

**GOVERNMENT OF ASSAM  
ADMINISTRATIVE REFORMS AND TRAINING DEPARTMENT**

**ORDERS BY THE GOVERNOR OF ASSAM**

**NOTIFICATION**

Dated Dispur the 30<sup>th</sup> October 2017

AR123/2017/5 In exercise of power conferred by Section 4 of the Assam Right to Public Services Act 2012, the Governor of Assam is hereby pleased to notify the services along with the stipulated time limits for rendering services as per Annexure -I enclosed herewith. The concerned Departments whose services are hereby notified shall notify within 30 (thirty) days from this notification, the designated public Servants, Appellate Authority, Reviewing Authority, user charges corresponding to each services along with the citizen charter as required under Section-4 of the ARTPS Act 2012

**BY ORDER AND ON BEHALF OF THE GOVERNOR OF ASSAM,**

  
( K.K. Dwivedi IAS)

**Commissioner & Secretary to the Governor of Assam  
Administrative Reforms & Training Department**

Memo No AR 123/2017/ 5

Dated Dispur the 30<sup>th</sup> October 2017

Copy to:

1. All Additional Chief Secretaries/ Principal Secretaries/Commissioner & Secretaries /Secretaries to the Govt. of Assam.....
2. The Resident Commissioner, Govt. of Assam, Assam Bhawan, New Delhi.
3. The Secretary to the Governor of Assam, Guwahati.
4. The Principal Secretary, Assam Legislative Assembly, Dispur.
5. The P.P.S. to Chief Minister, Assam.
6. All Principal Secretaries of the Autonomous Councils, Assam.
7. Staff Officer to the Chief Secretary, Assam.
8. All Deputy Commissioners/Sub-Divisional Officers, Assam.
9. The Director, Assam Government Press, Bamunimaidam, Guwahati-21 for publication of the Notification in the next issue of the Assam Gazette. He is requested to supply 1000 printed copies to this Department early.
10. The P.S. to Chief Secretary, Assam.
11. The P.S. to Ministers/Ministers of State, Assam.....
12. The P.S. to Adviser to Chief Minister (I&PR) to the, Assam, Dispur.
13. All Heads of Departments/All Departments of Assam Secretariat.
14. MD AMTRON for uploading the notification in the Website.

By Order etc,

  
(Riju Gogoi ACS)

Joint Secretary to the Government of Assam  
Department of Personnel:: Personnel B

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LIST OF SERVICES NOTIFIED VIDE AR 123/2017/5 DATED DISPUT THE 30<sup>th</sup> OCTOBER 2017

Annexure – I

Sl No	Regulatory Authority/ Administrative Department	Notified Public Service	Categories / Stages	Stipulated time limit for providing the Service (Days)
1	Pollution Control Board of Assam/ Environment & Forests Department	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
			Orange Category Industries	40 Days
			Red Category Industries (Non-EIA Projects & without TAC)	70 Days
			Red Category Industries (EIA Projects with TAC)	100 Days
			Red Category Industries (Projects covered under EIA Notification 2006)	120 Days
2		Consent to Establish (under Water Act, 1974 and Air Act, 1981) for Expansion Unit	Green Category Industries	30 Days
			Orange Category Industries	40 Days
			Red Category Industries (Non-EIA Projects & without TAC)	70 Days
			Red Category Industries (EIA Projects with TAC)	100 Days
			Red Category Industries (Projects covered under EIA Notification 2006)	120 Days
3		Renewal of Consent to Establish (under Water Act, 1974 and Air Act, 1981)	Green Category Industries	30 Days
			Orange Category Industries	40 Days

			Red Category Industries (Non-EIA Projects & without TAC)	70 Days
			Red Category Industries (EIA Projects with TAC)	100 Days
			Red Category Industries (Projects covered under EIA Notification 2006)	120 Days
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
			Orange Category Industries	40 Days
			Red Category Industries (Non-EIA Projects & without TAC)	70 Days
			Red Category Industries (EIA Projects with TAC)	100 Days
			Red Category Industries (Projects covered under EIA Notification 2006)	120 Days
5		Consent to Operate (under Water Act, 1974 and Air Act, 1981) for Expansion Units	Green Category Industries	30 Days
			Orange Category Industries	40 Days
			Red Category Industries (Non-EIA Projects & without TAC)	70 Days
			Red Category Industries (EIA Projects with TAC)	100 Days
			Red Category Industries (Projects covered under EIA Notification 2006)	120 Days

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6		Consent to Operate (under Water Act, 1974 and Air Act, 1981) for Combined Existing and Expansion Units	Green Category Industries	30 Days
			Orange Category Industries	40 Days
			Red Category Industries (Non-EIA Projects & without TAC)	70 Days
			Red Category Industries (EIA Projects with TAC)	100 Days
			Red Category Industries (Projects covered under EIA Notification 2006)	120 Days
7		Renewal of Consent to Operate (under Water Act, 1974 and Air Act, 1981)	Green Category Industries	30 Days
			Orange Category Industries	40 Days
			Red Category Industries (Non-EIA Projects & without TAC)	70 Days
			Red Category Industries (EIA Projects with TAC)	100 Days
			Red Category Industries (Projects covered under EIA Notification 2006)	120 Days
8		Registration of Unit for Manufacture of Plastic Carry Bags & Containers, Multi layered Plastics Pouch or Sachet under the Plastic Waste Management Rules, 2016		90 Days
9		Registration of Producers or Brand Owners under the Plastic Waste Management Rules, 2016		90 Days
10		Registration of Units engaged in Processing or Recycling of Plastic Waste under the Plastic Waste Management Rules, 2016		90 Days

