



ARTPS service index



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Revenue and Disaster Management Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Office Mutation	Circle Officer / Circle Officer (Attached)	60 days, if no objection from any person is filed during the proceeding.	Deputy Commissioner or Addl. Deputy Commissioner nominated by Deputy Commissioner (wherever applicable)	30 days
2	Certified copy of Jamabandi or Record of Rights	Circle Officer / Circle Officer (Attached)/ Asstt. Settlement Officer (wherever applicable)	5 days	Settlement Officer (Wherever applicable)	30 days
3	Registration of documents in Sub-Registrar office under Registration Act, 1908	Deputy Registrar / Sr. Sub-Registrar / Sub-Registrar	1 day	District Registrar	30 days
4	Issuance of Non Encumbrance Certificate	Deputy Registrar / Sr. Sub- Registrar / Sub/ Registrar)	15 days	District Registrar	30 days
5	Issuance of Certified copy of Registered document	Deputy Registrar/ Sr. Sub- Registrar / Sub-Registrar)	10 days	District Registrar (Deputy Commissioner)	30 days
6	Issuance of Marriage Certificate	Deputy Registrar / Sr. Sub- Registrar / Sub-Registrar designated as Marriage Officer	Within 90 days of submission of application	District Registrar (Deputy Commissioner of the concerned district)	30 days
7	Issuance of certified copy of Mutation (Registration) order / Miscellaneous case order	Circle Officer / Circle Officer (Attached)/ Sr. Asstt. Settlement Officer / Asstt. Settlement Officer (whenever applicable)	5 (Five) days if no objection from any person is filed.	Additional Deputy Commissioner. or Settlement Officer (wherever applicable)	30 days
8	Perfect Partition	Circle Officer / Circle Officer (Attached)	Total 90 (Ninety) days, if no objection from any person is filed during the proceeding. (20 (twenty) days for LM / 10(ten) days for SK's report and 7(seven) days for Process Servers report)	Addl. Deputy Commissioner nominated by Deputy Commissioner	30 days



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Revenue and Disaster Management Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
9	Issuance of No Objection Certificate for Transfer of Immovable Property	Deputy Commissioner (DC)/ to be nominated by D.C	30 days (10 days Circle officer, 10 days LM, and 10 days for DC Office)	Commissioner of Division	30 days
10	Issuance of No Objection Certificate for Reclassification/ Reclassification cum Transfer	Deputy Commissioner (DC)/ to be nominated by D.C	31 days (10 days Circle officer, 10 days LM, and 10 days for DC Office)	Commissioner of Division	30 days
11	Land Holding Certificate	Circle Officer/Circle Officer (Attached)	30 days	Additional Deputy Commissioner	30 days
12	Certified Copy of Chitha	Circle Officer/Circle Officer (Attached)/ Assistant Settlement Officer (whenever application)	5 Days	Settlement Officer (Wherever applicable)	30 days
13	Income Certificate	Circle Officer/Circle Officer (Attached)	7 Days	Additional Deputy Commissioner	30 days
14	Issuance of Trace map from Circle Office	Circle Officer	5 Days	Addl. Deputy commissioner	30 days
15	Bakijai Clearance Certificate	Certificate Officer	5 Days	Addl. Deputy commissioner Settlement Officer (wherever applicable)	30 days
16	Demarcation Certificate(where there is no dispute on title)	Circle Officer/Circle Officer (Attached)	30 Days	Additional Deputy Commissioner	30 days



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Secondary Education Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Issue of Duplicate Marksheet by SEBA/AHSEC/State Madrassa Education Board	Controller of Exam.	10 Days	Secretary, SEBA	30 days
2	Issue of Duplicate Pass Certificate by SEBA/AHSEC/State Madrassa Education Board	Controller of Exam.	10 days	Secretary, SEBA	30 days
3	Issue of Migration Certificate by SEBA/AHSEC	Controller of Exam.	5 days	Secretary, SEBA	30 days



