



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

NOTIFICATION

Srinagar, the 13th September, 2013

SRO 400 - In exercise of the powers conferred by section 4 read with section 8 of the Jammu and Kashmir Public Services Guarantee Act, 2011 (Act No. IX of 2011), the Government hereby specify the following services and the designated officers/appellate authorities as under:-

I. Health and Medical Education Department

Issuance of Drug Licenses under Drugs and Cosmetics Act-1940/Rules

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	License to sell, stock or exhibit (or offer) for sale, or distribute drugs by retails (Allopathic /Homeopathic drugs) on various forms viz. Form 20, Form21 and Form 20F (Rule 64), Form 20A and Form 21A (Rule 62B), Form 20 C (Rule 67F)	Assistant Controller Drugs of the concerned District	1 Month	Deputy Controller Drugs and Food Control Organization of the respective Division	Controller, Drugs and Food Control Organization J&K, Jammu/ Srinagar
02	License to sell, stock or exhibit (or offer) for sale, or distribute drugs by wholesale (Allopathic/Homeopathic drugs) on various forms viz. Form20 B, Form 21B and Form 20G (Rule 64), Form 20BB and Form 21BB (Rule 62D), Form 20D (Rule 67F).	Deputy Controller Drugs and Food Control Organization of the respective Division	1 Month	Controller, Drugs and Food Control Organization J&K, Jammu/ Srinagar	Administrative Secretary to Government, Health & Medical Education Department
03	License to manufacture for sale or for distribution of drugs/cosmetics/ Ayurvedic (including Siddha or Unani drugs) on various forms viz. Form 25 and Form 25F (Rule 71), Form 25A (Rule 71 B), Form 25 B (Rule 71A), Form 25C (Rule 85E), Form 25D (Rule 157), Form 25E (Rule 154A), Form 28 (Rule78), Form 28A (Rule 76A), Form 28 B (Rule 76), Form 29 (Rule 89), Form 32 (Rule 139), Form 32 A(Rule 142 B).	Controller, Drugs and Food Control Organization J&K, Jammu/ Srinagar	1 Month	Divisional Commissioner, Jammu/ Kashmir	Administrative Secretary to Government, Health & Medical Education Department

II. Finance 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
Commercial Taxes Department					
1.	Issuance of VAT-65 Form	The concerned Jurisdictional Assessing Authority/CTO.	02 working days from the receipt of application alongwith the proof of recent quarterly returns.	The Concerned Additional Commissioner Commercial Taxes (Adm).	Commissioner, Commercial Taxes Department, J&K
2.	Issuance of Statutory Forms i.e C/H/F forms etc.	The concerned Jurisdictional Assessing Authority/CTO.	02 working days from the receipt of application alongwith the detail of consumption of previous forms.	The Concerned Additional Commissioner Commercial Taxes (Adm).	Commissioner, Commercial Taxes Department, J&K
3.	Tax clearance certificate for supply contracts in form VAT-46	The concerned Jurisdictional Assessing Authority/CTO.	10 working days from the receipt of application alongwith the proof of copy of recent quarterly returns.	The Concerned Additional Commissioner Commercial Taxes (Adm).	Commissioner, Commercial Taxes Department, J&K
4.	Tax clearance certificate for works contract in form ST-64	The concerned Jurisdictional Assessing Authority/CTO.	15 working days from the receipt of application alongwith copies of contract/supply order issued in favour of the applicant for the period for which tax clearance certificate is sought.	The Concerned Additional Commissioner Commercial Taxes (Adm).	Commissioner, Commercial Taxes Department, J&K
Funds Organization					
5.	Settlement of Final Refund cases of GPF at the time of retirement/death of the employee	Concerned Chief Accounts Officer of the Distt. Fund Office	30 working days from the date of receipt of the cases	Joint Director of the concerned province.	Director General, Funds Organization, J&K
6.	Settlement of SLI Maturity claim at the time of retirement/ death of the employee	Concerned Accounts Officer, SLI Jammu/Srinagar	30 working days from the date of receipt of the cases	Joint Director of the concerned province.	Director General, Funds Organization, J&K

7.	Issuance of Transfer Entry (TE) Advice	Concerned Chief Accounts Officer of the Distt Fund Office	30 working days from the date of receipt of the cases	Joint Director of the concerned province.	Director, Accounts and Treasuries.
Directorate of Local Fund Audit and Pensions					
8.	Settlement of Pension Cases	Examiner/CAO, Local Fund Audit & Pensions Jammu/Srinagar.	30 working days	Director Local Fund Audit & Pensions, J&K	Director General, Funds Organization, J&K

By order of the Government of Jammu and Kashmir.

Sd/-
(M.A.Bukhari) IAS
Secretary to Government,
General Administration Department

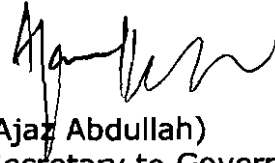
No:GAD/PSGA/01/2012

Dated. 13.09.2013

Copy to the:-

1. Financial Commissioner, Revenue.
2. Chairman, J&K Special Tribunal.
3. Director General of Police, J&K.
4. Principal Resident Commissioner, J&K Government, New Delhi.
5. All Principal Secretaries to Government.
6. Director General, J&K Institute of Management, Public Administration and Rural Development.
7. Principal Secretary to Hon'ble Chief Minister.
8. Principal Secretary to Hon'ble Governor.
9. Divisional Commissioner, Kashmir/ Jammu.
10. All Commissioners/Secretaries to Government.
11. Commissioner of Vigilance, J&K.
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 Information.
17. Director Estates.
18. Concerned officers.
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. Deputy Secretary/PPS to Chief Secretary.
28. PA to Secretary to Government, General Administration Department.
29. Private Secretary to Advocate General, J&K for information of Learned Advocate General.
30. Incharge website, GAD.
31. Government Order file/Stock file.



(Ajaz Abdullah)
Additional Secretary to Government
(Public Services Management Cell)
General Administration Department