

## ABSTRACT-I

### List of Services, notified by the Short listed Departments under HP Public Services Gurantee Act/Rules, 2011 in Himachal Pradesh.

#### CONTENTS

<b>Sr. No.</b>	<b>Name of Department</b>	<b>Notified Services</b>	<b>Notification No.</b>	<b>Notification Date</b>
1.	Animal Husbandary	3+5=8	AHY-A(3)-2/2011 AHY-A(3)-1/2017	02.12.2011 17.11.2017
2.	Agriculture	1	Agr. A (4)1/2007-IV	26.11.2011
3.	❖ Health	3+5=8	Health-A-H(1)-1/2011	30.11.2011, 03.09.2013
4.	Home Fire Services	2	Home-F(F)6-1/2011	05.01.2012
5.	❖ Home Police	11	Home (A) A(3)-2/2010	29.02.2012
6.	➤ Irrigation & Public Health	3	IPH-B(A)4-2/2011	14.12.2011
7.	Industries	7+1+6=14	Ind-II(A)18-1/2006-II, Ind-II (A)9-1/2014	13.12.2011, 12.01.2012, 16.06.2016' 30.06.2016
8.	❖ Social Justice & Empowerment	4	WLF-E(2)-1/78	28.12.2011
9.	❖ Panchayati Raj ➤	6	PCH-HA(1)-11/2011	19.01.2012
10.	❖ Revenue/Rural Development ➤	7	Rev.B.A(3)-7/2010	21.12.2011
11.	❖ Town & Country Planning ➤	10	TCP-A(3)-4/2011	14.09.2016
12.	❖ Urban Development ➤	12	UD-A(3)-14/2015	11.08.2016
13.	➤ Housing	11	HSG-A(3)-3/2011	16.01.2012
14.	❖ Transport ➤	4	TPT-B(15)-3/2003-L-II	23.05.2016
15.	➤ Forest	4+6+3+=13	FFA-A(A)-2/2010, FFE-A(B)9-1/2016, FFE-A(B)9-1/2016	26.11.2011, 25.05.2016, 15.06.2016, 07.11.2016
16.	Co-operation	4	Coop-A(3)-3/2011	07.11.2015
17.	➤ Environment Science & Technology (State Pollution Control Board, HP)	4	STE-A(1)-1/2010	21.04.2016
18.	❖ Labour & Employment ➤	10+2+1=13	Shram(A)6-2/10-Part-I-L	27.02.2016, 27.06.2016, 29.06.2016
19.	Horticulture	4	HTC-B(15)17/2013	31.01.2017
20.	Environment Science & Technology	3	STE-A(1)-1/2010	01.08.2016

21.	Ayurveda	8	Ayur-F(13)-1/2017	10.08.2017
22.	Public Works Department	1	PBW(B)F(4)4/2017	27.09.2017
23.	HP Board Of School Education	4	EDN-C-A(3)1/2013	29.07.2013
	<b>Total</b>	<b>155</b>		<b>33</b>

- ❖ Of these 43 PSG Services are online by 9 Departments as per detail in Abstract-II.
- Out of 40 EODB (Ease of Doing Business) Services 27 are notified under PSG Act by 11 Departments. Balance 13 to be notified by 6 departments (Health, Industries, Electrical Inspector, Pollution Control Board, Weight & Measures & PWD).

PSG notifications due from Health (4 services), PWD (1), Electrical Inspectorate (1) & Education (pending since 2013)

## ABSTRACT-II

### Online PSG services through various online service providers/ departments

Sr. No.	Dept	Online PSG Services	Provider	Total of Services
1	Health	1.Post Mortem report	Medico Legal Reports & Post Mortem Reports	1
2	Home police	1. Supply of FIR 2.Passport Verification(Regular 3. Passport Verification(Tatkaal) Verification of character and antecedents when requested for by the Employer/ Organization	CCTNS (Crime & Criminal Tracking Network & System)	3
3.	Social Justice & Empowerment	1. Issue of Identy Cards to Sr, Citizen. 2. Issue of identity Cards to Persons with Disabilities.		2
4.	Revenue Deptt/Rural Department	1.Rural Area Certificate 2.Legal Heirs Certificate 3.Backward Area Certificate 4.Minority Community Certificate 5.Agriculturist Certificate 6.Dogra Class Certificate 7.Character Certificate 8.Caste (SC/ST) Certificate 9.Bonafide Himachali Certificate 10.Freedom Fighter Certificate 11. Income Certificate 12.Other Backward Classes Certificate 13.Domicile Certificate 14.Indigent (Needy Person) Certificate	E-district	14
		15. Supply of copies of revenue records	LMK (Lok Mitra Kendra)	1
		16. Registration of deed/documents	HIMRIS (Himachal Registration Information System)	1
5	Town & Country Planning	1(i).Change of land use (ii) Site inspection (iii) Intimation of observation 2(i) Development permission		8