11	Registration for Manufacturers of Plastic Raw Materials under the Plastic Waste Management Rules, 2016	90 Days
12	Renewal of Registration of Producers or Brand Owners under the Plastic Waste Management Rules, 2016	90 Days
13	Renewal of Registration of Units engaged in Processing or Recycling of Plastic Waste under the Plastic Waste Management Rules, 2016	90 Days
14	Renewal of Registration for Manufacturers of Plastic Raw Materials under the Plastic Waste Management Rules, 2016	90 Days
15	Authorization for Processing / Recycling / Treatment and Disposal of Solid Waste under the Solid Waste Management Rules, 2016	45 Days
16	Accident Reporting under the Solid Waste Management Rules, 2016	45 Days
17	Renewal of Authorization for Processing / Recycling / Treatment and Disposal of Solid Waste under the Solid Waste Management Rules, 2016	45 Days
18	Authorisation 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
19	Renewal of Authorisation 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
20	Appeal against the order passed by the prescribed authority under Bio Medical Waste Management Rules, 2016	90 Days
21	Authorisation for Generation or Collection or Storage or Transport or Reception or Recycling or Reuse or Recovery or Pre-Processing or Co-Processing or Utilisation or Treatment or Disposal of Hazardous and Other waste under The Hazardous and Other Wastes (Management and Trans-boundary	120 Days



		Movement) Rules, 2016	
22		Renewal of Authorisation for Generation or Collection or Storage or Transport or Reception or Recycling or Reuse or Recovery or Pre-Processing or Co-Processing or Utilisation or Treatment or Disposal of Hazardous and Other waste under The Hazardous and Other Wastes (Management and Trans-boundary Movement) Rules, 2016	120 Days
23		Format for maintaining records of Hazardous and Other Waste under The Hazardous and Other Waste (Management and Transboundary Movement Rules, 2016	120 Days
24		Authorization for Import or Export of Hazardous and Other Waste for Re-Use or Recycling or Recovery or Co-Processing or Utilization under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016	120 Days
25		One Time Authorization of Traders for Part D of Schedule 3, Waste under The Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016	120 Days
26		Appeal against the order passed by the State Pollution Control Board under The Hazardous and Other Wastes (Management and Trans-boundary Movement) Rules, 2016	120 Days
27		Extended Producer Responsibility - Authorization (For Producers of E-Waste)	90 Days
28		Renewal of Extended Producer Responsibility - Authorization (For Producers of E-Waste)	90 Days

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29	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
30	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
31	Authorization to Facilities possessing environmentally sound management practice for dismantling or recycling of E-Waste under the E-Waste Management Rules, 2016	90 Days
32	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
33	Authorization for Construction and Demolition Waste Processing Facility under Construction and Demolition Waste Management Rules, 2016	90 Days
34	Renewal of Authorization for Construction and Demolition Waste Processing Facility under Construction and Demolition Waste Management Rules, 2016	90 Days
35	Registration of Importer of New Lead acid Batteries / Primary lead under the Batteries (Management and Handling) Rules, 2001	30 Days
36	Registration of Facilities possessing environmentally sound management practice for recycling of used Lead Acid Batteries under the Batteries (Management and Handling) Rules, 2001	30 Days
37	Renewal of Registration of Facilities possessing environmentally sound management practice for recycling of used Lead Acid Batteries under the Batteries (Management and Handling) Rules, 2001	30 Days



38	Directorate of Fire and Emergency Services/ Home Department	Fire NOC for storage and handling of LPG / CNG/ Oxygen / Hydrogen / Methane/Propane / Butane / Chlorine / Ammonia etc. under Assam Fire Service Rule 1989	Issue of Fire Prevention & Fire Safety Recommendations	7 Days
			Issue of Final NOC (after receipt of Compliance Report)	14 Days
39		Fire NOC in respect of fire safety measures in Cinema Theatres / Multiplex etc. under Assam Fire Service Rule 1989	Issue of Fire Prevention & Fire Safety Recommendations	7 Days
			Issue of Final NOC (after receipt of Compliance Report)	14 Days
40		Fire NOC in respect of fire safety measures in Function Halls / Vivah Bhavan / Building below 15 mtrs under Assam Fire Service Rule 1989	Issue of Fire Prevention & Fire Safety Recommendations	7 Days
			Issue of Final NOC (after receipt of Compliance Report)	14 Days
41		Fire NOC in respect of fire safety measures in erecting temporary structures / circus / movable theatre / exhibitions under Assam Fire Service Rule 1989	Issue of Fire Prevention & Fire Safety Recommendations	7 Days
			Issue of Final NOC (after receipt of Compliance Report)	14 Days
42		Fire NOC in respect of fire safety measures in transport godowns and other godowns under Assam Fire Service Rule 1989	Issue of Fire Prevention & Fire Safety Recommendations	7 Days
			Issue of Final NOC (after receipt of Compliance Report)	14 Days
43		Fire NOC for one storied / multi-storied / high rise building under Assam Fire Service Rule 1989	Issue of Fire Prevention & Fire Safety Recommendations	7 Days
			Issue of Final NOC (after receipt of Compliance Report)	14 Days

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44		Fire NOC in respect of fire safety measures in storage and handling of petroleum products / industry ( Class A, B & C) under Assam Fire Service Rule 1989	Issue of Fire Prevention & Fire Safety Recommendations	7 Days
			Issue of Final NOC (after receipt of Compliance Report)	14 Days
45		Fire NOC in respect of fire safety measures in the storage and handling of chemicals under Assam Fire Service Rule 1989	Issue of Fire Prevention & Fire Safety Recommendations	7 Days
			Issue of Final NOC (after receipt of Compliance Report)	14 Days
46		Fire NOC in respect of fire safety measures in the storage and handling of explosives under Assam Fire Service Rule 1989	Issue of Fire Prevention & Fire Safety Recommendations	7 Days
			Issue of Final NOC (after receipt of Compliance Report)	14 Days
47		Fire NOC in respect of fire safety measures in the storage and handling of pharmaceutical products, chemical industries / storage of solvents etc under Assam Fire Service Rule 1989	Issue of Fire Prevention & Fire Safety Recommendations	7 Days
			Issue of Final NOC (after receipt of Compliance Report)	14 Days
48		Fire attendance / special service attendance certificate under Assam Fire Service Rule 1989	Issue of Fire Prevention & Fire Safety Recommendations	7 Days
			Issue of Final NOC (after receipt of Compliance Report)	14 Days
49		Renewal of Fire NOC in respect of fire safety measures in the storage and handling of explosives under Assam Fire Service Rule 1989		14 Days
50		Renewal of Fire NOC under Assam Fire Service Rule 1989		14 Days
51	Inspectorate of Factories/ Labour Welfare Department	Permission to Construct, Extend or take into use any Building as a Factory	i) Factories as defined under section 2(m)(ii) and not involving hazardous process as defined under section 2(cb)	10 Days