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Guwahati Development Department (GMC)



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Issue Birth certificate	Chief Health Officer, GMC	15 days	Joint Commissioner, GMC	30 days
2	Delayed Registration of Birth	Chief Health Officer, GMC	15 days	Joint Commissioner, GMC	30 days
3	Issue Death Certificate	Chief Health Officer, GMC	15 days	Joint Commissioner, GMC	30 days
4	Delayed Registration of Death	Chief Health Officer, GMC	15 days	Joint Commissioner, GMC	30 days
5	Decision on Application for Building construction in urban areas (Up to G+2)	Associate Planner, GMC	30 days	Joint Commissioner, GMC	30 days
6	Issuance of Trade license under the Guwahati Municipal Act, 1971	Deputy Commissioners of Zones, GMC	21 days	Joint Commissioner, GMC	30 days
7	Issuance of Certified copies of public documents	Concerned Branch Heads, GMC	15 days	Collector, GMC	30 days
8	Municipal Holding Certificate	Deputy Commissioners of Zones, GMC	30 days	Joint Commissioner, GMC	30 days
9	Holding Mutation	Deputy Commissioners of Zones, GMC	15 days	Joint Commissioner, GMC	30 days
10	Building Assessment of RCC/ Semi RCC/ AT building	Deputy Commissioners of Zones, GMC	2 days	Addl. Commissioner, GMC	30 days
11	Renewal of Trade License	Deputy Commissioners of Zones, GMC	7 days	Addl. Commissioner, GMC	30 days
12	Assessment of Holding				30 days
13	Re-assessment of Holding	Deputy Commissioners of Zones, GMC	2 days	Addl. Commissioner, GMC	30 days
14	Issue of permission to put up hoarding	Collector	30 days	Addl. Commissioner, GMC	30 days
15	Registration of Dog	Veterinary Officer, GMC	1 day	Commissioner, GMC	30 days
16	Animal tax payment under GMC Act 1971	Veterinary Officer, GMC	2 days	Commissioner, GMC	30 days
17	Trade Licence Related to Veterinary	Veterinary Officer, GMC	9 days	Commissioner, GMC	30 days
18	Cess Pool Service	In-charge Cess Pool branch	20 days Tatkal- 4 days	Commissioner, GMC	30 days

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Guwahati Development Department (GMC)



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
19	Erection of New Building under the Guwahati Building Construction (Regulation) Bye laws, 2015 (Construction Permit)	Associate Planner, GMC	15 days	Joint Commissioner, GMC	30 days
20	Re-erection of Building under the Guwahati Building Construction (Regulation) Bye laws, 2015	Associate Planner, GMC	15 days	Joint Commissioner, GMC	30 days
21	Material Alteration in existing Building under the Guwahati Building Construction (Regulation) Bye laws, 2015	Material Alteration in existing Building under the Guwahati Building Construction (Regulation) Bye laws, 2015	15 days	Joint Commissioner, GMC	30 days
22	Progress Report for Plinth Stage (in case of Basement casting of basement slab) under the Guwahati Building Construction (Regulation) Bye laws, 2015	Associate Planner, GMC	7 Days	Joint Commissioner, GMC	30 days
23	Grant of NOC for Specified Trades	Deputy Commissioner of Zones, GMC	21 days	Additional Commissioner, GMC	30 days
24	Issue of Trade License (Industrial)	Deputy Commissioner of Zones, GMC	21 days	Additional Commissioner, GMC	30 days
25	Issue of Trade License (Health related Trades)	Medical Officer, GMC	21 days	Additional Commissioner, GMC	30 days
26	License to establish places of recreation, entertainment, consumption of food or drink from Guwahati Municipal Corporation	Deputy Commissioner of Zones, GMC	21 days	Additional Commissioner, GMC	30 days
27	Progress Report for First Storey under the Guwahati Building Construction (Regulation) Bye laws, 2015	Associate Planner, GMC	7 Days	Joint Commissioner, GMC	30 days