		<p>(ii) Site Inspection          (iii) intimation of observation          3(i) NOC for release of basic services          (ii) Site Inspection          (iii) Intimation of observation          4. Complaint regarding detection unauthorized construction/deviation from approved plan&amp; action thereof.          5. Supplying copy of record.          6. composition pf pfences          7. Registration of private professionals under H.P.          8. Registration of Promoters and estate Agents</p>		
6.	Urban Development	<p>1. Registration of Birth          2. Registration of Death          3. Registration of Marriage</p>	E-District	3
7.	Transport	1. Registration of Vehicles	Vahan	4
		<p>2. Learning Driving license/Conductor license          3. Permanent Driving License/ Conductor license.          4. International Driving License</p>	Saarthi	
8.	Labour & Employment	1. Approval of building Plan under factories Act, 1948	OFRIS (Online Factory Registration & Licensing System)	1
9	Panchayati Raj Department.	<p>1. Birth Certificate          2. Death Certificate          3. Marriage Registration Certificate          4. Copy Of Pariwar Register          5. BPL Card</p>	e-distt	5
	<b>Total</b>			<b>43</b>

## ABSTRACT-III

### PSG in Mission Mode with EODB (Ease of Doing Business)

Sr. No.	Name of Service	Department	Act	Timeline (in days)	Status
1.	Registration and grant and renewal of license under the Factories Act, 1948	Labour	PSG	20	Online
2.	Approval of plan and permission to construct/extend/or take into use any building as a factory under the Factories Act, 1948.	Labour	PSG	20	Online
3.	Registration and Renewal of license under the Indian Boilers Act, 1923	Labour	Under process		
4.	License and renewal for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970	Labour	PSG	20	Online
5.	Registration and renewal under The Shops and Establishment Act.	Labour	PSG	15	Online
6.	Registration of principal employer's establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970.	Labour	PSG	20	
7.	Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Labour	PSG	20	Online
8.	Registration of establishment under the interstate migrant workmen (RE&CS) Act 1979	Labour	PSG	20	Online
9.	Approval for boiler manufacturer and renewal thereof	Labour	PSG (Only for Manufacturer)		
10.	Approval for boiler erector and renewal thereof	Labour	Under process		
11.	Building Plan Approval	All ULBs/IDCs/ Development /Authorities/ TCP	PSG	90	Offline
12.	NOC for tree felling and tree transit from Tree Authority/ Appropriate Authority (prior to commencement of construction activities)	Tree Authority /Forest/ Revenue	PSG	15-30 day depending on the number of tree	Online
13.	Tree Transit Permission	Tree Authority/ Forest/ Revenue.	PSG	Under Process	Offline

14.	NOC for Fire Department (prior to commencement of construction activities)	Fire	PSG	30 Days	Offline
15.	Consent to Establish under Water (Prevention and Control of Pollution) Act, 1974	PCB	PSG	15-40 Days	Online
16.	Consent to Establish under Air (Prevention and Control of Pollution) Act, 1981	PCB	PSG	15-40 Days	Online
17.	Authorization under Hazardous Waste (Management and Handling) Rules, 1989	PCB	Authorization under Hazardous Waste (Management and handling)	120 days	Online
18.	Consent to Operate under Water (Prevention and Control of Pollution) Act, 1974	PCB	PSG	15-40	Online
19.	Consent to Operate under Air (Prevention and Control of Pollution) Act, 1981	PCB	PSG	15-40	Online
20.	Obtaining Electricity Connection	PWD	Citizen Charter	Under process	
21.	Obtaining Water Connection	Water Department/ All concerned agencies	PSG	1 Month	Online
22.	Registration for Value Added Tax (VAT)	Commercial Tax	GST	GST	GST
23.	Registration for Central Sales Tax (CST)	Commercial Tax	GST	GST	GST
24.	Registration for Professional Tax	Commercial Tax	GST	GST	GST
25.	Registration for Entry Tax	Commercial Tax	GST	GST	GST
26.	Registration for Entertainment Tax	Commercial Tax	GST	GST	GST
27.	Registration for Luxury Tax	Commercial Tax	GST	GST	GST
28.	Granting/Renewal of Drug Manufacturing License	Department of Health/ Drug	PSG	21	Online