30 Days	ii) Factories other than hazardous and MAH units			
90 Days	iii) Hazardous Factories (as defined in section 2(cb) of the Factories Act, 1948)			
60 Days for Site Appraisal by the Committee and approval by Government, 30 Days for Registration and Licensing)				
30 Days		Application to the Site Appraisal Committee (in case of Hazardous Processes / Materials)		52
30 Days		Registration and Grant of Factory License		53
7 Days		Fitness Certificate of a Worker		54
7 Days		Testing and Examination of Machineries and Equipments		55
7 Days		Renewal of Factory License		56
60 Days		Change in Name and/or Style of Factory (Amendment in Factory License)		57
7 Days		Registration and Certification of Package Boiler/ Economizer under the Boilers Act, 1923 and IBR, 1950		58
7 Days	Issuance of Erection Permission			
38 Days	Allotment of Registration Number (after submission of Erection Completion Certificate)			
11 Days	Final Certificate of Registration of Boiler (after submission of application for Steam Test)			
7 Days	Issuance of Erection Permission	Registration and Certification of Assemble Boiler/ Economizer under the Boilers Act, 1923 and IBR, 1950		59

15 Days	Stage Inspections during Erection (from date of receipt of request)			
10 Days	Preliminary Hydraulic Test (after submission of Application for Preliminary Hydraulic Test with all documents)			
2 Days	Issue of Steaming Certificate (after submission of Completion Report and Certificate of Boiler Attendant / Operator)			
16 Days	Allotment of Registration Number (after issue of Steaming Certificate)			
11 Days	Final Certificate of Registration of Boiler (after submission of application for Steam Test)			
15 Days	Approval of Drawings by Chief Inspector (after submission of application)	Registration of Steam / Feed / Blow Down Line under IBR, 1950		60
9 Days	Approval of proposed contractor (after submission of application for approval of contractor)			
7 Days	Material Inspection and Simulation Test (after submission of documents regarding materials)			
7 Days	Final Inspection of Pipeline Network (after submission of erection completion report)			
7 Days	Grant of Final Registration to Steam Pipeline (after submission of application for hydraulic test)			



61		Renewal of Certificate of Boiler / Economizer under the Boilers Act, 1923 and IBR, 1950	Fixing of Date of Inspection (after submission of complete application)	15 Days
			Issue of Renewal Certificate / Fitness Certificate (after completion of inspection and in case there are no repairs required)	2 Days
			Issue of Renewal Certificate / Fitness Certificate (in case there are repairs required, after completion of proposed repair)	2 Days
62		Recognition as Manufacturer of Boiler and Boiler Components under IBR, 1950		30 Days
63		Approval as Boiler Erector / Repairer and Steam / Feed Water Pipe Line Fabricator / Erector under IBR, 1950		30 Days
64		Renewal of Recognition as Manufacturer of Boiler and Boiler Components under IBR, 1950		30 Days
65		Renewal of Approval as Boiler Erector / Repairer and Steam / Feed Water Pipe Line Fabricator / Erector under IBR, 1950		30 Days
66	Commissionerate of Industries and Commerce/ Industries & Commerce Department	Land Allotment in various Industrial Estates		30 Days
67		Shed Allotment in various Industrial Estates		30 Days
68		Entrepreneurs Memorandum (Part 1)		Instant
69		Pre Registration under NEIIPP 2007 for New Units		7 Days
70		Pre Registration under NEIIPP 2007 for Existing Units		7 Days
71		Eligibility Certificate under Assam Industrial Policy, 2014 for New Units	Micro Enterprises	30 Days
			Small & Medium Enterprises	75 Days
			Large Enterprises	75 Days

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72		Eligibility Certificate under Assam Industrial Policy, 2014 for Existing Units	Micro Enterprises	30 Days
			Small & Medium Enterprises	75 Days
			Large Enterprises	75 Days
73		Submission of claim for Central Comprehensive Insurance Subsidy scheme under NEIIPP 2007		180 Days
74		Submission of claim for Central Interest Subsidy scheme on working Capital under NEIIPP 2007		180 Days
75		Submission of claim for Power Subsidy under Assam Industrial Policy 2014		180 Days
76		Claim of Central Capital Investment Subsidy under NEIIPP, 2007		180 Days
77		Entrepreneurs Memorandum (Part 2)2		30 Days
78		Claim of all Incentives under Assam Industrial Policy 2014		180 Days
79	State Drugs Control Administration/ Health & FW Department	Grant of a licence to manufacture cosmetics for sale or for distribution - Form 31		45 Days
80		Grant of a licence to manufacture for sale or for distribution of Large Volume Parenteral / Sera and Vaccines excluding those specified in Schedule X - Form 27 D		120 Days
81		Grant of a licence to manufacture for sale or for distribution of drugs specified in Schedule C and C (1) excluding those specified in part XB and Schedule X - Form 27		60 Days
82		Grant of a licence to manufacture for sale or for distribution of drugs specified in Schedule X and not specified in Schedule C and C(1) - Form 24 F		60 Days
83		Grant of a licence to manufacture for sale or for distribution of drugs specified in Schedules C, C (1) and X - Form 27 B		60 Days



84	Grant of a licence to repack for sale or distribution of drugs, being drugs other than those specified in Schedule C and C (1) excluding those specified in Schedule X - Form 24-B	45 Days
85	Grant of a licence to sell, stock, exhibit or offer for sale, or distribute specified in Schedule X (Retail) - Form 19 C and additional information	45 Days
86	Grant of a license to sell, stock, exhibit or offer for sale, or distribute drugs other than those specified in Schedule X (Retail) - Form 19 and additional information	45 Days
87	Grant of a license to sell, stock, exhibit or offer for sale, or distribute drugs other than those specified in Schedule X (Wholesale) - Form 19 and additional information	45 Days
88	Grant of a license to sell, stock, exhibit or offer for sale, or distribute drugs specified in Schedule X (Wholesale) - Form 19 C and additional information	45 Days
89	Grant of a loan licence to manufacture cosmetics for sale or for distribution - Form 31 A	45 Days
90	Grant of a loan licence to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C (1) and X - Form 24 A	60 Days
91	Grant of a loan licence to manufacture for sale or for distribution of drugs specified in Schedule C and C (1) excluding those specified in part XB and Schedule X - Form 27 A	60 Days
92	Grant of a restricted licence to sell, stock or exhibit or offer for sale, or distribute drugs by Wholesaler dealers who do not engage the services of a qualified person (Restricted General Store) - Form 19 A and additional information	45 Days





