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(TO BE PUBLISHED IN DELHI GAZETTE - ORDINARY)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF INFORMATION TECHNOLOGY
9TH LEVEL, B- WING, DELHI SECRETARIAT, NEW DELHI

No. F6(100)/IT/2014/7319 - 7353

Dated: 13th August 2014

NOTIFICATION

No. F6(100)/IT/2014/7319 - 7353 :- 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 (Delhi Act 07 of 2011) and in continuation of this Government's Notification No F6(100)/IT/2011/1304-1313 dated the 21st February 2012 and subsequent Notification No F6(100)/IT/2011/5950-63 dated 13th December 2012, the Government of National Capital Territory of Delhi, hereby, amends the Schedule appended to the aforesaid Act, as under, namely:-

1. In the Delhi (Right of Citizen to Time Bound Delivery of Services) Act, 2011 (Delhi Act 07 of 2011), in the Schedule, after entry 116, the following entries relating to Citizen related Services shall be added, namely:-

SN	Name of Service	Number of Days for Service Delivery after Receipt of Application	Department/Organization
117.	Sanction of Loans upto Rs. 2 Lakh	07 working days	Delhi Financial Corporation
118.	Sanction of Loans above 2 Lakh to upto Rs. 5 Lakh	10 working days	Delhi Financial Corporation
119.	Sanction of Loan proposal to be placed in SLC/IC.	15 working days	Delhi Financial Corporation
120.	Sanction of Loan case to be placed in EC/Board.	20 working days	Delhi Financial Corporation
121.	First Disbursement of loan	02 working days	Delhi Financial Corporation
122.	Closure of Loan Account	09 working days	Delhi Financial Corporation

123.	Issuance of student concessional destination/ all route Bus passes (Monthly/ quarterly/ six monthly) for Educational institution and permission/ authorization provided.	1 day	Delhi Transport Corporation
124.	Issuance of concessional BPL/ AAY monthly Bus passes.	1 day	Delhi Transport Corporation
125.	Issuance of general all route Bus pass for AC and Non Ac buses.	1 day	Delhi Transport Corporation
126.	Issuance of NCR bus passes	1 day	Delhi Transport Corporation
127.	Issuance of Press bus passes for Ac & Non Ac buses	1 day	Delhi Transport Corporation
128.	Issuance of concessional bus passes to senior citizen AC & Non AC buses	1 day	Delhi Transport Corporation
129.	Issuance of free Bus Passes for disabled persons passes (Deaf & Dumb)	1 day	Delhi Transport Corporation
130.	Issuance of free Bus Passes for disabled persons passes (Blind)	1 day	Delhi Transport Corporation
131.	Issuance of free Bus Passes for disabled persons passes (orthopedics)	1 day	Delhi Transport Corporation
132.	Issuance of free Bus Passes for freedom fighters with one attendant	1 day	Delhi Transport Corporation
133.	Issuance of free Bus Passes for Sportsman (international)	1 day	Delhi Transport Corporation
134.	Issuance of free Bus Passes for National award winner	1 day	Delhi Transport Corporation
135.	Issuance of free Bus Passes for war widows & their dependents	1 day	Delhi Transport Corporation
136.	Issuance of free Bus Passes for mentally retired with one attendant	1 day	Delhi Transport Corporation
137.	Issuance of free Bus Passes for MLA passes with one attendant	1 day	Delhi Transport Corporation
138.	Renewal of License	35 days	Drug Control Department
139.	Change addition/ deletion of Registered Pharmacists	60 days	Drug Control Department
140.	Change addition/ deletion of Competent person	90 days	Drug Control Department

