

**NO.H.12017/1/2023-DP&AR (GGC)**  
**GOVERNMENT OF MIZORAM**  
**DEPARTMENT OF PERSONNEL & ADMINISTRATIVE REFORMS**

.....

**Dated Aizawl, the 7<sup>th</sup> June, 2023**

**NOTIFICATION**

In supersession of this Department's letter of even No. dated 18<sup>th</sup> November, 2015 and dated 13<sup>th</sup> January, 2016, and in the interest of public service and in exercise of the powers conferred by Section 4 of the Mizoram Right to Public Services Act, 2015 (Act No.6 of 2015), the Governor of Mizoram is pleased to notify the services listed in Annexure – I as public services for the purpose of this Act along with the respective Designated Officer, First Appellate Authority, Second Appellate Authority and stipulated time limit to be effective from 7<sup>th</sup> June, 2023.

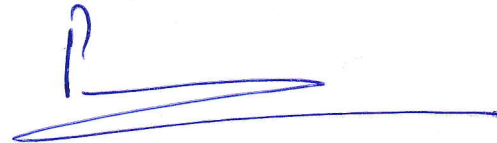
**Sd/- R. LALRAMNGHAKA**

Secretary to the Government of Mizoram  
Department of Personnel & Administrative Reforms

**Memo No.H.12017/1/2023-DP&AR (GGC): Dated Aizawl, the 7<sup>th</sup> June, 2023**

Copy to:

1. Secretary to Governor, Mizoram
2. Secretary to Chief Minister, Mizoram
3. P.S. to Speaker/Ministers/Deputy Speaker/Ministers of State
4. P.S. to Vice Chairman, State Planning Board/Govt. Deputy Chief Whip
5. Sr. P.P.S. to Chief Secretary, Government of Mizoram
6. All Administrative Departments
7. All Heads of Departments
8. All Deputy Commissioners
9. Controller, Printing & Stationery with five (5) spare copies for publication in the Mizoram Gazette
10. Website Manager, DP & AR for uploading in the Department's website
11. Guard File



**(PAUL L. KHUMA)**

Nodal Officer

Department of Personnel & Administrative Reforms  
Good Governance Cell

**Annexure-I****LIST OF PUBLIC SERVICES NOTIFIED UNDER MIZORAM RIGHT TO PUBLIC SERVICES ACT, 2015  
(See sub-section (1) of Section (4))**

<b>Sl. No</b>	<b>Name of Public Services</b>	<b>Name of Department</b>	<b>Designated officer</b>	<b>Stipulated Time</b>	<b>Fist Appellate Authority</b>	<b>Second Appellate Authority</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1	Job Card under MGNREGA	Rural Development Department	Block Development Officer/Programme Officers in each R.D. Block	15 days from the date of receipt of the application complete in all respect	Project Director, DRDA in concerned District	Deputy Commissioner of the concerned District
2	Payment of unemployment allowance under MGNREGA	Rural Development Department	Block Development Officer/Programme Officers in each R.D. Block	15 days from the date of receipt of the application complete in all respect	Project Director, DRDA in concerned District	Deputy Commissioner of the concerned District
3	Grievance Redressal under IAY	Rural Development Department	Block Development Officer/Programme Officers in each R.D. Block	7 days from the date of receipt of the application complete in all respect	Project Director, DRDA in concerned District	Secretary, RD Deptt.

4	Certificate of registration in Form No.2 to dealers under Mizoram Value Added Tax Act, 2005	Taxation Department	Asistant Commissioner in each Zone	5 days from the date of receipt of the application complete in all respect	Jt. Commissioner of Taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
5	Way Bill in Form No.33	Taxation Department	Asistant Commissioner in each Zone	3 days from the date of receipt of the application complete in all respect	Jt. Commissioner of Taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
6	Clearance Certificate for Work Contract in Form No.36	Taxation Department	Asistant Commissioner in each Zone	3 days from the date of receipt of the application complete in all respect	Jt. Commissioner of Taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
7	Clearance Certificate in Form No.38	Taxation Department	Asistant Commissioner in each Zone	3 days from the date of receipt of the application complete in all respect	Jt. Commissioner of Taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes

8	Profession Tax Clearance Certificate	Taxation Department	Asistant Commissioner in each Zone	3 days from the date of receipt of the application complete in all respect	Jt. Commissioner of Taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
9	Declaration Form 'C' & 'F' under Central Sales Tax (R&T) Rules, 1957	Taxation Department	Asistant Commissioner in each Zone	5 days from the date of receipt of the application complete in all respect	Jt. Commissioner of Taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
10	Eligibility Certificate in EXEMVAT form 'B'	Taxation Department	Commissioner of Taxes	3 days from the date of receipt of the application complete in all respect	Secretary, Taxation	Chief Secretary
11	Certificate of Authorization in EXEMVAT Form 'D'	Taxation Department	Asistant Commissioner in each Zone	3 days from the date of receipt of the application complete in all respect	Jt. Commissioner of Taxes in Aizawl District/Addl. D.C in other Districts	Commissioner of Taxes
12	Certificate of Registration in Form 'B' to dealers under Central Sales Tax Act, 1956	Taxation Department	Commissioner of Taxes	5 days from the date of receipt of the application complete in all respect	Secretary, Taxation	Chief Secretary

13	Registration Certificate in Form-II under the Mizoram Societies Registration Act, 2005	Taxation Department	Registrar, Firms & Societies	5 days from the date of receipt of the application complete in all respect	Secretary, Taxation	Chief Secretary
14	Partnership Firm Registration under Indian Partnership Act, 1932	Taxation Department	Registrar, Firms & Societies	5 days from the date of receipt of the application complete in all respect	Secretary, Taxation	Chief Secretary
15	Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	4 days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
16	Duplicate Vehicle Registration Certificate with Smart Card	Transport Department	District Transport Officer of the concerned District	2 days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
17	Renewal of Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	2 days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport

18	Change of address in Driving Licence with Smart Card	Transport Department	District Transport Officer of the concerned District	2 day from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
19	International Driving Permit with Smart Card	Transport Department	District Transport Officer of the concerned District	1 day from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
20	Learner's Driving Licence	Transport Department	District Transport Officer of the concerned District	2 days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
21	Renewal of Learner's Licence	Transport Department	District Transport Officer of the concerned District	1 day from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
22	Conductor's Licence	Transport Department	District Transport Officer of the concerned District	2 days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport

23	Renewal of Conductor's Licence	Transport Department	District Transport Officer of the concerned District	1 day from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
24	Duplicate Conductor's Licence	Transport Department	District Transport Officer of the concerned District	1 day from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
25	Registration of Vehicles with Smart Card	Transport Department	District Transport Officer of the concerned District	4 days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
26	Duplicate Vehicle Registration Certificate with Smart Card	Transport Department	District Transport Officer of the concerned District	2 days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
27	Alteration of Vehicle Registration Certificate with Smart Card.	Transport Department	District Transport Officer of the concerned District	2 days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport

28	Transfer of ownership of vehicle with Smart Card	Transport Department	District Transport Officer of the concerned District	2 days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
29	Change of address of owner of a vehicle with Smart Card.	Transport Department	District Transport Officer of the concerned District	2 days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
30	Certificate of Fitness of vehicle	Transport Department	District Transport Officer of the concerned District	2 days from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
31	Duplicate Certificate of Fitness of vehicle	Transport Department	District Transport Officer of the concerned District	1 day from the date of receipt of the application complete in all respect	Joint Director (MV). Transport in Aizawl District/Addl.DC in other District	Director, Transport
32	Duplicate provisional permit for vehicle	Transport Department	Deputy Director (STA)	7 days from the date of receipt of the application complete in all respect	Joint Director (STA) Transport	Director, Transport
33	Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 day from the date of receipt of the application complete in all respect	Joint Director (STA) Transport	Director, Transport



34	Renewal of Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 day from the date of receipt of the application complete in all respect	Joint Director (STA) Transport	Director, Transport
35	Duplicate Plying permit for vehicle	Transport Department	Deputy Director (STA)	1 day from the date of receipt of the application complete in all respect	Joint Director (STA) Transport	Director, Transport
36	Hiring of MST Bus	Transport Department	Deputy Director (Operations)	7 days from the date of receipt of the application complete in all respect	Joint Director (Operations) Transport	Director, Transport
37	Hiring of Ambulance & Recovery Van	Transport Department	Deputy Director (Operations)	7 days from the date of receipt of the application complete in all respect	Joint Director (Operations) Transport	Director, Transport
38	Concession Card for old age/Cancer patients/HIV+	Transport Department	Deputy Director (Operations)	1 day from the date of receipt of the application complete in all respect	Joint Director (Operations) Transport	Director, Transport

