

Serial No	Service Provided	Service Provided by GN	Max Time Taken to Serve
01	Issuing of character/resident certificate	If certificates are available	15 min
		If certifying the residency (Satisfied personally)	03 days
02	Recommendation for income certificates	Giving recommendation to Divisional Secretary	03 days
03	Issuing Valuation certificate	Giving recommendation to Divisional Secretary	02 days
04	Assessment report	Giving recommendation to Divisional Secretary	02 days
05	Certifying identity card applications	Certifying and submit to Divisional Secretary	07 days
		Delivering Identity card for applicants	03 days
06	Cutting jack trees	To cut one tree	01 day
		More than one (If satisfied)	03 days
07	Permits for timber transportations	Giving recommendation to Divisional Secretary	02 days
		Sealing of tree	½ Day
08	Recommendation of gun license	Giving recommendation to Divisional Secretary	03 days
09	Explosives	Giving recommendation	03 days
10	Providing report on death persons	Report of natural death	03 hours
11	Business Registration	Giving recommendation to Divisional Secretary	03 days
12	Giving reports of complains	If it happened in existing year	01 day
		If it happened in previous year	03 days

13	Recommendation for public aids	Giving recommendation to Divisional Secretary	03 days
14	Registration of past births	Giving recommendation	03 days
15	Recommendation for scholarship applications	Giving recommendation to Divisional Secretary	02 days
16	Permits for animal transportations	Giving recommendation to Divisional Secretary	03 days
17	Giving assessments for ownership of lands	Giving recommendation to Divisional Secretary	03 days
18	Recommendations for electricity & water	Giving recommendation	03 days
19	Recommendation for	Submit urgent reports to Divisional Secretary	06 hours
		Submit detailed reports	03 days
		Giving recommendation	03 days
20	Giving reports & recommendations for arising needs	Giving recommendation (If the document are available)	03 days
21	Registrations of voluntary societies	Giving recommendations if there needed documents	03 days
22	Duties on crown lands	Reporting of unauthorized residents	Immediately
		Submitting other documents to Divisional Secretary	07 days
23	Issuing permits for stone/sand	Giving recommendation to Divisional Secretary	07 days
24	Permits of liquor	Giving recommendation to Divisional Secretary	07 days
25	Duties as peace officers	Settlement of disputes	03 days
26	Aids on presidential funds	Giving recommendation to Divisional Secretary	02 days