141.	Grant of license for sale of Homeopathic drug	35 days	Drug Control Department
142.	Grant of license for sale of schedule 'X' drug	35 days	Drug Control Department
143.	Grant of extension of time for completion of construction of the plot allotted to the applicant	45 Days	DSIIDC
144.	Grant of permission to the lessee for mortgaging the leased property to the Bank for raising financial resources/ credit facility	30 days	DSIIDC
145.	Issuance of allotment letter after auction/ tender/ draw for allotted property	30 days	DSIIDC
146.	Booking of Tour Package	2 days	DTTDC
147.	Booking of Transport	3 days	DTTDC
148.	Allotment of Hal & Amphitheatre at Dilli haat - INA and spaces at Dilli Haat - Pitampura	15 days	DTTDC
149.	Allotment of Spaces in Garden of Five senses	15 days	DTTDC
150.	Refund of offline bookings of DTTDC tour packages and Air ticket of travel division.	30 days	DTTDC
151.	Wholesale vend of Indian Liquor (L-1)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
152.	Wholesale vend of Foreign Liquor (L-1F)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
153.	Wholesale vend of Draught Beer (L-2)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
154.	Wholesale vend of Country Liquor (L-3)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
155.	Wholesale vend of Rectified Sprit (L-4)	6 weeks	Excise Entertainment and Luxury Tax Deptt.

156.	Wholesale vend of Denatured Sprit (L-5)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
157.	Retail vend of Indian Liquor in Public Sector (L-6)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
158.	Retail vend of Foreign Liquor in Public Sector to the holder of license in form of L-6 (L-6FG)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
159.	Retail vend of Foreign Liquor in Public Sector (L-6FE)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
160.	Retail vend of Indian Liquor in private Sector (L-7)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
161.	Retail vend of Foreign Liquor in private Sector to the holder of license in L-7 (L-7FG)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
162.	Retail vend of Foreign Liquor in Private Sector (L-7FE)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
163.	Retail vend of Country Liquor in Public Sector (L-8)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
164.	Retail vend of Indian Liquor to holders of license in Form L-1 (L-9)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
165.	Retail vend of Indian Liquor and Foreign Liquor in Shopping Mall (L-10)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
166.	Retail vend of Beer, Manufactured by Microbrewery. (L-11)	30 days	Excise Entertainment and Luxury Tax Deptt.
167.	Retail vend of Beer and Wine in Departmental Store (L-12)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
168.	Retail vend of Foreign Beer and Wine in Departmental Store to the holder of license in Form L-12 (L-12F)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
169.	L-13 Retail vend of Indian Liquor for home delivery (L-13)	30 days	Excise Entertainment and Luxury Tax Deptt.
170.	L-13 Retail vend of Foreign Liquor for home delivery to the holder of license in Form L-13 (L-13F)	30 days	Excise Entertainment and Luxury Tax Deptt.

171.	Retail Vend of Economy Indian Liquor and Beer to the holder of license in Form L-8 (L-14)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
172.	Service of Indian Liquor in a Hotel to residents in their rooms (L-15)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
173.	Service of Foreign Liquor in a Hotel to residents in their rooms to the holder of license in for L-15 (L-15F)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
174.	Service of Indian Liquor in a bar/Restaurant attached to a hotel (L-16)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
175.	Service of Foreign Liquor in a bar/Restaurant attached to a hotel to the holder of license in Form L-16 (L-16F)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
176.	Service of Indian Liquor in independent restaurant (L-17)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
177.	Service of Foreign Liquor in independent restaurant to the holder of license in form L-17 (L-17F)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
178.	Service of Wine , Beer and alcopop in independent restaurant (L-18)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
179.	Round the clock service of Indian Liquor in independent restaurant of International Airport (L-19)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
180.	Round the clock service of Foreign Liquor in independent restaurant located either in arrival or departure area of International Airport to the holder of license in form L-19(L19F)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
181.	Service of Indian Liquor in a bar/ dining car in a Luxury Train (L-20)	30 days	Excise Entertainment and Luxury Tax Deptt.
182.	Service of Indian Liquor in a bar/dining car in a Luxury Train to the holder of license in form L-20 (L-20F)	30 days	Excise Entertainment and Luxury Tax Deptt.
183.	Round the clock service/sale of Indian Liquor in a bar attached to a hotel located either in arrival or departure area of International Airport (L-21)	4 weeks	Excise Entertainment and Luxury Tax Deptt.