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Guwahati Development Department (GMC)



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
28	Progress Report for Middle Storey in case of high rise building under the Guwahati Building Construction (Regulation) Bye laws, 2015	Associate Planner, GMC	7 Days	Joint Commissioner, GMC	30 days
29	Progress Report for Last Storey under the Guwahati Building Construction (Regulation) Bye laws, 2015	Associate Planner, GMC	7 Days	Joint Commissioner, GMC	30 days
30	Completion Report cum Building Occupancy Certificate under the Guwahati Building Construction (Regulation) Bye laws, 2015	Associate Planner, GMC	8 days	Joint Commissioner, GMC	30 days
31	Erection of Mobile Towers on top of existing buildings	Collector, GMC	21 days	Joint Commissioner, GMC	30 days



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Guwahati Development Department (GMDA)

Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
35	NOC for land Transfer/Sale of land	Town Planner, GMDA	45 days	Secretary, GMDA	30 days

Guwahati Development Department (GMDA & SB)

Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	House Service Connection (HSC)	Executive Engineer	15 days	Managing Director	30 days



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Transport Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Driving Licence – Non Transport	District Transport Officer	30 days	Asstt. Commissioner of Transport	30 days
2	Driving Licence (Transport)	District Transport Officer	75 days including time limit of 45 days for Police verification report.	Asstt. Commissioner of Transport	30 days
3	Duplicate Driving Licence for Non-Transport and Transport vehicle	District Transport Officer	15 days	Asstt. Commissioner of Transport	30 days
4	Learner's Licence for Transport vehicle	District Transport Officer	15 days	Asstt. Commissioner of Transport	30 days
5	Learner's Licence (Non- transport)	District Transport Officer	15 days	Asstt. Commissioner of Transport	30 days
6	Duplicate Registrati on Certificate (Transport)	District Transport Officer	7 days	Asstt. Commissioner of Transport	30 days
7	Duplicate Registrati on Certificate (Non- transport)	District Transport Officer	7 days	Asstt. Commissioner of Transport	30 days
8	Registrati on of Non- Transport vehicle	District Transport Officer	15 days	Asstt. Commissioner of Transport	30 days
9	Registrati on of Transport vehicle	District Transport Officer	15 days	Asstt. Commissioner of Transport	30 days
10	Conversion of Registration (from Commercial to Private)	District Transport Officer	15 days	Deputy/Asst. Commissioner of Transport	30 days
11	Route Permit	District Transport Officer	15 days	Deputy/Asst. Commissioner of Transport	30 days
12	Conversion of Registration (from Private to Commercial)	District Transport Officer	15 days	Deputy/Asst. Commissioner of Transport	30 days
13	Issuance of Change of ownership of Vehicle by inheritance	District Transport Officer	15 days	Deputy/Asst. Commissioner of Transport	30 days
14	Issuance of Change of ownership of Vehicle on sale	District Transport Officer	15 days	Deputy/Asst. Commissioner of Transport	30 days
15	Change of Route Permit	District Transport Officer	15 days	Deputy/Asst. Commissioner of Transport	30 days



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Transport Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
16	Issuance of Permission for Change ownership of Vehicle (on Sale)	Secy. STA/DT0	15 days		30 days
17	Fitness Certificate	DT0	7 days		30 days



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Transport Department (IWT)



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Issuance of Registration Certificate along with the Certificate of Survey	Ship Surveyor	45 Days		30 days
2	Issuance of Renewal Certificate of Survey	Director, IWT	30 Days		30 days
3	Issuance of Certificate of Competency	Director, IWT	30 Days		30 days