		Controller			
29.	Trade License	Municipal Corporation	PSG	30 Days	Under process
30.	Registration and renewal under weights and measures	Weight & Measures	PSG	Under process	
31.	Registration of Partnership firms	Registrar of Companies	PSG	7	Under process
32.	Registration of Societies	Registrar of Companies	PSG	21	Under process
33.	Retail/Bulk drug license (Pharmacy) and renewal	Health/ Drug Control	PSG	21	Online
34.	Drug License for setting up a pharmacy in state.	Health/ Drug Control	PSG	21	Online
35.	Wholesale Drug License	Health/ Drug Control	PSG	21	Online
36.	Single Window	Single window body	Under process		
37.	Land Allotment	All IDCs and equivalent	Under process		
38.	Land Allotment	Renenu/ TCP and equivalent	PSG	30	Under process
39.	Building Plan Approval	All ULBs/IDCs/ Development Authorities/ TCP	PSG	90	Under process
40.	Certification of electrical installation by chief electrical inspector	Electrical Inspectorate	Under process		
	<b>Total</b>		<b>27</b>		<b>18 Online</b>

### Abbreviations:-

EODB	Ease of Doing Business
IDC	Interactive Data Corporation
ULB	Urban Local Bodies
TCP	Town & Country Planning
PSG	Public Service Guarantee
VAT	Value Added Tax
GST	Goods & Services Tax

**ABSTRACT-IV**

**List of Nodal Officer nominated for implementation of Public Services Guarantee Act, 2011 in the Departments/Districts.**

<b>Sr. No.</b>	<b>Name of Department</b>	<b>Name &amp; Designation of Nodal Officer</b>	<b>Address</b>	<b>Telephone Number /e-mail id.</b>	<b>Govt. Level/HODs</b>
1	Animal Husbandry	1)Shri Rajeev Mehta (Director AH) 2)Shri Ajmer Dogra, Assistant Director (Project Officer)	Directorate of Animal Husbandry, H.P. Shimla -5	Dir-ah-hp@nic.in0177- 2830668 Mob-No. 94180-77082	HODs Level
2	I& PH	Er. Sushil Justa Superintending Engineer ( Works)	Head Office, I&PH Department U.S. Club Shimla- 1	9418069324 0177265562 Iph-hp@nic.in	HODs Level
3	Health & Family Welfare	Dr. Anjna Raina, Deputy Director of Health Services H.P.	Health & Family Welfare Department H.P.Shimla-9	0177-2621424 9418821635 dirhelthdhs@gmail.com	HODs Level
4	Industries	Sh. Jatinder Sanjta, Joint Director of Industries (Adnm.)	Directorate of Industries H.P. Shimla	9418904587 0177-2658310 Dirindus-hp@nc.in	HODs Level
5.	Himachal Pradesh Judicial Academy	Sh. Avinash Chander, Dy. Director of the Academy	Ghandal, PO Shakrah, Dhami Distt. Shimla	94184-64644 ja- hp@nic.in	HODs Level
6.	Director General of Police	Sh. Kushal Chand Sharma, HPS, SP, Law& Order/ PHQ Shimla .  2. Sh.Ram Lal Bansal, Dy. SP( H) Shimla  3.. Sh.. Manmohan Singh Sharma,, HPS, Addl. SP.	Law& Order/ Welfare, PHQ H.P, shimla-2	94184-88288 0177-2628397  94180-67033 8894728006  94182-70636 01792-223927	HODs Level  -do-  District Level



	Solan			
	4. Sh. Partap Singh, HPS, Dy. SP (H) Sirmour.		94181-58090 01702-222557	-do-
	5.. Sh. Khajana Ram, HPS, Dy SP ( HQ) , Baddi		94184-63732 01702-222557	-do-
	5.6. Sh. Rohit Mrgpuri, Distt. Inspector of Police Kinnaur		94184-180848 01786-22294	-do-
	7. Sh. Kuldeep Chand Rana, HPS, Addl. SP, Bilaspur		94182-80090 01978-224958	-do-
	8. Sh. Shiv Kumar Sharma, HPS, Addl. SP Hamirpur		94181-75222 01972-224958	-do-
	9. Sh. Kulbhushan Vaema, HPS, Addl.SP, Mandi		9418097929 01905-224164	-do-
	10. Sh. Nischint Singh Negi, HPS, Addl. SP Kullu		94180-27711 01902225589	-do-
	11. Sh. Sanjay Kumar Sharma, DSP Keylon, L&P		9418-74009 1900-222005	-do-