354C

184.	Round the clock service/sale of Foreign Liquor in a bar attached to a hotel located either in arrival or departure area of International Airport (L-21F)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
185.	Retail vend of Indian Liquor in duty free shop for consumption "off" the premises, located at departure lounge of International Airport(L-22)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
186.	Retail vend of Indian Liquor in military canteen (L-23)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
187.	Retail vend of Indian Foreign Liquor in military canteen to the holder of license in form L-23 (L-23F)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
188.	Retail vend of Medicated Wine (L-24)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
189.	Retail vend of Denatured Sprit (L-25)	6 weeks	Excise Entertainment and Luxury Tax Depa
190.	Retail vend of Rectified Sprit (L-26)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
191.	Retail vend of Bhang (L-27)	30 days	Excise Entertainment and Luxury Tax Deptt.
192.	Service of Indian Liquor in a Club (L-28)	6 days	Excise Entertainment and Luxury Tax Deptt.
193.	Service of Foreign Liquor in a Club to the holder of license in form L-28(L-28F)	6 days	Excise Entertainment and Luxury Tax Deptt.
194.	Service of Indian Liquor at a club/mess whose membership is exclusively for Government Servants, retired Government Servants and the club/mess is not run on commercial lines (L-29)	6 days	Excise Entertainment and Luxury Tax Deptt.
195.	Service of Foreign Liquor at a club/mess whose membership is exclusively for Government Servants, retired Government Servants and the club/mess is not run on commercial lines to the holder of license in form L-29 (L-29F)	6 days	Excise Entertainment and Luxury Tax Deptt.

196.	License for Warehouse for storage of Indian Liquor (L-31)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
197.	License for Warehouse for storage of Foreign Liquor (L-32)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
198.	License for Warehouse for storage of Country Liquor (L-33)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
199.	License for Warehouse for storage of denatured sprit (L-34)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
200.	License for Warehouse for storage of rectified sprit (L-35)	4 weeks	Excise Entertainment and Luxury Tax Deptt.
201.	License to a registered medical practitioner a chemist, a druggist for sale of intoxicating spirituous preparations (L-36)	30 days	Excise Entertainment and Luxury Tax Deptt.
202.	License for Hotel Management Institutes for keeping Liquor for the purpose of training (L-37)	30 days	Excise Entertainment and Luxury Tax Deptt.
203.	Permit to import rectified sprit, denatured sprit, special denatured sprit and absolute alcohol (P-1)	30 days	Excise Entertainment and Luxury Tax Deptt.
204.	Permit for possession of denatured sprit, exceeding five liters up to ten liters (P-2)	15 working days	Excise Entertainment and Luxury Tax Deptt.
205.	Permit for possession of denatured sprit, exceeding ten liters (in bulk quantity) (P-3)	15 working days	Excise Entertainment and Luxury Tax Deptt.
206.	Permit for possession of special denatured sprit in bulk quantity (P-4)	6 weeks	Excise Entertainment and Luxury Tax Deptt.
207.	Permit for possession of rectified sprit, in bulk quantity to educational institutions etc. (P-5)	30 days	Excise Entertainment and Luxury Tax Deptt.
208.	Permit for possession of denatured sprit by industrial manufacturers (P-6)	30 days	Excise Entertainment and Luxury Tax Deptt.

209.	Permit for possession of Intoxicating Spirituous Preparations (P-7)	30 days	Excise Entertainment and Luxury Tax Deptt.
210.	Permit for import or transport of Intoxicating Spirituous Preparations (P-8)	30 days	Excise Entertainment and Luxury Tax Deptt.
211.	Permit for import of Indian Liquor and Country Liquor for troops (P-9)	30 days	Excise Entertainment and Luxury Tax Deptt.
212.	Permit for Liquor Exhibitors (P-11)	30 days	Excise Entertainment and Luxury Tax Deptt.
213.	Permit for import export or transport of bhang (P-12)	30 days	Excise Entertainment and Luxury Tax Deptt.
214.	Permit for the import of liquor for the holder of license in form L-1, L-1F, L-3 (P-14)	30 days	Excise Entertainment and Luxury Tax Deptt.
215.	Transport permit for the transport of liquor (P-15)	30 days	Excise Entertainment and Luxury Tax Deptt.
216.	Registration of Multi service Operator (MSO)	30 days	Excise Entertainment and Luxury Tax Deptt.
217.	Registration of Direct to Home (DTH)	30 days	Excise Entertainment and Luxury Tax Deptt.
218.	Registration of Cinema	30 days	Excise Entertainment and Luxury Tax Deptt.
219.	Registration of Hotel	30 days	Excise Entertainment and Luxury Tax Deptt.
220.	Registration of Banquet Hall	30 days	Excise Entertainment and Luxury Tax Deptt.
221.	Registration of Gym	30 days	Excise Entertainment and Luxury Tax Deptt.
222.	Registration of Spa	30 days	Excise Entertainment and Luxury Tax Deptt.
223.	Issuance of Sterilization Certificate after confirmation of post surgery tests	10 Days	Health & Family Welfare Department