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Health & Family Welfare Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Issuances of Birth/Still Birth Certificate	Registrar Birth & Death	10 days	Joint Director of Health Service of the District	30 days
2	Issuances of delayed Birth/Still Birth Certificate	Registrar Birth & Death	10 days	Joint Director of Health Service of the District	30 days
3	Issuances of Death Certificate	Registrar Birth & Death	10 days	Joint Director of Health Service of the District	30 days
4	Issuances of delayed Death Certificate	Registrar Birth & Death	10 days	Joint Director of Health Service of the District	30 days
5	Issuance of Disability Certificate	Specialist Doctors of PHC/ CHC/ District/Sub-Divisional Civil Hospital or HOD of the concerned Department of Medical College	15 days	Medical Board of the District	30 days

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Welfare of Plain Tribes and Backward Classes Department

Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Issuance of SC certificate	Addl. Deputy Commissioner, authorized by the Deputy Commissioner	15 days	Deputy Commissioner concerned	30 days
2	Issuance of Non-creamy layer certificate	Addl. Deputy Commissioner, authorized by the Deputy Commissioner	15 days	Deputy Commissioner concerned	30 days
3	Scheduled Tribe Certificate	Additional Deputy Commissioner (DC) deputed by DC	15 Days	Deputy Commissioner (DC) concerned	30 days



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General Administration Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Next of Kin Certificate	Addl. Deputy Commissioner nominated by DC/ EAC or equivalent officer appointed by SDO(Civil)	30 Days	Deputy Commissioner	30 days
2	Issue of Senior Citizen Certificate	To be notified by the concerned Deputy Commissioner as per Section-3(c) of the ARTPS Act, 2012.	20 days	Deputy Commissioner	30 days



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Labour & Welfare Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Registration of the Establishment under Assam Shops & Establishment Act, 1971	Asst. Labour Commissioner	Labour Officer & Labour Inspector	30 days	30 days
2	Renewal of Registration Certificate of the Establishment under Assam Shops & Establishment Act, 1971	Asst. Labour Commissioner	Labour Officer & Labour Inspector	15 days	30 days
3	Issuance of Duplicate copy of Registration Certificate of the Establishment under Assam Shops & Establishment Act, 1971	Asst. Labour Commissioner	Labour Officer & Labour Inspector	10 days	30 days



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Co-operation Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Registration of co-operative societies under Co-operative Societies Act,2007	<p>1. Addl. Registrar of Co- operative Societies (General), Assam in case of state level co-operatives.</p> <p>2. Addl. Registrar/Zonal Jt. Registrar in case the proposed co- operative covers the area of 2 or more districts</p> <p>3. Dy. Registrar of Co-operative Societies (DRCS) in case of district level co-operatives</p> <p>4. Asstt. Registrar of Co- operative societies (ARCS) for other primary level co-operatives.</p>	60 days	Registrar of Co-operative Societies Assam	30 days



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Political Department

Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Issuance of Permanent Resident Certificate (PRC) for higher education	ADC or SDO(S) as notified by DC in the dist. and SDO(C) in the Sub- Division.	14 days	Deputy Commissioner	30 days
2	Issuance of Residential Status Certificate/ Report for Kisan Seva Kendra Dealership under Indian Oil Corporation Ltd.	ADC or SDO(S) as notified by DC in the dist. and SDO(C) in the Sub- Division.	14 Days	Deputy Commissioner	30 days