39	Domestic Water Supply connection to house holds	Public Health Engineering Department	Sub-Divisional Officer of the concerned Sub-Division	40 working days i) From submission of the application complete in all respect till sanctioning of the connection: 10 working days  ii) from payment/deposit of required fund by applicant till installation (Supply of Water) to consumer : 30 working days"	Executive Engineer of the concerned Division	Superintending Engineer of the concerned Circle
40	Transfer of ownership of water connection	Public Health Engineering Department	Sub-Divisional Officer of the concerned Sub-Division	i) Divisional Hqrs: 5 working days from receipt of the application complete in all respect  ii) Other Town: 5 working days from receipt of the application complete in all respect	Executive Engineer of the concerned Division	Superintending Engineer of the concerned Circle
41	Disability Certificate	Social Welfare Department	Assistant Director, SWD	10 working days from the date of receipt of the application complete in all respect	Deputy Director, SWD	Director, SWD

42	Adoption Certificate	Social Welfare Department	Programme Manager, State Adoption Resource Agency (SARA)	30 working days from the date of receipt of the application complete in all respect	Deputy Director, SWD	Director, SWD
43	GPF Final Payment authority	Finance Department	Deputy Director (GPF)	Within 1 (one) month from the date of posting of GPF Subscriptions for the month following the month of cessation of service, whichever is later	Joint Director (F)	Director (LFA)
44	Payment of GIS	Finance Department	Deputy Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit and Kolasib Districts/ Assistant Director, Southern Zone for Lunglei, Siaha and Lawngtlai Districts.	1. Superannuation Pension: PPO issue on the last working day of the month if Pension claim papers complete and correct in all respects are submitted 6 months prior to the date of retirement.  2. In case of Voluntary/Invalid/Death etc. within 30 working days from the date of receipt of claim papers complete and correct in all respects from the Department."	Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit/Kolasib District/Joint Director, Southern Zone for Lunglei, Siaha & Lawngtlai Districts	Chief Controller of Accounts

45	Pension Payment Order	Finance Department	Deputy Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit and Kolasib Districts/ Assistant Director, Southern Zone for Lunglei, Siaha and Lawngtlai Districts	<p>1. Superannuation Pension: PPO issue on the last working day of the month if Pension claim papers complete and correct in all respects are submitted 6 months prior to the date of retirement.</p> <p>2. In case of Voluntary/Invalid/Death etc. within 30 working days from the date of receipt claim papers complete and correct in all respects from the Department</p>	Director (Pensions) for Aizawl, Champhai, Serchhip, Mamit/Kolasib District/Joint Director, Southern Zone for Lunglei, Siaha & Lawngtlai Districts	Chief Controller of Accounts
46	Arms Licence	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	<p>"5 working days from the receipt of the application complete in all respect for onward submission to Home Department</p> <p>3 working days from receipt of the decision (approval/rejection) from Home Department"</p>	Addl. Deputy Commissioner	Deputy Commissioner

47	Explosive Licence	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	30 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
48	Inner Line Permit	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
49	Income Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
50	Tribal Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
51	Residential Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
52	Religion Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	8 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner

53	Non-Marriage Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
54	No Income Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
55	Unemployment Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
56	Dependent Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
57	Haling Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner
58	Tax Exemption Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner

59	Character Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	<p>i) 5 working days from the date of receipt of application complete in all respect for submission to the concerned Superintendent of Police</p> <p>ii) 5 working days from receipt of information from the concerned Superintendent of Police</p>	Addl. Deputy Commissioner	Deputy Commissioner
60	Epic	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	7 working days from the date of receipt of the application complete in all respect	Addl. Deputy Commissioner	Deputy Commissioner

61	Birth Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	1. 7 working days from the date of receipt of the application complete in all respect for submission to the Government (Economic & Statistics) 2. 7 days from the date of receipt of the document from Economics & Statistics	Addl. Deputy Commissioner	Deputy Commissioner
62	Death Certificate	Deputy Commissioner, Concerned District	Sub-Divisional Officer(Sadar)	1. 7 working days from the date of receipt of the application complete in all respect for submission to the Government (Economic & Statistics) 2. 7 days from the date of receipt of the document from Economics & Statistics		Deputy Commissioner