3519c

224.	Sanction/ Disbursement of grant under Janani Suraksha Yojana (JSY)	10 Days	Health & Family Welfare Department
225.	Issuance of Provisional Certificate	15 Days	Higher Education
226.	Issuance of No dues certificate	07 days	Higher Education
227.	Issuance of Study Certificate/ bonafied certificate	07 days	Higher Education
228.	Issuance of Character Certificate	07 days	Higher Education
229.	Issuance of entrepreneurs memorandum (part-I)	60 Days	Industries Department
230.	Issuance of entrepreneurs memorandum (part-II)	60 Days	Industries Department
231.	Renewal of registration of Welfare/ charitable societies under Societies Registration Act, 1860 for the societies registered before year 2010	45 Days	Industries Department
232.	Certified copy of the rules and regulations and governing body of the society	15 Days	Industries Department
233.	Grant of factory license after receipt of complete documents along with prescribed fee	60 days	Labour
234.	Renewal of license, after receipt of complete documents along with prescribed fee	60 days	Labour
235.	Issue of Competency Class I & Class II certificate after declaration of results of examination	30 days	Labour
236.	Renewal of Certificate of Competency Class I & Class II after receipt of Certificate along with application and prescribed fee.	30 days	Labour
237.	Issue of Electrical Contractors License after the approval of Board of Examiners and on deposit of prescribed fee in the treasury by the contractor	30 days	Labour
238.	Renewal of Electrical Contractor License after receipt of application along with treasury receipt of prescribed fee	30 days	Labour

239.	Approval of Electrical installation under Central Electricity Authority (Measures relating to Safety & Electric Supply) Regulations, 2010 after treasury receipt of prescribed fee & test reports	45 days	Labour
240.	Approval of Installation of passenger lift and lift shaft and machine room after receipt of Form	30 days	Labour
241.	Grant of License for the working of passenger lift	45 days	Labour
242.	Renewal of License for the working of passenger lift	45 days	Labour
243.	Disposal of complaints by Inspectors of Factories regarding violation of Factories Act etc.	30 days	Labour
244.	Registration of Boiler after receipt of complete documents along with prescribed registration fee	60 days	Labour
245.	Renewal of certificate (Registration of Boiler), after receipt of Inspection fee	60 days	Labour
246.	Disposal of complaints regarding non-implementation of Indian Boiler Act etc	30 days	Labour
247.	Booking Of Water Tankers/Trolleys	1 day	NDMC
248.	Conversion of Leasehold Property into Freehold	15 days	NDMC
249.	Mutation Title	7 days	NDMC
250.	Substitution of Title	7 days	NDMC
251.	Permission Gift To The Leasehold Property	7 days	NDMC
252.	Building Sanction	1 day	NDMC
253.	Issuance Building Completion Certificate	15 days	NDMC
254.	License for Dangerous and Offensive Trade Under Sec. 327	7 days	NDMC
255.	Renewal/Grant of Lodging House License in N.D.M.C.	30 days	NDMC
256.	Booking of Barat Ghar/Bapu Samaj Seva Kendra	1 day	NDMC

