

No: F.6 (100)/IT/2011/ . -In exercise of the powers conferred by proviso to section 3 of the Delhi (Right of Citizen to Time Bound Delivery of Services) Act, 2011, and in supersession of this Government's Notification No:F. 6 (100)/IT/2011/9751-59 dated 28th December, 2011, the Government of National Capital Territory of Delhi hereby notifies the revised Schedule of citizen services as under, namely:-

THE SCHEDULE
(See section 3)

S. NO.	NAME OF SERVICE	NO. OF DAYS FOR SERVICE DELIVERY AFTER RECEIPT OF APPLICATION	DEPARTMENT/ ORGANISATION
1.	New Electricity Connection (Domestic)	Thirty five days	BSES Rajdhani Power Limited
2.	New Electricity Connection (Domestic)	Thirty five days	BSES Yamuna Power Limited
3.	New Electricity Connection (Domestic)	Thirty five days	North Delhi Power Limited (NDPL)
4.	Registration of Eating House	Fifty five days	Delhi Police
5.	Work Plan for Financial Assistance	Thirty days	Delhi Park and Garden Society, Department of Environment, GNCTD
6.	Grant of License to Chemist	Thirty five days	Drugs Control
7.	Eco-Club Grant for Schools and	Thirty days	Department of

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	Colleges		Environment, GNCTD
8.	Issuance of Ration Card (APL)	Forty five days	Food Supplies and Consumer Affairs
9.	Issuance of Birth Certificate	Seven days	Municipal Corporation of Delhi (MCD)
10.	Issuance of Death Certificate	Seven days	
11.	Issuance of Birth Certificate	Seven days	New Delhi Municipal Council (NDMC)
12.	Issuance of Death Certificate	Seven days	
13.	Issuance of Domicile Certificate	Twenty one days	Revenue
14.	Issuance of Income Certificate	Twenty one days	
15.	Issuance of Nationality Certificate	Twenty one days	
16.	Issuance of OBC Certificate	Sixty days	
17.	Issuance of SC/ST Certificate	Sixty days	
18.	Issuance of SC/ST Certificate (Other State)	Sixty days	
19.	Issuance of Solvency Certificate	Twenty one days	
20.	Registration under Delhi Value Added Tax (DVAT) and Central Sale Tax, Act	Fifteen days	Trade and Taxes
21.	Issuance of Learner's Driving License	Three days	Transport
22.	Issuance of Permanent Driving License	Three days	
23.	Renewal of Permanent Driving License	Three days	
24.	Transfer of Ownership of Vehicle	Thirty Days	
25.	Issuance of Certificate of Vehicle Fitness	Fifteen days	
26.	Issuance of Registration Certificate of Vehicle	Twenty one days	
27.	Grant of Licenses as Manufacturer of Weights and Measures	Forty five days	Weights and Measures
28.	Grant of Licenses as Repairer of Weights and Measures	Forty five days	

Sumit

29.	Grant of Licenses as Dealer in Weights and Measures	Forty five days	
30.	Renewal of Licenses as Manufacturer of Weights and Measures	Forty five days	
31.	Renewal of Licenses as Repairer of Weights and Measures	Forty five days	
32.	Renewal of Licenses as Dealer in Weights and Measures	Forty five days	
33.	First (Fresh) Registration of the candidate possessing Pharmacy Qualification from Pharmacy college / Instt. in Delhi	Seven Days	Delhi Pharmacy Council
34.	Renewal of Registration certificates of already registered Pharmacist	Seven Days	
35.	Luxury Tax Registration	Twenty Five Days	Excise, Entertainment & luxury Tax
36.	Registration of Cable operator	Twenty Five Days	
37.	Grant of Performance license in a licensed premises	One Day	
38.	Title Verification & Authentication of declaration regarding newspaper / magazines / journals	Sixty Days	Delhi Police
39.	Health Trade License	Sixty Days	
40.	Booking of Parks	Fifteen Days	
41.	Booking of Community Halls	One Day	New Delhi Municipal Council (NDMC)
42.	New Electricity Connection (Domestic)	Thirty Five Days	
43.	New Water Connection (Domestic)	Thirty Five Days	
44.	Building Plan Approval	Sixty Days	
45.	Appointment of Returning Officer except in such housing societies where allotment of flats has not taken place	Twenty Days	Registrar Cooperative Societies (RCS)

Sumit

46.	Appointment of Auditor for audit due in the current year	Fifteen Days	
47.	Park Booking	One Day	Municipal Corporation of Delhi (MCD)
48.	Community Hall Booking	One Day	
49.	Online Registration of Shops and Establishment	One Day	Labour Department
50.	Free Hold of Group Housing Flats	Forty Five Days	Delhi Development Authority
51.	Free Hold of DDA Flats	Forty Five Days	
52.	New Water Connection (Domestic)	Thirty Five Days	Delhi Jal Board
53.	Mutation of Water Connection	Fifteen Days	
54.	Disconnection of Water Connection	Fifteen Days	
55.	Registration/Recognition of Private school	One Hundred Twenty Days	Directorate of Education
56.	Grant of Permit of service in Indian liquor & foreign Liquor at a place other than the Licensed Premises in the form P-10	Four Days	Excise Department
57.	Issuance of Permit in form P-13 for services of liquor at a temporary place at hotel, restaurant & Club	Six Days	
58.	NOC for holding entertainment events under Delhi Entt. & Betting Tax Act, 1996	Fifteen Days	
59.	Grant of License in form L-30 for service of Indian & foreign liquor at home in excess of individual possession limit	Fifteen Days	
60.	Registration of vendor on e-Procurement platform	Three Days	Department of Information Technology
61.	Grant of Video Game Parlor License	Fifty Five Days	Delhi Police