92	Grant of a restricted licence to sell, stock or exhibit or offer for sale, or distribute drugs by retailer dealers who do not engage the services of a qualified person (Restricted General Store) - Form 19 A and additional information	45 Days
93	Grant of approval for carrying out tests drugs / cosmetics or raw materials used in the manufacture of drugs specified in Schedule C & C(1) thereof on behalf of licensees for manufacture for sale of drugs / cosmetics - Form 36	45 Days
94	Grant of licence for the operation of a Blood Bank for processing of whole blood and / or preparation of blood components - Form 27 C	120 Days
95	Grant of licence to manufacture Blood products for sale or distribution - Form 27 E	120 Days
96	Licence to manufacture drugs for purpose of examination, test or analysis - Form 30	30 Days
97	Licence to sell, stock or exhibit or offer for sale, or distribute Homeopathic Medicines (Retail) - Form 19 B and additional information	45 Days
98	Licence to sell, stock or exhibit or offer for sale, or distribute Homoeopathic Medicines (Wholesale) - Form 19 B and additional information	45 Days
99	Grant of a licence to manufacture for sale or for distribution of Homoeopathic medicines or a licence to manufacture potentised preparations from back potencies by licensees holding licence in Form 20-C - Form 24 C	45 Days
100	Grant of a licence to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C (1) and X - Form 24	60 Days
101	Grant of a licence to sell, stock or exhibit or offer for sale by wholesaler or distribute drugs from a motor vehicle - Form 19AA and additional information	45 Days

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102	Grant of a licence to sell, stock or exhibit or offer for sale by retailer or distribute drugs from a motor vehicle - Form 19 AA and additional information	45 Days
103	Renewal of a licence to sell, stock, exhibit or offer for sale, or distribute drugs specified in Schedule X (Wholesale) - Form 19C and additional information	30 Days
104	Renewal of a licence to sell, stock, exhibit or offer for sale, or distribute specified in Schedule X (Retail) - Form 19C and additional information	30 Days
105	Renewal of a licence to manufacture cosmetics for sale or for distribution - Form 31	30 Days
106	Renewal of a licence to manufacture for sale or for distribution of Large Volume Parenteral/Sera and Vaccines excluding those specified in Schedule X - Form 27 D	90 Days
107	Renewal of a licence to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C (1) and X - Form 24 and additional information	30 Days
108	Renewal of a licence to manufacture for sale or for distribution of drugs specified in Schedule C and C (1) excluding those specified in part XB and Schedule X - Form 27	30 Days
109	Renewal of a licence to manufacture for sale or for distribution of drugs specified in Schedule X and not specified in Schedule C and C(1) - Form 24 F	30 Days
110	Renewal of a licence to manufacture for sale or for distribution of drugs specified in Schedules C, C (1) and X - Form 27 B	30 Days
111	Renewal of a licence to repack for sale or distribution of drugs, being drugs other than those specified in Schedule C and C (1) excluding those specified in Schedule X - Form 24-B	30 Days
112	Renewal of a licence to sell, stock or exhibit or offer for sale by retailer or distribute drugs from a motor vehicle - Form	30 Days



		19AA and additional information	
113		Renewal of a licence to sell, stock or exhibit or offer for sale by wholesaler or distribute drugs from a motor vehicle - Form 19AA and additional information	30 Days
114		Renewal of a licence to sell, stock, exhibit or offer for sale, or distribute drugs other than those specified in Schedule X (Wholesale) - Form 19 and additional information	30 Days
115		Renewal of a loan licence to manufacture cosmetics for sale or for distribution - Form 31 A	30 Days
116		Renewal of a loan licence to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C (1) and X - Form 24 A	30 Days
117		Renewal of a loan licence to manufacture for sale or for distribution of drugs specified in Schedule C and C (1) excluding those specified in part XB and Schedule X - Form 27 A	30 Days
118		Renewal of a restricted licence to sell, stock or exhibit or offer for sale, or distribute drugs by Wholesaler dealers who do not engage the services of a qualified person (Restricted General Store) - Form 19 A and additional information	30 Days
119		Renewal of a restricted licence to sell, stock or exhibit or offer for sale, or distribute drugs by retailer dealers who do not engage the services of a qualified person (Restricted General Store) - Form 19 A and additional information	30 Days
120		Renewal of approval for carrying out tests drugs / cosmetics or raw materials used in the manufacture of drugs specified in Schedule C & C(1) thereof on behalf of licensees for manufacture for sale of drugs / cosmetics - Form 36	30 Days
121		Renewal of licence for the operation of a Blood Bank for processing of whole blood and / or preparation of blood	90 Days



		components - Form 27 C	
122		Renewal of licence to manufacture Blood products for sale or distribution - Form 27 E	90 Days
123		Renewal of licence to manufacture drugs for purpose of examination, test or analysis - Form 30	30 Days
124		Renewal of licence to sell, stock or exhibit or offer for sale, or distribute Homeopathic Medicines (Retail) - Form 19 B	30 Days
125		Renewal of a licence to manufacture for sale or for distribution of Homoeopathic medicines or a licence to manufacture potentised preparations from back potencies by licensees holding licence in Form 20-C - Form 24 C	30 Days
126		Renewal of a licence to sell, stock, exhibit or offer for sale, or distribute drugs other than those specified in Schedule X (Retail) - Form 19 and additional information	30 Days
127		Renewal of licence to sell, stock or exhibit or offer for sale, or distribute Homeopathic Medicines (Wholesale) - Form 19 B	30 Days
128		Grant of a licence to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C (1) and X (Additional Items) - Form 24	20 Days
129		Grant of a loan licence to manufacture for sale or for distribution of drugs other than those specified in Schedule C, C (1) and X (Additional Items) - Form 24 A	20 Days
130		Grant of a licence to manufacture for sale or for distribution of drugs specified in Schedule X and not specified in Schedule C and C(1) (Additional Items)- Form 24 F	20 Days
131		Grant of a licence to manufacture for sale or for distribution of drugs specified in Schedule C and C (1) excluding those specified in part XB and Schedule X (Additional Items) - Form 27	20 Days