257.	Sanction of Old Age Pension	15 days	NDMC
258.	Sanction of Widow Pension	15 days	NDMC
259.	Sanction of Handicapped Pension	15 days	NDMC
260.	Various talent search scholarship schemes	30 days	NDMC
261.	Removal of any obstruction on road	1 day	NDMC
262.	Road Cutting Permission	7 days	NDMC
263.	Replacement of missing manhole covers, gully gratings	2 days	NDMC
264.	Replacement of missing/broken fixtures	7 days	NDMC
265.	Repair of Bell Mouths	7 days	NDMC
266.	Transfer of Licenses of shops/ commercial properties on legal heir basis	7 days	NDMC
267.	Transfer of Teh Bazari License on legal heir basis	7 days	NDMC
268.	NOC from Horticulture Department for use of parks in Residential Colony by RWA	2 days	NDMC
269.	NOC from Horticulture Department for use of parks in Residential Colony by Public	10 days	NDMC
270.	Occupancy Certificate for building completed	15 days	NDMC
271.	Reimbursement of Tuition fee under Hitkari Nidhi Yojna (HNY)	30 days	NDMC
272.	Assistance for marriage of wards	30 days	NDMC
273.	Reimbursement of Medical Bills to employees	30 days	NDMC
274.	Sanction LTC/ HTC advance	15 days	NDMC
275.	Settlement of LTC/HTC on submission of bills	15 days	NDMC
276.	Financial assistance by MCD for marriage of daughter	30 days	MCD

277.	Sanction of building plan of Residential plotted development	60 days	MCD
278.	Approval of plans of factory building after receipt of complete documents	60 days	MCD
279.	Mutation of Properties	30 days	MCD
280.	Refund of Security (Park Booking)	15 days	MCD
281.	Issuance of Veterinary Trade License	60 days	MCD
282.	Renewal of Veterinary Trade License	30 days	MCD
283.	Issue of Arms & Ammunition License	30 days	Delhi Police
284.	Renewal of Arms & Ammunition License	30 days	Delhi Police
285.	Sell/ Transfer/ Gift of Arms & Ammunition	30 days	Delhi Police
286.	Endorsement of Weapons	30 days	Delhi Police
287.	Permission for more weapons	30 days	Delhi Police
288.	Register Arm License (on Transfer to Delhi)	30 days	Delhi Police
289.	License/ permission for Hotel/ motel/ Guest House	7 days	Delhi Police
290.	Renewal of License for Hotel/ Motel/ Guest Houses	7 days	Delhi Police
291.	Renewal of registration of Eating House	7 days	Delhi Police
292.	Cinematograph License	15 days	Delhi Police
293.	Renewal of Cinematograph License	15 days	Delhi Police
294.	Casual performance License	7 days	Delhi Police
295.	Auditorium permission License	7 days	Delhi Police
296.	Renewal of License for Video Game Parlour	7 days	Delhi Police
297.	Grant of license for Discotheque	7 days	Delhi Police
298.	Renewal of license for Discotheque	7 days	Delhi Police
299.	Change of ownership of newspaper/ magazine	10 days	Delhi Police
300.	Change in Printing Press	10 days	Delhi Police
301.	License for sale of Fire Crackers	7 days	Delhi Police

302.	License for sale of Poisons	15 days	Delhi Police
303.	License for Sale of Sulphur	15 days	Delhi Police
304.	License/ permission for operating Swimming Pools	15 days	Delhi Police
305.	License/ permission for Amusement activities	15 days	Delhi Police
306.	Declaration of Printing Press	10 days	Delhi Police
307.	Grant of NOC for fresh Petroleum Stations and Storage	15 days	Delhi Police
308.	Tenant Verification	20 days	Delhi Police
309.	Servant Verification	20 days	Delhi Police
310.	Police clearance Certificate	20 days	Delhi Police
311.	Issue of copy of FIR to the complainant	1 day	Delhi Police
312.	Missing Report of documents/ mobile phones, etc (NCR)	1 day	Delhi Police
313.	Verification certificate for Institutions/ companies	20 days	Delhi Police
314.	License for amplified Sound System	3 days	Delhi Police
315.	Service Verification	20 days	Delhi Police
316.	NOC for Passport Verification	20 days	Delhi Police
317.	Issue of Diploma Certificate	30 Days	Training & Technical Education
318.	Issuance of Marks Card	30 Days	Training & Technical Education
319.	Issuance of Corrected Marks Card/Consolidated Marks Card	15 Days	Training & Technical Education
320.	Issuance of Eligibility Certificate	30 Days	Training & Technical Education
321.	Issuance of Migration Certificate	07 Days	Training & Technical Education
322.	Revaluation of Answer Scripts	30 Days	Training & Technical Education
323.	Issue of Duplicate Marks Cards	15 Days	Training & Technical Education
324.	Certificate of Registration for Casual Dealers under Delhi VAT Act, 2004	7 Days	Trade & Taxes