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Home Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Issuance of Fire Attendance Certificate	Nominated Authority an officer not below the rank of Station Officer of a Fire & Emergency Services Station nominated by the Director of Fire & Emergency Services, Assam.	Fire Attendance Certificate is issued within 7 (seven) working days under Rule 19, Form-H of Assam Fire Service Rules-1989 subject to– i) Receiving of duly filled up Application in standard Format-XIII, from the applicant through local Fire & Emergency Services Station. And ii) Receiving of Fire Report from the concerned Officer-in-Charge of Fire & Emergency Services Station. And iii) Receiving of copy of Fire report forwarded by concern District Supdt. of Police and Sub-Divisional Police Officer,	Deputy Director. F.&E.S.,	30 days
2	Issuance of NOC for fire safety of building Home	Nominated Authority – an officer not below the rank of Station Officer of a Fire & Emergency Services Station nominated by the Director of Fire & Emergency Services, Assam.	i) Fire Prevention & Fire Safety Measures Inspection:- 7 days ii) Fire Prevention & Fire Safety Measures Suggestion :- 7 days iii) Compliance Report & Inspection:- 7 days iv) No Objection Certificate (N.O.C.) under Rule-18, Form- G, Assam Fire Service Rules-1989 - 7 days	Deputy Director. F.&E.S., Assam.	30 days
3	Renewal of NOC for fire safety of building	Nominated Authority: an officer not below the rank of Station Officer of a Fire & Emergency Services Station nominated by the Director of Fire & Emergency Services, Assam.	On receipt of Application as per Standard Form - XII i) Fire Prevention & Fire Safety Measures, Inspection within 7 days from the date of receipt of -Renewal Application	Deputy Director. F.&E.S., Assam.	30 days



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Finance Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Application of registration under Rule 13(1) of The Assam Value Added Tax Act, 2005	Assistant Commissioner of Taxes/Superintendent of Taxes	7 days	Deputy Commissioner of Taxes (Zone)	30 days
2	Application for grant of declaration in forms C or F Finance under Rule 12 of the CST (Registration & Turnover) Rules, 1957	Assistant Commissioner of Taxes/Superintendent of Taxes	15 days	Deputy Commissioner of Taxes (Zone)	30 days

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Animal Husbandry & Veterinary Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Post mortem report AH&V	VAS/EO (Vety)	3 days [3 days after receipt of report from laboratory (when carcass of dead poultry/ pigs are required to be sent outside the State for investigation in cases of Avian Influenza and Swine Fever)]	District Veterinary Officer	30 days
2	Valuation certificate of animal/bird for insurance	VAS/EO (Vety)	15 days	District Veterinary Officer	30 days



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Urban Development Department (UDD)



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Issuance of Birth Certificate	Registrar of Births & Deaths cum The Chief Health Officer, of Municipal Board / Town Committee	15 days	Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6.	30 days
2	Issuance of Delayed Birth Certificate	Registrar of Births & Deaths cum The Chief Health Officer, of Municipal Board / Town Committee	15 (fifteen) working days	Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6. Chief Health Officer, GMC	30 days
3	Issuance of Death Certificate	Registrar of Births & Deaths cum The Chief Health Officer, of Municipal Board / Town Committee	Same day	Chief Health Officer, GMC	30 days
4	Issuance of Delayed Death Certificate	Registrar of Births & Deaths cum The Chief Health Officer, of Municipal Board / Town Committee	Same day	Secretary to the Govt. of Assam, Urban Development Department, Dispur, Guwahati-6.	30 days

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Agriculture and Horticulture Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Retail Fertilizer Salepoint	Sub-Divisonal Agricultural Officer		Joint Director, Agriculture Zonal level	30 days



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Skill, Employment & Entrepreneurship Department



Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Registration of name in Employment Exchange	Asstt. Director of Employment of Employment/Employment Officer/Asstt. Employment Officer (Head of the concern office/DEE/EE)	30 days	Zonal Dy. Director concerned	30 days
2	Renewal of Registration of name in Employment Exchange	Asstt. Director of Employment of Employment/Employment Officer/Asstt. Employment Officer (Head of the concern office/DEE/EE)	30 days	Zonal Dy. Director concerned	30 days
3	Re-registration of Registration of name in Employment Exchange	Asstt. Director of Employment of Employment/Employment Officer/Asstt. Employment Officer (Head of the concern office/DEE/EE)	30 days	Zonal Dy. Director concerned	30 days

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Food, Civil Supplies & Consumer Affairs Department (Controller of Legal Metrology)

Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
1	Nomination of the Director by the Company under Sub-Section (2) of the Legal Metrology Act, 2009	Controller of Legal Metrology	15 Working days 15 Working days	Secy to the Govt of Assam, F, CS & CA Deptt	30 days
2	Registration as Manufacturer/ Packer of Pre-Packed commodities under rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011				30 days
3	Registration as Importer of Pre-Packed commodities under rule 27 of the Legal Metrology (Packaged Commodities) Rules, 2011				30 days
4	License as Dealer of Weights & Measures under Section 23 of the Legal Metrology Act, 2009				30 days
5	License as Repair of Weights & Measures under Section 23 of the Legal Metrology Act, 2009				30 days
6	License as Manufacturer of Weights & Measures under Section 23 of the Legal Metrology Act, 2009				30 days
7	Renewal of licence as Dealer of Weights & Measures				30 days
8	Renewal of licence as Repair of Weights & Measures				30 days
9	Renewal of licence as Manufacturer of Weights & Measures				30 days
10	Appeal against an order of a Legal Metrology Officer/ Controller of Legal Metrology				30 days

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Food, Civil Supplies & Consumer Affairs Department (Controller of Legal Metrology)

Sl. No.	RTPS Services	Designated Public Servant	Stipulated Timeline	Appellate Authority	Stipulated Time for Appellate Authority
11	Verification and Stamping of New Weighbridge	Controller of Legal Metrology	15 Working days	Secy to the Govt of Assam, F, CS & CA Deptt	30 days
12	Verification and Stamping of New Dispensing Pumps of Petrol/ Diesel				30 days
13	Verification and Stamping of New Mobile Dispensing Unit fitted with Vehicle Tank				30 days
14	Re-verification and Stamping of Dispensing Pumps of Petrol/ Diesel		15 working days ** For re-verification intimating shall be submitted to the local Inspector of Legal Metrology atleast 30 days in advance of the date on which verification falls due		30 days
15	Re-verification and Stamping of Weighbridge				30 days
16	Re-verification and Stamping of Mobile Dispensing Unit fitted with Vehicle Tank				30 days
17	Verification and Re-verification/ stamping of other Weights & Measures				30 days

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Environment & Forest Department (Pollution Control Board)

Sl. No.	RTPS Services	Stipulated Timeline		Designated Public Servant	Appellate Authority	Stipulated Time for Appellate Authority
1	Consent to Establish under the Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1981	Green Category Industries	30 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
		Orange Category Industries	40 Days			
		Red Category Industries (Non-EIA Projects with TAC)	70 Days			
		Red Category Industries (EIA Projects with TAC)	100 Days			
		Red Category Industries (Projects covered under EIANotification 2006)	120 Days			
2	Consent to Establish (under the Water Act, 1974 and Air Act, 1981) for Expansion Unit	Green Category Industries	30 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
		Orange Category Industries	40 Days			
		Red Category Industries (Non-EIA Projects with TAC)	70 Days			
		Red Category Industries (EIA Projects with TAC)	100 Days			
		Red Category Industries (Projects covered under EIANotification 2006)	120 Days			
3	Extension of Consent to Establish (under the Water Act, 1974 and Air Act, 1981)	Green Category Industries	30 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
		Orange Category Industries	40 Days			
		Red Category Industries (Non-EIA Projects with TAC)	70 Days			
		Red Category Industries (EIA Projects with TAC)	100 Days			
		Red Category Industries (Projects covered under EIANotification 2006)	120 Days			

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Environment & Forest Department (Pollution Control Board)