132		Grant of a loan licence to manufacture for sale or for distribution of drugs specified in Schedule C and C (1) excluding those specified in part XB and Schedule X (Additional Items) - Form 27 A		20 Days
133		Grant of a licence to manufacture for sale or for distribution of drugs specified in Schedules C, C (1) and X (Additional Items) - Form 27 B		20 Days
134		Grant of a licence to manufacture for sale or for distribution of Large Volume Parenteral / Sera and Vaccines excluding those specified in Schedule X (Additional Items) - Form 27 D		20 Days
135		Grant of a licence to manufacture cosmetics for sale or for distribution (Additional Items) - Form 31		20 Days
136		Grant of a loan licence to manufacture cosmetics for sale or for distribution (Additional Items) - Form 31 A		20 Days
137	Assam Power Distribution Company Limited/ Power, Mines & Minerals Deptt	Temporary service connection (Both LT & HT)		15 Days
138		New High Tension (HT) connection	In Industrial Estates, where no Right of Way is required	7 Days
			Other Cases	15 Days
139		New Low Tension (LT) connection	In Industrial Estates, where no Right of Way is required	7 Days
			Other Cases	15 Days
140	Assam Urban Water Supply & Sewerage Board/ Urban Development Department	Non-Domestic Water Connection (Both Temporary and Permanent)		7(Days)
141		Grant of Brewery License		90 Days
142		Grant of Distillery License		90 Days
143		Grant of Heritage Alcoholic Beverages Manufactory License		90 Days
144		Grant of Bonded Warehouse License		45 Days

145	Grant of License for Compounding and Blending of IMFL	60 Days
146	Grant of License for Bottling of IMFL	60 Days
147	Grant of Heritage Alcoholic Beverages Micro-Brewery License	90 Days
148	Grant of License to a Private Bonded Warehouse for Deposit and Storage of ENA	45 Days
149	Grant of License for Reduction of ENA for manufacture of Country Spirit and Deposit and Storage of manufactured Country Spirit	60 Days
150	Grant of License for Bottling of Country Spirit	60 Days
151	Grant of License for Wholesale Vend of IMFL	45 Days
152	Grant of License for Wholesale Vend of Denatured Spirit	45 Days
153	Grant of License for Wholesale Vend of Country Spirit	45 Days
154	Grant of License for Wholesale Vend of Heritage Alcoholic Beverages	45 Days
155	Grant of License for Wholesale Vend of IMFL by Co-Operative Societies / Associations	45 Days
156	Grant of License for Wholesale Vend of IMFL by Canteen Stores Department (Wholesale Warehouse)	45 Days
157	Grant of License for Retail Vend of IMFL for consumption OFF the premises	45 Days
158	Grant of License for Retail Vend of IMFL in a Hotel for consumption ON the premises	45 Days
159	Grant of License for Retail Vend of IMFL in a Restaurant for consumption ON the premises	45 Days
160	Grant of License for Retail Vend of IMFL for consumption ON the premises (except Hotel, Restaurant and Bar etc.)	45 Days
161	Grant of License for Retail Vend of Rectified Spirit (including absolute alcohol)	45 Days

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162	Grant of License for Retail Vend of IMFL at Military Canteen Establishments under the Canteen Tenant System	45 Days
163	Grant of License for Retail Vend of IMFL for Paramilitary Force	45 Days
164	Grant of License for Retail Vend of IMFL in Non-Proprietary Club	45 Days
165	Grant of License for Retail Vend of IMFL in Proprietary Club	45 Days
166	Grant of License for Retail Vend of IMFL in Railway Refreshment Room for consumption ON the premises	45 Days
167	Grant of License for Retail Vend of IMFL in Steamer, Dining Car or Kitchen Car for consumption ON the premises	45 Days
168	Grant of License for Retail Vend of IMFL in Dak Bunglow / Guest House for consumption ON the premises	45 Days
169	Grant of License for Retail Vend of IMFL by Co-Operative Societies / Associations	45 Days
170	Late Closing License	45 Days
171	Bar License	45 Days
172	Grant of License for Retail Vend of Denatured Spirit	45 Days
173	Grant of License for Retail Vend of Country Spirit	45 Days
174	Grant of License for Retail Vend of Hertiage Alcoholic Beverages	45 Days
175	Import or Transport of IMFL - (Tenable by holder of Bonded Warehouse License and License for Wholesale Vend of IMFL)	2 Days
176	Transport of IMFL - (Tenable by holder of License for Retail Vend of IMFL either OFF or ON the premises)	2 Days
177	Grant of Temporary Bar License	45 Days
178	Import and Transport of Rectified Spirit, Denatured Spirit and Absolute Alcohol	2 Days

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179	Export of IMFL, Rectified Spirit, Denatured Spirit and Spirituous Preparations manufactured in Assam	2 Days
180	Grant of Permission for Sub-Lease of Distillery, Brewery, Compounding and Blending Unit and Bottling Unit	60 Days
181	Import and Transport of Country Spirit	2 Days
182	Export and Transport of Country Spirit	2 Days
183	Renewal of Brewery License	15 Days
184	Renewal of Distillery License <sup>2</sup>	15 Days
185	Renewal of Heritage Alcoholic Beverages Manufactory License	15 Days
186	Renewal of Bonded Warehouse License	15 Days
187	Renewal of License for Manufacture of Perfumes and Toiler Preparations consisting of or containing Alcohol	15 Days
188	Renewal of License for possession of Rectified Spirit, Denatured Spirit and Absolute Alcohol for domestic or business purpose in excess of the quantity fixed as a limit of private possession	15 Days
189	Renewal of License for Compounding and Blending of IMFL	15 Days
190	Renewal of License for Bottling of IMFL	15 Days
191	Renewal of Heritage Alcoholic Beverages Micro-Brewery License	15 Days
192	Renewal of License for Manufactory of Country Spirit	15 Days
193	Renewal of License to a Private Bonded Warehouse for Deposit and Storage of ENA	15 Days
194	Renewal of License for Reduction of ENA for manufacture of Country Spirit and Deposit and Storage of manufactured Country Spirit	15 Days
195	Renewal of License for Bottling of Country Spirit	15 Days
196	Renewal of License for the use of Rectified Spirit in the manufacture of Drugs, Medicines or Chemicals	15 Days