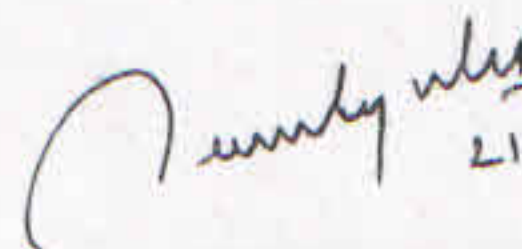
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62.	Issuance of second copy of Driving License	Three Days	Transport
63.	Issuance of International Driving License for Delhi	Two Days	
64.	Issuance of International Driving License for other State	Thirty Five Days	
65.	Issuance of second copy of Registration Certificate	Thirty Days	
66.	Issuance of Fresh Route Permit	Fifteen Days	
67.	Issuance of Fresh National Permit	Fifteen Days	
68.	Addition of Hire/Purchase	Thirty Days	
69.	Deletion of Hire/Purchase	Thirty Days	
70.	Temporary Registration of Vehicles	Fifteen Days	
71.	Issue of Factory License	Sixty Days	Municipal Corporation of Delhi (MCD)
72.	Issue of General Trade License	Sixty Days	
73.	Renewal of Factory License	Sixty Days	
74.	Issue of Health Trade License	Sixty Days	
75.	Issuance of certified copies of Revenue records	Thirty Days	Revenue
76.	Issuance of NOC for registration of sale deeds	Thirty Days	
77.	Issuance of delayed birth order	Thirty Days	
78.	Issuance of delayed death order	Thirty Days	
79.	Society registration for Thrift and Credit society	Forty Five Days	Registrar of Co-operative Societies (RCS)
80.	Addition of Members in the Ration Card	Twelve Days	Food Supplies and Consumer Affairs
81.	Deletion of Members in the Ration Card	Twelve Days	
82.	Change in Head of Family	Twelve Days	
83.	Transfer of Ration Card within Delhi	Forty Five Days	



84.	Change in Residential Address	Twelve Days	
85.	Issuance of Duplicate Ration Card	Twelve Days	
86.	Load Decrease for Domestic Consumers up to 10 KW sanctioned load	Thirty Five Days	North Delhi Power Limited
87.	Load Increase up to 10 KW for Domestic Consumers	Thirty Five Days	
88.	Load Decrease for Domestic Consumers up to 10 KW sanctioned load	Thirty Five Days	BSES Yamuna Power Limited
89.	Load Increase up to 10 KW for Domestic Consumers	Thirty Five Days	
90.	Load Decrease for Domestic Consumers up to 10 KW sanctioned load	Thirty Five Days	BSES Rajdhani Power Limited
91.	Load Increase up to 10 KW for Domestic Consumers	Thirty Five Days	
92.	Duplicate of National Permit	Seven Days	Transport
93.	Surrender of Supply of Electricity Connection (Domestic)	Thirty Five Days	New Delhi Municipal Council (NDMC)
94.	Bifurcation of Load	Thirty Five Days	
95.	Load enhancement of Electricity Connection (10 KW)	Thirty Five Days	
96.	Load Reduction of Electricity Connection (Domestic)	Thirty Five Days	

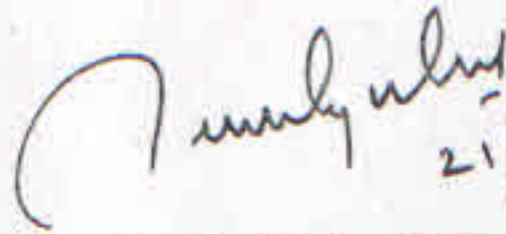
By order and in the name of the
Lieutenant Governor of the
National Capital Territory of Delhi,

 21/2/2012

(SUSHIL SINGH)
JOINT SECRETARY (IT)

Copy for information and necessary action to:-

1. BSES Rajdhani Power Limited
2. BSES Yamuna Power Limited
3. North Delhi Power Limited (NDPL)
4. Delhi Police
5. Delhi Park and Garden Society, Department of Environment, GNCTD
6. Drugs Control
7. Department of Environment, GNCTD
8. Food Supplies and Consumer Affairs
9. Municipal Corporation of Delhi (MCD)
10. New Delhi Municipal Council (NDMC)
11. Revenue Department.
12. Trade and Taxes Department
13. Transport Department
14. Weights and Measures
15. Delhi Development Authority (DDA)
16. Excise, Entertainment & luxury Tax
17. Delhi Pharmacy Council
18. Labour Department
19. Directorate of Education
20. Delhi Jal Board
21. Department of Information Technology
22. Registrar Office (Co-Operative Societies)


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