63	Retail Drugs License	FDA, DHS (H&FW Deptt)	JD(F&D)□	<p>1. 30 working days for completion of verification from the date of submission of the application complete in all respect in the concerned district office</p> <p>2. 10 working days from the date of receipt of the application complete in all respect along with verification report by the DO from the concerned district office"□</p>	Director of Health Services	Principal Director, H&FW
----	----------------------	--------------------------	----------	--	-----------------------------	--------------------------

64	Wholesale Drugs License	FDA, DHS (H&FW Deptt)	JD(F&D)□	<p>1. 20 working days for completion of verification from the date of submission of the application complete in all respect in the concerned district office</p> <p>2. 10 working days from the date of receipt of the application complete in all respect along with a verification report by the DO from the concerned district office"</p>	Director of Health Services	Principal Director, H&FW
65	Manufacturing License	FDA, DHS (H&FW Deptt)	JD(F&D)□	10 working days after the inspection of the firm with CDSCO	Director of Health Services	Principal Director, H&FW
66	Application for new Trade Licence	FCS&CA	Deputy Director (G), FCS&CA	5 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
67	Renewal of Trade License	FCS&CA	Deputy Director (G), FCS&CA	6 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA

68	Application of new Ration card	FCS&CA	Concerned DCSO	7 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
69	Modification/ update of Ration card	FCS&CA	Concerned DCSO	8 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
70	Deletion of Ration Card	FCS&CA	Concerned DCSO	9 working days from the date of receipt of the application complete in all respect	Jt. Director, FCS&CA	Director, FCS&CA
71	Fire NOC	F&ES	Addl. SP, F&ES	12 working days from the date of receipt of the application complete in all respect	Director, F&ES	Secretary, Home Department
72	Re-issue of Birth Certificate	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	5 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department

73	Re-issue of Death Certificate	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	6 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department
74	Delayed Registration of Birth	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	30 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department
75	Delayed Registration of Death	Directorate of Economics & Statistics (Planning & Programme Implementation Department)	Deputy Director (CRS), Directorate of Economics & Statistics	30 working days from the date of receipt of the application complete in all respect	Director, Directorate of Economics & Statistics	Secretary, Planning & Programme Implementation Department
76	Application for 1.Non-Encumbrance certificate 2. Land Valuation certificate 3.No-Objection certificate 4.Clearance certificate 5.Genuineness certificate	Land Revenue & Settlement Department	i)Asst. Director in the Directorate ii)Settlement Officer concerned for other Districts	2 Working days from receipt of Verification Report	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department

77	Application for Correction of land Grading/ Land Classification	Land Revenue & Settlement Department	i)Asst. Director in the Directorate ii)Settlement Officer concerned for other Districts	2 Working days from receipt of the application complete in all respect	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
78	Recording of mortgage deeds in Record of Right	Land Revenue & Settlement Department	i)Asst. Director in the Directorate ii)Settlement Officer concerned for other Districts	5 working days from receipt of the application complete in all respect	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
79	Notice for Relinquishment/ Surrender of Holdings	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	40 working days where verification is required i) For issue of forwarding letter to Govt. after receipt of survey report=30 ii) 7 working days from receipt of the application complete in all respect by the Administrative Department Office for Approval ii)3 working days from receipt of intimation from the Administrative Department by LR&S Deptt.	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department

80	<p>Application for Verification, Survey and demarcation of land for agricultural and Non-agricultural purpose</p> <ul style="list-style-type: none"> <li>i) House Pass</li> <li>ii) P Patta</li> <li>iii) Shop/Stall Pass</li> <li>iv)Property card</li> <li>v) Land lease</li> </ul>	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of spot survey	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
81	Issuance of Land Passes/Settlement Certification of Agricultural and Non-agricultural land and Property Card	Land Revenue & Settlement Department	<ul style="list-style-type: none"> <li>i)Asst. Director in the Directorate</li> <li>ii)Settlement Officer concerned for other Districts</li> </ul>	<p>40 working days where verification is required</p> <ul style="list-style-type: none"> <li>i) For issue of forwarding letter to Govt. after receipt of survey report=30</li> <li>ii) 7 working days from receipt of the application complete in all respect by the Administrative Department Office for Approval</li> <li>ii) 3 working days from receipt of intimation from the Administrative Department by LR&amp;S Deptt.</li> </ul>	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department