Sl. No.	RTPS Services	Stipulated Timeline		Designated Public Servant	Appellate Authority	Stipulated Time for Appellate Authority
4	Consent to Operate under the Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1981	Green Category Industries	30 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
		Orange Category Industries	40 Days			
		Red Category Industries (Non-EIA Projects with TAC)	70 Days			
		Red Category Industries (EIA Projects with TAC)	100 Days			
		Red Category Industries (Projects covered under EIANotification 2006)	120 Days			
5	Consent to Operate(under the Water Act, 1974 and Air Act, 1981) for Expansion Unit	Green Category Industries	30 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
		Orange Category Industries	40 Days			
		Red Category Industries (Non-EIA Projects with TAC)	70 Days			
		Red Category Industries (EIA Projects with TAC)	100 Days			
		Red Category Industries (Projects covered under EIANotification 2006)	120 Days			
6	Consent to Operate (under the Water Act, 1974 and Air Act, 1981) for Combined Existing and Expansion Units	Green Category Industries	30 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
		Orange Category Industries	40 Days			
		Red Category Industries (Non-EIA Projects with TAC)	70 Days			
		Red Category Industries (EIA Projects with TAC)	100 Days			
		Red Category Industries (Projects covered under EIANotification 2006)	120 Days			

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Environment & Forest Department (Pollution Control Board)

Sl. No.	RTPS Services	Stipulated Timeline		Designated Public Servant	Appellate Authority	Stipulated Time for Appellate Authority
7	Renewal of Consent to Operate (under the Water Act, 1974 and Air Act, 1981)	Green Category Industries	30 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
		Orange Category Industries	40 Days			
		Red Category Industries (Non-EIA Projects with TAC)	70 Days			
		Red Category Industries (EIA Projects with TAC)	100 Days			
		Red Category Industries (Projects covered under EIA Notification 2006)	120 Days			
8	Containers, Multi layered Plastics Pouch or Sachet under the Plastic Waste Management Rules, 2016	90 Days		Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
9	Registration of Producers or Brand Owners under the Plastic Waste Management Rules, 2016	90 Days		Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
10	Registration of Units engaged in Processing or Recycling of Plastic Waste under the Plastic Waste Management Rules, 2016	90 Days		Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
11	Registration for Manufacturers of Plastic Raw Material under the Plastic and Waste Management Rules, 2016	90 Days		Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
12	Renewal of Registration of Producers or Brand Owners under the Plastic Waste Management Rules, 2016	90 Days		Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days

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Environment & Forest Department (Pollution Control Board)

Sl. No.	RTPS Services	Stipulated Timeline	Designated Public Servant	Appellate Authority	Stipulated Time for Appellate Authority
13	Renewal of Registration of Units engaged in Processing or Recycling of Plastic Waste under the Plastic Waste Management Rules, 2016	90 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
14	Renewal of Registration for Manufacturers of Plastic Raw Material under the Plastic and Waste Management Rules, 2016	90 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
15	Authorization for Processing/ Recycling/ Treatment and Disposal of Solid Waste under the Solid Waste Management Rules, 2016	45 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
16	Renewal of Authorization for Processing/ Recycling/ Treatment and Disposal of Solid Waste under the Solid Waste Management Rules, 2016	45 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
17	Authorization for Occupier of Health Care Facility (HCF) or Common Bio-Medical Waste Treatment Facility (CBWTF) under the Bio-Medical Waste Management Rules, 2016	90 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days



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Environment & Forest Department (Pollution Control Board)

Sl. No.	RTPS Services	Stipulated Timeline	Designated Public Servant	Appellate Authority	Stipulated Time for Appellate Authority
18	Renewal of Authorization for Occupier of Health Care Facility (HCF) or Common Bio-Medical Waste Treatment Facility (CBWTF) under the Bio-Medical Waste Management Rules, 2016	90 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
19	Disposal of Appeal against the order passed by the prescribed authority under the Bio-Medical Waste Management Rules, 2016	90 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
20	Authorization for Generation or Collection or Storage or Transport or Reception or Recycling or Re-use or Recovery or Pre-Processing or Co-Processing or Utilization or Treatment or Disposal of Hazardous and other waste under the Hazardous and Other Waste (Management and Trans-boundary Movement) Rules, 2016	120 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
21	Renewal of Authorization for Generation or Collection or Storage or Transport or Reception or Recycling or Reuse or Recovery or Pre-Processing or Co-Processing or Utilization or Treatment or Disposal of Hazardous and other waste under the Hazardous and Other Waste (Management and Trans-boundary Movement) Rules, 2016	120 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days