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197	Renewal of License for Wholesale Vend of IMFL	15 Days
198	Renewal of License for Wholesale Vend of Denatured Spirit	15 Days
199	Renewal of License for Wholesale Vend of Country Spirit	15 Days
200	Renewal of License for Wholesale Vend of Hertiage Alcoholic Beverages	15 Days
201	Renewal of License for Wholesale Vend of IMFL by Co-Operative Societies / Associations	15 Days
202	Renewal of License for Wholesale Vend of IMFL by Canteen Stores Department (Wholesale Warehouse)	15 Days
203	Renewal of License for Retail Vend of IMFL for consumption OFF the premises	15 Days
204	Renewal of License for Retail Vend of IMFL in a Hotel for consumption ON the premises	15 Days
205	Renewal of License for Retail Vend of IMFL in a Restaurant for consumption ON the premises	15 Days
206	Renewal of License for Retail Vend of IMFL for consumption ON the premises (except Hotel, Restaurant and Bar etc.)	15 Days
207	Renewal of License for Retail Vend of Rectified Spirit (including absolute alcohol)	15 Days
208	Renewal of License for Retail Vend of IMFL at Military Canteen Establishments under the Canteen Tenant System	15 Days
209	Renewal of License for Retail Vend of IMFL for Paramilitary Force	15 Days
210	Renewal of License for Retail Vend of IMFL in Non-Proprietary Club	15 Days
211	Renewal of License for Retail Vend of IMFL in Proprietary Club	15 Days
212	Renewal of License for Retail Vend of IMFL in Railway Refreshment Room for consumption ON the premises	15 Days



213		Renewal of License for Retail Vend of IMFL in Steamer, Dining Car or Kitchen Car for consumption ON the premises	15 Days
214		Renewal of License for Retail Vend of IMFL in Dak Bunglow / Guest House for consumption ON the premises	15 Days
215		Renewal of License for Retail Vend of IMFL by Co-Operative Societies / Associations	15 Days
216		Renewal of Late Closing License	15 Days
217		Renewal of Bar License	15 Days
218		Renewal of License for Sale of Medicated Wines by Licensed Dealers	15 Days
219		Renewal of License for Sale of Medicated Wines by Chemists, Duggist and Pharmacist	15 Days
220		Renewal of License for Retail Vend of Denatured Spirit	15 Days
221		Renewal of License for Retail Vend of Country Spirit	15 Days
222		Renewal of License for Retail Vend of Hertiage Alcoholic Beverages	15 Days
223		Renewal of License for the possession and use of medicated wines for Educational, Medical & Scientific purposes in Educational Institutions, Hospitals and Diagnostic Laboratories	15 Days
224		Renewal of registration of Mono Cartons of IMFL	15 Days
225	Commissionerate of Food Safety/ Health & FW Department	Grant of License except importing under Food Safety and Standards Act, 2006	15 Days
226		Grant of Registration under Food Safety and Standards Act, 2006	60 Days
227		Renewal of License except importing under Food Safety and Standards Act, 2006	30 Days
228		Renewal of Registration under Food Safety and Standards Act, 2006	30 Days



229	Commissionerate of Labour/ Labour Welfare Department	License of a Contractor (s) for Employment of migrant workmen in Form V under Section 8 (1) (b) of the Interstate Migrant Workmen (R.E & C.S) Act, 1979 and Rule 7 (2) of the Assam Rules.	15 Days
230		License of a Contractor (s) for Recruitment of migrant workmen in Form IV under Section 8 (1) (a) of the Interstate Migrant Workmen (R.E & C.S) Act, 1979 and Rule 7 (1) of the Assam Rules.	15 Days
231		License of a Contractor (s) in Form IV under Section 12 of the Contract Labour (R & A) Act, 1970 and Rule 21 (1) of the Assam Rules.	15 Days
232		Registration of Establishment as the Principal Employer in Form I under Contract Labour (Regulation and Abolition) Act 1970 and Rule 17 (1) of the Assam Rules, 1971.	15 Days
233		Registration of Establishment as the Principal Employer in Form I under Section 4 of the Interstate Migrant Workmen (R.E & C.S) Act, 1979 and Rule 3 (1) of the Assam Rules, 1981.	15 Days
234		Registration of Establishment in Form I under Section 7 of the Buildings & Other Construction Workers (R.E & C.S) act, 1996 and Rule 23 (1) of the Assam Rules, 2007	15 Days
235		Registration of Plantations in Form 13 under Section 2-A of the Plantations labour Rules 1956.	15 Days
236		Registration of Establishment under the Assam Shops & Establishment Act, 1971 in FORM O Under Section 36 and Rule 45 of the Assam Rules.	15 Days
237		Registration in (Form I) under Rule 4 of the Assam Motor Transport Workers Rules, 1961	15 Days
238		Registration under Self-Certification Scheme	15 Days
239		Enrolling for Third Party Audit Scheme	15 Days





240		Renewal of License for Recruitment & Employment in Form IX under Rule 14 (2) of the Interstate Migrant Workmen (R.E & C.S.) Assam Rules, 1981.	15 Days
241		Renewal of License in Form VII under Rule 29 (2) of the Contract Labour (R & A) Rules, 1971.	15 Days
242		Renewal of the Certificate of Registration of Establishment in Form O under Section 36 of the Assam Shops & Establishment Act, 1971 and Rule 49 of the Assam Rules.	15 Days
243		Renewal of the Certificate of Registration in (Form I) under Rule 8 of the Assam Motor Transport Workers Rules, 1962	15 Days
244	Commissionerate of Taxes/ Finance Department	Certificate of Registration / Amendment of Certificate of Registration under The Assam Professions, Trades, Callings and Employments Taxation Act, 1947	1 Day
245		Certificate of Enrollment / Amendment of Certificate of Enrollment under The Assam Professions, Trades, Callings and Employments Taxation Act, 1947	1 Day
246	Controller of Legal Metrology/ Food & Civil Supplies Deptt	Nomination of the Director by the Company under Sub-Section (2) of the Legal Metrology Act, 2009	15 Days
247		Registration as Manufacturer / Packer of Pre-Packed commodities	15 Days
248		License as Dealer of Weights & Measures	15 Days
249		License as Manufacturer of Weights & Measures	15 Days
250		License as Repairer of Weights & Measures	15 Days
251		Registration as Importer of Pre-Packed Commodities	15 Days
252		Re-verification and Stamping of Weighbridge	7 Days
253		Re-verification and Stamping of Dispensing Pumps of Petrol/ Diesel	15 Days
254		Verification and Stamping of New Weighbridge	7 Days
255		Verification and Stamping of New dispensing Pumps of Petrol / Diesel	7 Days