		Sh. Mukesh, DSP/SDPO Kaza		95180-74009 1900222005	-do-
		12. Sh. Madan Lal Kushal, HPS, Dy. SP (HQ) Una.		01975-225693	-do-
		13. Sh. Rajinder Kumar Jaswal, HPS, Dy. SP (HQ) Kangra.		94183-69202 01892-222150& 224905 Control Rom	
		14. Sh. Virander Singh, HPS, Addl. SP, Chamba,		9418042888 01899-224158	
7.	Home Guard & Civil Defence	Shri Jitendra Singh, Staff Officer (Training)	Home Guards State Hdqrs H.P. Shiml-1	9816084098	HODs Level
8.	Urban Development	1 .Addl. Secretary/Jt. Secy./Dy. Secy./ Under Secy. ( UD) 2. Addl. Director/Jt. Director/Dy. Director, Directorate of Urban Dev.	H.P. Secretariat Shimla-2  Department of Urban Dev. Talland Shimla	9805011439  0177-2626518 9459911011 Ud-hp@nic.in	Government Level  HODs Level
9.	Transport	Shri Rajinder Singh Rathore, HAS Joint Commissioner Transport-cum-RTO( HQ) HP	Directorate of Transport H.P.	9418000494 0177-2808950	HODs Level
10.	Panchayati Raj	Sh. Kewal Sharma, Joint Director Panchayati Raj	Department of Panchayati Raj H.P. Shimla-9	0177-2623820 9418426511 Dir-prd-hp@nic.in	HODs Level
11.	Housing & Urban	Shri Umesh Sharma,	H.P. Housing & Urban Dev.	98160-03741	HODs Level

	Dev. Authority	Chief Engineer, HIMUDA,	Authority Nigam Bihar Shimla		
12.	Agriculture	Shri Remesh Chand Joint Director	Directorate of Agriculture H.P. Shimla-5	9816132705 Krishibhawan-hp@gov.in	HODs Level
13.	Town& Country Planning	Shri Sandeep Kumar The Director, TCP		0177-2622494 9418094470 townank@hotmail.com	-do-
14.	Cooperation	Sh. S. K. Rangra, Joint Registrar		0177-262070 94180-34910 Res-hp@nic.in	HODs Level
15.	SJ&E	Deputy Secy./ Under Secy./ (SJ&E)		9816424443	Secretariat Level
16.	Forest	Sh. Vineet Kumar, Pr. Chief Conservator of forest ( Admn.) O/o Pr. CCF, Shimla	IFS, APCCF (Admin) O/o PCCF, H.P. Shimla-71001	94180-27272	HODs Level
17.	Horticulture	Dr. H.S. Baweja Director Horticulture, H.P.	Director of Horticulture H.P. Shimla -2	0177-2842390 94180-61319 Horticul-hp@nic.in	HODs Level
18.	Labour & Emp.	Sh. Ashwani Kumar Sood Dy. Director Factories	Department of Labour & Emp.	94184-73059-2624157 E-mail ddf-hp@ nic.in	HODs Level
19.	Env.Sci. & Tech.	Dr. Bhanu Neompany Pr. Scientific Officer	Pr. Scientific Officer(BT) Env. S&T Shimla-1	0177-2655456	HODs Level
20.	Pollution Control Board	Er. Ajit Kumar Ravi, Sr. Environment Engineer ( Headquarter )	H.P. Pollution Control Board Him Parivesh, Phase-III, New Shimla -9	0177- 263020 Pcbshimla @ gmail .com	

\*\*\*

**List -2**

**List of Nodal Officer nominated for implementation of Public Services Guarantee Act, 2011 in Districts.**

<b>Sr. No.</b>	<b>Name of the District</b>	<b>Name &amp; Designation of Nodal Officer</b>	<b>Address</b>	<b>Telephone Number</b>	
1	Una	Assistant Commissioner to Deputy Commissioner, Una	Office of the Deputy Commissioner Distt. Una	9418052771 01975-225800	District Level
2	Kullu	Assistant Commissioner to Deputy Commissioner, Kullu.	Office of the Deputy Commissioner Distt. Kullu	9805490009	District Level
3.	Hamirpur	Dr. Ahish Sharma, HPAS, Assistant Commissioner to Deputy Commissioner, Hamirpur	Office of the Deputy Commissioner Distt. Hamirpur	9418485816	District Level
4.	Mandi	Assistant Commissioner to Deputy Commissioner, Mandi	Office of the Deputy Commissioner Distt. Hamirpur	01905-225209 94184-88702	District Level
5.	Chamba	Shri SubhKaran Singh , (HAS) Additional District Magistrate Chmba	Office of Deputy Commissioner Distt. Chamba	9418204690	District Level
6.	Lahaul and Spiti	1.Sh Surjeet Singh Rathore HAS.  2. Dr. Amit Guleria, HAS  3.Sh. Jagan Thakur, HAS	SDO (C) Lahaul at Keylong.  SDO (C) Udaipur  SDO (C) Spiti at Kaza	9418126508 01900-222225 SSdm- keylong@nic.in  94181-39700 01909- 262224 Sdm-udaipur@nic.in  9418012038 01906-222302	District Level