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Environment & Forest Department (Pollution Control Board)

Sl. No.	RTPS Services	Stipulated Timeline	Designated Public Servant	Appellate Authority	Stipulated Time for Appellate Authority
22	One Time Authorization of Traders for Part- D of Schedule III Waste under the Hazardous and Other Waste (Management and Trans-boundary Movement) Rules, 2016	120 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
23	Disposal of Appeal against the order passed by the State Pollution Control Board under The Hazardous and Other Waste (Management and Trans-boundary Movement) Rules, 2016	120 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
24	Obtaining Authorization for Generation or Storage or Treatment or Disposal of E-Waste by Manufacturer or Refurbisher under the E-Waste Management Rules, 2016	90 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
25	Renewal of Authorization for Generation or Storage or Treatment or Disposal of E-Waste by Manufacturer or Refurbisher under the E-Waste Management Rules, 2016	90 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
26	Authorization to Facilities possessing environmentally sound management practice for dismantling or recycling of E-Waste under the E-Waste Management Rules, 2016	90 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days

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Environment & Forest Department (Pollution Control Board)

Sl. No.	RTPS Services	Stipulated Timeline	Designated Public Servant	Appellate Authority	Stipulated Time for Appellate Authority
27	Renewal of Authorization to Facilities possessing environmentally sound management practice for dismantling or recycling of E-Waste under the E-Waste Management Rules, 2016	90 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
28	Authorization for Construction and Demolition Waste Processing Facility under Construction and Demolition Waste Management Rules, 2016	90 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
29	Renewal of Authorization for Construction and Demolition Waste Processing Facility under Construction and Demolition Waste Management Rules, 2016	90 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days
30	Registration of Dealer of New Lead acid Batteries/ Primary lead under the Batteries (Management and Handling) Rules, 2001	120 Days	Er. Pankaj Kr. Dutta, EE, PCBA	Er. Biddhan Kr. Das, Member Secretary (i/c), PCBA	30 days

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Environment & Forest Department (PCCF & HoFF)



Sl. No.	RTPS Services	Stipulated Timeline		Designated Public Servant	Appellate Authority	Stipulated Time for Appellate Authority
31	Obtaining NOC for Tree Felling on acquired Government/ Private Patta Land/ Non-Forest Land	Felling of Trees for self-consumption	3 days	DFO, Aie Valley Division(T), Bongaigaon/ Dhubri Division(T)/ Goalpara Division(T)/ Kamrup East Division(T)/ Kamrup West Division(T)/ North Kamrup Division(T)/ Sonitpur East Division(T)/ Sonitpur West Division(T)/ Lakhimpur Division(T)/ Nagaon Division(T)/ Nagaon South Division(T)/ Dhemaji Division(T)/ Digboi Division(T)/ Dibrugarh Division(T)/ Doomdooma Division(T)	CF, Lower Assam Social Forestry Circle, Bongaigaon[For Aie Valley Division(T), Bongaigaon/ Dhubri Division(T)/ Goalpara Division(T)] CCF, Central Assam Circle, Guwahati [Kamrup East Division(T)/ Kamrup West Division(T)/ North Kamrup Division(T)] CF, Northern Assam Circle[Sonitpur East Division(T)/ Sonitpur West Division(T)/ Lakhimpur Division(T)/ Nagaon Division(T)/ Nagaon South Division(T)/ Dhemaji Division(T)] CF, Eastern Assam Circle[Digboi Division(T)/ Dibrugarh Division(T)/ Doomdooma Division(T)]	30 days
		Felling of Trees with Transit Passes	15 days			
		Felling of Trees in registered plantations	15 days			
32	Tree Transit Permit/ Pass	Instant (1 day)				30 days
33	License for Wood based Industry	60 days				30 days
34	Registration for Tree Plantation under the Assam (Control of Felling and Removal of Trees from Non-Forest Land) Rules, 2002	60 days				30 days