256		Renewal of License as Dealer of Weighs & Measures	15 Days
257		Renewal of License as Manufacturer of Weighs & Measures	15 Days
258		Renewal of License as Repairer of Weighs & Measures	15 Days
259		Appeal against an order of a Legal Metrology Officer/ Controller of Legal Metrology	15 Days
260	Directorate of Agriculture/ Agriculture Department	Grant of Fresh Whole Sale License of Seeds	30 Days
261		Renewal of Whole Sale License of Seeds	30 Days
262		Change in Address of Office / Godown of the Firm	30 Days
263		Manufacturing License for Fertilizers	30 Days
264		Whole Sale License for Fertilizers	30 Days
265		Retail Fertilizer Sale Point	30 Days
266		Renewal of Manufacturing License for Fertilizers	30 Days
267		Renewal of Whole Sale Fertilizer License	30 Days
268		Renewal of Retail Fertilizer License	30 Days
269		No Objection Certificate for Manufacturing of Plant Protection Chemicals	30 Days
270		Manufacturing License for Plant Protection Chemicals	30 Days
271		Renewal of Manufacturing License for Plant Protection Chemicals	30 Days
272		Whole Sale License for Plant Protection Chemicals	30 Days
273		Renewal of Whole Sale License for Plant Protection Chemicals	30 Days
274		Retail Sale License for Plant Protection Chemicals	30 Days
275		Renewal of Retail Sale License for Plant Protection Chemicals	30 Days
276		Applying Pest-Control Operation (Anti-Termite) License	30 Days
277		Renewal of Pest-Control Operation (Restricted)	30 Days
278	Directorate of Ayush/ Health & FW Department	Grant of No Objection Certificate (NOC) to manufacture for sale of Ayurveda / Siddha / Unani Drugs	30 Days



279		Grant of License to manufacture for sale, Ayurvedic (including Siddha or Unani) Drugs	60 Days
280		Renewal of License to manufacture for sale, Ayurvedic (including Siddha or Unani) Drugs	60 Days
281		Grant of Certificate of Good Manufacturing Practices (GMP) to manufacture Ayurveda / Siddha / Unani Drugs	60 Days
282		Renewal of Certificate of Good Manufacturing Practices (GMP) to manufacture Ayurveda / Siddha / Unani Drugs	60 Days
283	Directorate of Geology & Mining/ Geology & Mining Department	Mining lease of Minor Minerals	120 Days
284		Mining Contract of Minor Minerals	120 Days
285		Execution of Mining permit granted for area less than 5(five) hectares	90 Days
286		Mining permit of ordinary earth/clay	60 Days
287		Mining permit of Brick earth	60 Days
288		Mining permit of Saltpeter	90 Days
289		Renewal of Mining Lease of Minor Minerals	120 Days
290		Renewal of Mining Contract of Minor Minerals	120 Days
291		Renewal of Mining permit of ordinary earth/clay	60 Days
292		Renewal of Mining permit of Brick earth	60 Days
293		Reconnaissance Permit	180 Days
294		Mining Lease (Major Minerals)	365 Days
295		Prospecting License	270 Days
296		Renewal Prospecting License	90 Days
297		Petroleum Mining Lease	90 Days
298		Petroleum Exploration License	90 Days
299		Re-grant of Petroleum Mining Lease	90 Days
300		Re-grant of Petroleum Exploration License	90 Days

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301	Directorate of Health Services/ Health & FW Department	Provisional Registration of Clinical Establishment	10 Days
302		Permanent Registration of Clinical Establishment	10 Days
303	Directorate of Medical Education/ Health & FW Department	Essentiality Certificate to be issued by the Govt. of Assam as per Form-4 of the Dental Council of India guidelines (Dental College)	30 Days
304		Essentiality Certificate to be issued by the Govt. of Assam as per the Nursing Council of India guidelines (Nursing College)	30 Days
305		Essentiality Certificate to be issued by the Govt. of Assam as per Form-2 of the Medical Council of India guidelines (Medical College)	30 Days
306	Directorate of Municipal Administration	Building Assessment for RCC / Semi-RCC and Assam Type House with details of the Building and Business for determining Annual Value of Building to assess Property Tax	7 Days
307		Trade Licence	7 Days
308		Permission to Erect Hoardings / Advertisement Boards for Public Viewing ✓ (13)	7 Days
309	Directorate of Pre-Conception and Pre-Natal Diagnostic Techniques	Registration of a Genetic Counselling Center / Genetic Laboratory / Genetic Clinic / Ultrasound Clinic / Imaging Center	90 Days
310		Renewal of Registration of a Genetic Counselling Center / Genetic Laboratory / Genetic Clinic / Ultrasound Clinic / Imaging Center	90 Days
311	Directorate of Town & Country Planning/ Urban Development Department	Re-Erection of Building under the Assam notified Urban areas (other than Guwahati) Building Rules 2014	15 Days
312		Erection of New Building under the Assam notified Urban areas (other than Guwahati) Building Rules 2014	15 Days

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313		Progress Certificate for Plinth Stage/in case of Basement casting of basement slab under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		7 Days
314		Progress Certificate for First Storey under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		7 Days
315		Progress Certificate for Middle Storey in case of high rise building under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		7 Days
316		Progress Certificate for Last Storey under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		7 Days
317		Completion Report cum Building Occupancy Certificate under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		8 Days
318		Enrollment as competent personal under the Assam notified Urban areas (other than Guwahati) Building Rules 2014 (For Individual)		30 Days
319		Enrollment as competent personal under the Assam notified Urban areas (other than Guwahati) Building Rules 2014 (For Group or Agency)		30 Days
320		Self-certification form for compliance for mobile tower under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		30 Days
321		Obtaining permission to undertake material alteration in existing Building under the Assam notified Urban areas (other than Guwahati) Building Rules 2014		15 Days
322		Permission for Construction of Bridge		To be confirmed from the department
323	Environment & Forest Department	Obtaining NOC for Tree Felling on acquired Government / Private Patta Land / Non-Forest Land	Felling of trees for Self Consumption	3 Days
324			Felling of trees with Transit Passes	15 Days
325			Felling of trees in Registered	15 Days