7.	Bilaspur	Assistant Commissioner to Deputy Commissioner, Bilaspur H.P.	Office of the Deputy Commissioner Distt. Bilaspur	01978 -224688 94184-56920	District Level
8.	Kangra at Dharmshala	District Revenue Officer, Kangra	Distt. Revenue Officer, Kangra at Dharmashala	01892-223318 94180-56629	District Level
9.	Kinnaur at Reckong Peo	Shri Yogesh Chauhan, HAS Assistant Commissioner to Deputy Commissioner, Kinnaur at Reckong Peo H.P.	Office of the Deputy Commissioner Distt. Kinnaur at Reckong Peo H.P.	Mobile No. 94186058911	District Level
10	Solan	Sh. Narinder Chauhan Assistant Commissioner to Deputy Commissioner Solan	Office of the Deputy Commissioner Distt. Solan	Telephone No. 01792-223706	District Level
11	Sirmour	Shri S.S. Rathore Assistant Commissioner to Deputy Commissioner Distt. Sirmour	Office of the Deputy Commissioner Distt. Sirmour.	Telephone No. oi7 02-222546 Mobile No. 09816050032	District Level
12	Shimla	Smt. Jyoti Gupta Assistant Commissioner to Deputy Commissioner, Shimla H.P.	Office of the Deputy Commissioner Distt. Shimla	9418454058 e-mail ac-sh-hp@nic.in	Office of Deputy

\*\*\*

## ABSTRACT- V

### List of Designated Authorities under Public Service Gurantee Act, 2011 by the departments.

Sr. No.	Department	Designation	No. of PSG Designated Authorities
1.	Agriculture	Deputy Director	11
2.	Animal Husbandry	Deputy Director	2387
3.	Co-operation	Joint/Additional Registrar	20
4.	Environment, Science & Technology	Director	1
5.	Forest	Conservator/DFO	252
6.	Health and Family Welfare	BMO/CMO	1430
7.	Home-( Fire)	Chief Fire Officer	42
8.	Home ( Police)	SO/IGP Range	127
9.	Housing	CEO-cum-Secretary	40
10.	Industries	Director	19
11.	Irrigation and public Health	Executive Engineer	1093
12.	Panchayati Raj	Panchayat Inspector	3316
13.	Revenue	Tehsildar/Naib Tehsildar	2091
14.	Social Justice and Empowerment	Director	12
15.	Town and Country Planning	Director	64
16.	Transport	Commissioner	80
17.	Urban Development	Commissioner/SDM	58
18.	Labour & Employment	LO/Commissioner	45
19.	Horticulture	Joint Director	109
20.	Pollution Control Board	Member Secretary	12
21.	Ayurveda	SDAMO/Deputy Director	1210
22.	Public Works Department	Superintending Engineer	98
23.	HP Board Of School Education	Secretary	
<b>Total</b>	<b>23</b>		<b>12517</b>

## ABSTRACT-VI

Subject Guidelines for TOT (Training of Trainer) on Public Service Guarantee Act, 2011. (To be used by all departments that have notified PSG Services).

### Pages of Online Compendium & Abstract on AR website.

<b>Sr. No.</b>	<b>Subject</b>	<b>Compendium</b>	<b>Abstract</b>
1.	Public Service Guarantee Act, 2011	01-06	Nil
2.	Public Service Guarantee Rules, 2011	22-23	Nil
3.	PSG Notifications by 22 departments of 146 Services	Nil	I
4.	Online PSG Portals and Servicers	Nil	II
5.	PSG Nodal Officers (Departments/Districts)	Nil	IV
6.	PSG Forms	www.himachalforms.nic.in and hyperlink with AR website.	
7.	PSG FAQs	159-161 and on AR website	
8.	For MPP & P (Electricity) not notified under PSG Act but 2010 timebound services under Electricity Act, 2003.	SOP on District Regulation and on AR website	
9.	List of PSG Designated Authorities in Departments		V
10.	PSG Listed cases decided by State Information Commissioner	14-20	