325.	Amendment of existing Registration (Form DVAT 08)	30 Days	Trade & Taxes
326.	Tax Deduction Account Number (TAN) Certificate under Delhi VAT Act, 2004 (Form DVAT 45)	7 Days	Trade & Taxes
327.	Certificate of Enrolment as a VAT Practitioner (Form DVAT 49)	15 Days	Trade & Taxes
328.	Cancellation of DVAT registration	15 days	Trade & Taxes
329.	Opting in & out of composition scheme	15 days	Trade & Taxes
330.	Issuance of Character Certificate	21 days	Revenue
331.	Registration of Documents (Sale Deed/ GPA/ SPA/ WILL/ conveyance Deed/ Gift Deed etc.)	15 days	Revenue
332.	Issuance of certified copies of registered documents	30 days	Revenue
333.	Issuance of translated version of certificates	5 days	Revenue
334.	Sanction of Financial Assistance to Poor Widows for Marriage of their Daughters	60 days	Women & Child Development
335.	Sanction of Financial Assistance for orphan girls for performing their marriage	60 days	Women & Child Development
336.	Sanction of Pension to widow/ women in distress	45 days	Women & Child Development
337.	Sanction of Old Age Pension	45 days	Social Welfare Department
338.	Delhi Family Benefit Scheme	45 days	Social Welfare Department
339.	Sanction of Unemployment Allowance to Disabled	45 days	Social Welfare Department
340.	Sanction & Release of fund to respective departments for free supply of stationary after receipt of approval from Finance Department	15 Days	SC/ST/OBC/ Minority welfare Department

341

341.	Sanction of Educational Loan	30 Days	SC/ST/OBC/ Minority welfare Department
342.	Reimbursement of tuition fee & other compulsory fees for SC/ST/OBC/ Minority students studying in recognized public schools	75 Days	SC/ST/OBC/ Minority welfare Department
343.	Scholarship/ Merit Scholarship to OBC/Minority students	60 Days	SC/ST/OBC/ Minority welfare Department
344.	Scholarship/ Merit Scholarship to OBC/Minority students studying in colleges, professional colleges & Technical Institutions	60 Days	SC/ST/OBC/ Minority welfare
345.	Registration of Bread & Breakfast establishments	90 days	Tourism
346.	Approval of Restaurants	21 days	Tourism
347.	Approval of Guest Houses	21 days	Tourism
348.	Grading of Guest Houses	21 days	Tourism
349.	Issuance of Provisional Degree Certificate	7 days	National Law University
350.	Issuance of No dues Certificate	2 days	National Law University
351.	Issuance of Mark Sheets	6 days	National Law University
352.	Issuance of study certificate	2 days	National Law University
353.	Forwarding of transfer certificate	6 days	National Law University
354.	Issuance of migration certificate	3 days	National Law University
355.	Issuance of character certificate	2 days	National Law University
356.	Name correction in the marks card as per SSLC/ PUC	6 days	National Law University

36/11/11

357.	Genuineness of marks card/ Degree certificate	7 days	National Law University
358.	Issuance of marks transcript	3 days	National Law University
359.	Issuance of semester/ annual marksheet	3 days	National Law University
360.	Issuance of consolidated marksheet	3 days	National Law University
361.	Approval of proposal for registration of a new cooperative societies	90 days	Registrar of cooperative societies

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



(Ajay Chagti)
Additional Secretary (IT)