			Plantations	
326		Tree Transit Permit / Pass		Instant (1 Day)
327		License for Wood based Industry		60 Days
328		Registration of Tree Plantation under The Assam (Control of Felling and Removal of Trees from Non-Forest Land) Rules, 2002		60 Days
329	Guwahati Jal Board/ Guwahati Development Department	Non-Domestic Water Connection (Both Temporary and Permanent)		7 Days
330	Guwahati Metropolitan Development Authority/ Guwahati Development Department	Obtaining No Objection Certificate for Transfer / Sale of Land		45 Days
331	Guwahati Municipal Corporation/ Guwahati Development Department	Erection of new Building under the Guwahati Building Construction (Regulation) Bye laws, 2015 (Construction Permit)		15 Days
332		Re-erection of Building under the Guwahati Building Construction (Regulation) Bye laws, 2015		15 Days
333		Material Alteration in existing Building under the Guwahati Building Construction (Regulation) Bye laws, 2015		15 Days
334		Progress Report for Plinth Stage (in case of Basement casting of basement slab) under the Guwahati Building Construction (Regulation) Bye laws, 2015		7 Days
335		Grant of NOC for Specified Trades		21 Days
336		Issue of Trade License (Veterinary Trades)		21 Days
337		Issue of Trade License (Industrial)		21 Days
338		Issue of Trade License (General)		7 Days
339		Issue of Trade License (Health related Trades)		21 Days

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340		Licenses to establish places of public recreation, entertainment, consumption of food or drink from Guwahati Municipal Corporation	21 Days
341		Progress Report for First Storey under the Guwahati Building Construction (Regulation) Bye laws, 2015	7 Days
342		Progress Report for Middle Storey in case of high rise building under the Guwahati Building Construction (Regulation) Bye laws, 2015	7 Days
343		Progress Report for Last Storey under the Guwahati Building Construction (Regulation) Bye laws, 2015	7 Days
344		Completion Report cum Building Occupancy Certificate under the Guwahati Building Construction (Regulation) Bye laws, 2015	8 Days
345		Erection of mobile towers on top of existing buildings	21 Days
346	Inspectorate of Electricity/ Power Department	Authorization for Maintenance of Lifts or Escalators	15 Days
347		License for operating a Lift installed before the commencement of the Act	15 Days
348		License for operating an Escalator installed before the commencement of the Act	15 Days
349		License for operating a Lift	15 Days
350		License for operating an Escalator	15 Days
351		Approval for commencement of power supply in the Electrical Installations of Multi-Storied Building as required under regulation 36 of the Central Electricity Authority (Measures relating to Safety & Electric Supply) Regulations, 2010	15 Days
352		Cinema Operator License	15 Days
353		Approval for Commissioning of Electrical Generating Units	15 Days
354		Electrical Contractor License	15 Days
355		Authorization for erection of Lifts or Escalators	15 Days

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356		Authorization for periodical inspection and testing of Lifts or Escalators	15 Days
357		Permission for installation of Escalators	15 Days
358		Permission for installation of Lift	15 Days
359		Approval to commence power supply in overhead line exceeding 650 volts required for the purpose of according approval under regulation 43 of the Central Electricity Authority (Measures relating to Safety & Electric Supply) Regulations, 2010	15 Days
360		Approval to commence power supply in sub-station exceeding 650 volts required for the purpose of according approval under regulation 43 of the Central Electricity Authority (Measures relating to Safety & Electric Supply) Regulations, 2010	15 Days
361		Permission to make additions or alterations to the installed Escalators	15 Days
362		Permission to make additions or alterations to the installed Lift	15 Days
363		Details of Escalator under maintenance	15 Days
364		Details of Lift under maintenance.	15 Days
365		Renewal of Electrical Contractor License	15 Days
366		Renewal of License of Escalators	15 Days
367		Renewal of License of Lift	15 Days
368	Public Works Department	Grant of Right of Way permission (RoW)	30 Days
369		Registration of Contractor (Class I - A / B / C)	15 Days
370		Registration of Contractor (Class II)	15 Days
371		Registration of Contractor (Class III)	15 Days
372	Registrar of Co-operative Societies/ Cooperation Department	Registration of Cooperative Society with Limited Liability under the Assam Cooperative Societies Act 2007	60 Days
373		Registrations of Partnership Firms under Section 58 & Rules 4(2) of Indian Partnership Act, 1932	10 Days

374	Renewal of Registration of Society	15 Days
375	Obtaining Certified copy of the Society registered under Section 19 of the S.R. Act XXI of 1860	15 Days
376	Filing changes in the Name of the Society (u/s 12(A) read with Section 12(B) and 12(C) of the Assam State Amendment etc.) (vide Assam Act, 14 of 1943 Section 2)	15 Days
377	Filing changes in the Managing body, Constitution, Submission of Balance sheet and Auditors report of the Society under Section 4, 4(A) & 4(B) of the S.R. Act XXI of 1860	15 Days
378	Changes in the Rules and Regulations of the Society under section 12 of the S.R. Act, XXI of 1860	15 Days
379	Notice of alteration in the name of the Firm or in the location of the principal place of business thereof under section 60 and rules 4(3) of I.P. Act, 1932	15 Days
380	Withdrawal from or remaining in a partnership to be given under section 63(2) and rules 4(7) of the Act by a minor on attaining majority	15 Days
381	Closing and opening place of business other than the principal place of business under section 61 and rules 4(4) of I.P. Act, 1932	15 Days
382	Filing changes in the Name and Address of the Partner of the Firm under section 62 and rules 4(5) of I.P. Act, 1932	15 Days
383	Recording of changes in the constitution of a Firm registered under section 63(1) and rule 4(6) of I.P. Act, 1932	15 Days
384	Recording dissolution of a Firm registered under section 63(1) and rule 4(6) of I.P. Act, 1932	15 Days
385	Amendment of details of Registered Society	15 Days
386	Change in the Address of the society	15 Days