82	Application for Diversion of Land use	Land Revenue & Settlement Department	Asst. Director for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of verification	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
83	Application for issuance of regular Land Lease certificate	Land Revenue & Settlement Department	i)Asst. Director in the Directorate ii)Settlement Officer concerned for other Districts	31 working days from the date of verification	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
84	Application for Mutation (Hmingthlak) of land records/ Ownership Transfer	Land Revenue & Settlement Department	i)Asst. Director in the Directorate ii)Settlement Officer concerned for other Districts	15 working days from updation of GIS map if land is already digitized	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
85	Application for conversion of Temporary Pass into LSC	Land Revenue & Settlement Department	Asst. Director of Survey for Aizawl District and Settlement Officer concerned for other Districts	30 days from the date of survey/demarcation	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
86	Application for Correction/ alteration / extension of boundaries	Land Revenue & Settlement Department	Asst. Director of Survey for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of survey/demarcation	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department

87	Application for Partition and amalgamation of land holdings	Land Revenue & Settlement Department	Asst. Director of Survey for Aizawl District and Settlement Officer concerned for other Districts	30 working days from the date of survey/demarcation	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
88	Application for renewal of 1. House Pass 2. P.Patta 3. Land Lease	Land Revenue & Settlement Department	i) Asst. Director in the Directorate ii) Settlement Officer concerned for other Districts	30 working days from the date of spot verification	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
89	Re-issue of Pass	Land Revenue & Settlement Department	i) Asst. Director in the Directorate ii) Settlement Officer concerned for other Districts	30 working days from the date of receipt of the application with required documents	Director, Land Revenue & Settlement Department	Commissioner/Secretary, Land Revenue & Settlement Department
90	Authorization under Construction & Demolition Waste Management Rules, 2016 to Local Authority/Operator of Processing & Recycling Facility	Mizoram Pollution Control Board, EF&CC	Member Secretary	90 working days from the date of receipt of the application complete in all respect	PCCF	Secretary, EF&CC



91	Registration of Shops & Establishments	LESDE □	<p>1. <b>DLEO, Aizawl-Registering Officer</b>(Kolasib, Serchhip, Saitual &amp; Mamit District)</p> <p>2. <b>DLEO, Lunglei-Registering Officer</b> (Lunglei &amp; Hnahthial District)</p> <p>3. <b>DLEO, Champhai-Registering Officer</b>(Champhai &amp; Khawzawl District)</p> <p>4. <b>DLEO, Siaha-Registering Officer</b> (Siaha &amp; Lawngtlai District)</p>	<p>New Registration 5 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department
----	--	---------	--	--	--	--

92	Registration of Establishments	LESDE□	<p>1. <b>DLEO, Aizawl-Registering Officer</b>(Kolasib, Serchhip, Saitual &amp; Mamit District)</p> <p>2. <b>DLEO, Lunglei-Registering Officer</b> (Lunglei &amp; Hnahthial District)</p> <p>3. <b>DLEO, Champhai-Registering Officer</b>(Champhai &amp; Khawzawl District)</p> <p>4. <b>DLEO, Siaha-Registering Officer</b> (Siaha &amp; Lawngtlai District)</p>	<p>New Registration 7 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department
----	--------------------------------	--------	--	--	--	--

93	Registration & Licensing of Contractors (Within the State)	LESDE □	<p>1. <b>DLEO, Aizawl-Registering Officer</b> (Kolasib, Serchhip, Saitual &amp; Mamit District)</p> <p>2. <b>DLEO, Lunglei-Registering Officer</b> (Lunglei &amp; Hnahthial District)</p> <p>3. <b>DLEO, Champhai-Registering Officer</b> (Champhai &amp; Khawzawl District)</p> <p>4. <b>DLEO, Siaha-Registering Officer</b> (Siaha &amp; Lawngtlai District)</p>	<p>New Registration 7 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department
----	--	---------	--	--	--	--

