

54.	To forward the cases of allotment of Title of News papers/Magazines to The Registrar of Newspaper, Govt. of India, New Delhi	15 days	Deputy Secretary Home	ACS (H)
55.	To forward the cases of allotment of Title of Printing Press to Govt. of Punjab	30 days	District Magistrate	ACS (H)
56.	Travel Agency's Police Verification	21 days	SP (Local) or ACP (Local)	SSP Or the DCP
57.	Verification for fresh arms license	45 days	Deputy Commissioner of Police or Superintendent of Police (Hqrs)	Commissioner of police or Sr. Supdt. of Police
58.	Verification of antecedents of the proprietor or each partner / director / share holder, by the local police of the place of residence of the concerned individual (if resident of Punjab)	21 days	Addl. Deputy Commissioner of Police (Hqrs) or Supdt of Police (Hqrs)	Deputy Commissioner of Police or Sr. Supdt. of Police
59.	Verification of antecedents of the proprietor or each partner / director / share holder, by the local police of the place of residence of the concerned individual (if resident of other state than Punjab)	05 days after receiving from the concerned state	Addl. Deputy Commissioner of Police (Hqrs) or Supdt of Police (Hqrs)	Deputy Commissioner of Police or Sr. Supdt. of Police
60.	<u>Visa Extension Cases (LTV)</u> FRO/SSP office after verification of documents forward the LTV case to State Government	30 Days	FRO/SSP	ACS(H)
61.	<u>Visa Extension Cases (LTV)</u> State Government forward the LTV case to MHA (First Visa Extension)/Issue the Visa Extension	15 Days	Deputy Secretary	ACS(H)

Housing and Urban Development

Sr. No.	Name of the Service	Given time limit (Working Days)	Designated Officer	Appellate Authority
1.	Attested copy of any Documents	3 days	Superintendent	Additional Chief Administrator
2.	Change of Ownership	5 days	Estate Officer	Additional Chief Administrator

3.	Demarcation of Plot	5 days	Sub Divisional Officer (Building)	Additional Chief Administrator
4.	Issue of Completion /Occupation Certificate for Building	15 days	SDO Building	Additional Chief Administrator
5.	Issue of Conveyance Deed	15 days	Estate Officer	Additional Chief Administrator
6.	Issue of No Due Certificate	5 days	Account Officer	Estate Officer
7.	Issue of No Objection Certificate/ Duplicate Allotment / Re-allotment Letter	10 days (No objection certificate)/3 days (Duplicate allotment letter)/10 days (Re-allotment letter)	Superintendent	Estate Officer
8.	Issue of permission for mortgage	7 days	Superintendent	Estate Officer
9.	Issue of Plinth/Roof Level Certificate	7 days	Sub divisional officer (Building)	Additional Chief Administrator of the District Concerned
10.	Sanction of Building Plans – Authority, Revised Building Plans (Commercial)	30 days	SDO Building	Additional Chief Administrator
11.	Sanction of Building Plans – Authority, Revised Building Plans (Residential)	30 days	SDO Building	Additional Chief Administrator
12.	Transfer of property in case of death (uncontested)		Estate Officer	Additional Chief Administrator
	a. All legal heirs	a. 30 days		
	b. Registered Will	b. 30 days		
	c. Un-registered Will	c. 45 days		
13.	Transfer of Property in case of sale (NOC)	10 days	Superintendent	Estate Officer
14.	Water Supply and Sewerage connection	7 days	Sub Divisional Officer (Public Health)	Additional Chief Administrator

Industries & Commerce (Directorate)

Sr. No.	Name of the service	Given time limit (working days)	Designated Officer	Appellate Authority
1.	Allotment of plots	45 days from close of advertisement inviting applications and another 15 days for issuance of allotment letter by Department of Industries & Commerce	Managing Director Punjab Small Industries & Export Corporation	Director of Industries & Commerce Punjab
2.	Approval for Boiler manufacturer and renewal thereof	30 days after from application submission	Director of Boilers, Punjab	Director of Industries & Commerce, Punjab