94	Registration & Licensing of Contractors(Inter-State)	LESDE□	<p>1. <b>DLEO, Aizawl-Registering Officer</b>(Kolasib, Serchhip, Saitual &amp; Mamit District)</p> <p>2. <b>DLEO, Lunglei-Registering Officer</b> (Lunglei &amp; Hnahthial District)</p> <p>3. <b>DLEO, Champhai-Registering Officer</b>(Champhai &amp; Khawzawl District)</p> <p>4. <b>DLEO, Siaha-Registering Officer</b> (Siaha &amp; Lawngtlai District)</p>	<p>New Registration 5 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department
----	--	--------	--	--	--	--

95	Registration & Licensing of Factory	LESDE□	Chief Inspector, Registering & Licensing Officer(All Mizoram	<p>New Registration 7 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director/Labour Commissioner (All Mizoram)	Secretary/Commissioner, LESDE Department
----	-------------------------------------	--------	--	--	--	--

96	Registration of Trade Union	LESDE□	Joint Labour Commissioner-Registrar of Trade Union (All Mizoram)	<p>New Registration 7 working days from receipt of the application complete in all respect</p> <p>Renewal 5 working days from receipt of application complete in all respect</p> <p>Amendment 5 working days from receipt of application complete in all respect</p>	Director, LESDE	Secretary/Commissioner, LESDE
97	State Excise- Excise Verification Certificate	Excise & Narcotics Department	Asst. Commissioner of Excise & Narcotics of the concerned District	<p>i) 4 Working days for sending the application to the administrative department.</p> <p>ii) 3 working days from the date of receipt of decision from the administrative department.</p>	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics

98	Label & Brand register of Grape Wine produced in Mizoram	Excise & Narcotics Department	Dy. Commissioner of Excise & Narcotics(Enf.)	5 working days from receipt of registration fee	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
99	License for IMFL to Armed forces (paramilitary and military)	Excise & Narcotics Department	Asst. Commissioner of Excise & Narcotics of the concerned District	5 working days from receipt of license fee	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
100	Issue of permit for the transportation/export of grape wine	Excise & Narcotics Department	Asst. Commissioner of Excise & Narcotics of the concerned District	5 working days from receipt of Excise duty□	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
101	License relating Local wine (Grape wine produced in Mizoram)	Excise & Narcotics Department	Dy. Commissioner of Excise & Narcotics(Enf.)	7 working days i) 4 Working days for sending the application to the administrative department  ii) 3 working days from the date of receipt of decision from the administrative department and from receipt of license fee	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics

102	Import permit for essential Narcotics Drugs	Excise & Narcotics Department	Dy. Commissioner of Excise & Narcotics(Enf.)	5 Working days from the date of receipt of the application complete in all respect	Joint Commissioner of Excise & Narcotics (Admn)	Commissioner of Excise & Narcotics
103	Issue of Licence of Manufacturer of Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	20 Working Days from the date of receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
104	Issue of Licence of Repair of Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	21 Working Days from the date of receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
105	Issue of Licence of Dealers in Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	22 Working Days from the date of receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
106	Issue of Registration of Manufacturers/Packers	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	23 Working Days from the date of receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
107	Issue of Registration of Importers/ Packers	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	24 Working Days from the date of receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology



108	Issue of Verification Certificate of Weights & Measures	Legal Metrology FCS&CA	Inspector of Legal Metrology incharge of specified area of applicant	25 Working Days from the date of receipt of the application complete in all respect	Joint Controller, Legal Metrology	Controller, Legal Metrology
109	Road Cutting Permit	PWD	EE (Roads) of the concerned Division	10 Working Days from the date of receipt of the application complete in all respect	SE of the concerned Division	CE of the concerned Division
110	Verification Report for Passport	PHQ	SP, CID(SB)	30 working days in rural areas 15 working days in urban areas	DIG (CID)	IGP(Intel)
111	Verification of character and antecedents for entry into service	PHQ	District SP/Addl. SP	30 working days in rural areas 15 working days in urban areas	Concerned DIG	IGP(L&O)
112	Verification of character and antecedents for Private Sector employment	PHQ	O/C of concerned PS	30 working days in rural areas 15 working days in urban areas	Concerned SP	Concerned DIG
113	Issue of Certificate/NOC for re-issue of Certificate/Document /Licence	PHQ	O/C of concerned PS/Traffic	30 working days in rural areas 15 working days in urban areas	Concerned SP	Concerned DIG

114	Tenant verification	PHQ	O/C of concerned PS	30 working days in rural areas  15 working days in urban areas	Concerned SP	Concerned DIG
115	Free registration of Crime	PHQ	O/C of concerned PS/Traffic	On receipt of information/complaint about the commission of cognizable offence, as per relevant provisions of Cr.PC	Concerned SP	Concerned DIG
116	Issue of Mining Lease	Geology & Mining	Joint Director (MMI)	180 working days from the date of receipt of the application complete in all respect	Director, C&I	Secretary, C&I
117	Issue of Mining Permit	Geology & Mining	Joint Director (MMI)	30 working days from the date of receipt the application complete in all respect	Director, C&I	Secretary, C&I
118	Preparation of Mining Plan	Geology & Mining	Joint Director (MMI)	i)10 working days from the date of receipt of application complete in all respect [within Aizawl District] ii)15 working days from the date of receipt of application complete in all respect [outside Aizawl District]	Director, C&I	Secretary, C&I

119	Preparation of Blast Design	Geology & Mining	Joint Director (MMI)	i) 10 working days from the date of receipt of application complete in all respect [within Aizawl District]  ii) 15 working days from the date of receipt of application complete in all respect [outside Aizawl District]	Director, C&I	Secretary, C&I
120	Geotechnical Investigation	Geology & Mining	Joint Director (MMI)	15 working days from the date of receipt of the application complete in all respect	Director, C&I	Secretary, C&I
121	Geotechnical Analysis of Soil & Rock samples for construction works etc	Geology & Mining	Joint Director (MMI)	15 working days from the date of receipt of the application complete in all respect	Director, C&I	Secretary, C&I
122	OPD Service at PHC, CHC, DH, HWC	Directorate of AYUSH	Concerned M.O., AYUSH	1 working day from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director (AYUSH)
123	OPD Service @ Integrated Ayush Hospital (IAH)	Directorate of AYUSH	M.O. in charge	1 working day from the date of receipt of the application complete in all	Deputy Director, AYUSH	Director (AYUSH)

124	IPD Services at Integrated Ayush Hospital	Directorate of AYUSH	M.O. in charge	14 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
125	Panchakarma Therapy Services	Directorate of AYUSH	M.O. in charge	7 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
126	P&SM Therapy (YOGA)	Directorate of AYUSH	M.O. in charge	7 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
127	Testing of ASU & H Drug	Directorate of AYUSH	Drugs Inspector (ASU Drugs)	14 working days from the date of receipt of the application complete in all respect	Deputy Director, AYUSH	Director(AYUSH)
128	Registration of Accommodation Unit	Tourism	Deputy Director(P)	60 days from the date of receipt of the application complete in all respect	Joint Director, Tourism	Director, Tourism
129	Registration of Tour Operator/ Travel Agencies	Tourism	Deputy Director(P)	61 days from the date of receipt of the application complete in all respect	Joint Director, Tourism	Director, Tourism
130	Registration of Hotel/Restaurant	Tourism	Deputy Director(P)	62 days from the date of receipt of the application complete in all respect	Joint Director, Tourism	Director, Tourism

131	Online Booking of Tourist Facilities	Tourism	Deputy Director(P)	1 working day from the date of receipt of the application complete in all respect	Joint Director, Tourism	Director, Tourism
132	Declaration of Mizo Heritage Sites	Art & Culture Department	Deputy Director(Admin)	30 working days from the date of receipt of application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
133	Disposal of cultural items to registered NGO's at a subsidised rate	Art & Culture Department	Deputy Director(Admin)	5 working days from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
134	Sale of Books at subsidised rate by MPB	Art & Culture Department	Deputy Director(Admin)	1 working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
135	Renting system of traditional attire	Art & Culture Department	Deputy Director(Admin)	2 working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
136	Registration and Training of Cultural Troupe by IMFA	Art & Culture Department	Deputy Director(Admin)	30 working days from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department

137	Acquisition and disposal of Data regarding Ancient Monuments & Archaeological Sites	Art & Culture Department	Deputy Director(Admin)	1 working days from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
138	Publication & reprinting of books	Art & Culture Department	Research Officer(TRI)	30 working days working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
139	Research and Reference	Art & Culture Department	Archivist	1 working day from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department
140	Member Registration to Mizoram State Library	Art & Culture Department	State Librarian	2 working days from the date of receipt of the application complete in all respect	Joint Director, Art & Culture Department	Director, Art & Culture Department