

SERVICES NOTIFIED UNDER THE MEGHALAYA RIGHT TO PUBLIC SERVICE ACT, 2020

SN	NAME OF SERVICE	NAME OF SUB SERVICE	NUMBER OF WORKING DAYS FOR SERVICE DELIVERY	DEPARTMENT
1	Register of Deeds	1. Deed of Declaration	30 days	Revenue & Disaster Management
		2. Sale Deed		
		3. Gift Deed		
		4. Other Deeds		
2	Mutation in undisputed Cases - Deletion-Inclusion/Renewal		3 months	Revenue & Disaster Management
		1. Mutation case by way of Inheritance.		
		2. Mutation case by way of Clear Sale.		
		3. Mutation-Inclusion/ Deletion case.		
3	1. Claim of Ration Card		30 days	Food Civil Supplies & Consumer Affairs
		2. Correction		
		3. Deletion		
		4. Change		
		5. Duplicate card		
		6. Transfer		
		7. Surrender	60 days	
4	Permission for Public Events		5 days	Home (Political)
5	Registration under Meghalaya Value Added Tax (MVAT) and Central Sales Tax Act		15 days	Excise,Registration,Taxation & Stamps
6	e-Registration (Online application for dealer registration for IMFL products)		15 days	Excise,Registration,Taxation & Stamps
7	e>Returns (online filing of Returns for dealer registration for IMFL products)		Instant (through GRAS)	
8	e-C Forms (online application for C-Forms by dealer in IMFL product, petrol and diesel		15 days	Excise,Registration,Taxation & Stamps
9	e-Dealer Profile (for dealer registered for IMFL products)		Instant	Excise,Registration,Taxation & Stamps
10	Issuance of Learners Driving License		7 days	Transport
11	Issuance of Permanent License		30 days	Transport
12	Renewal of Permanent Driving License		10 days	Transport
13	Transfer of Ownership of Vehicle		30 days	Transport
14	Issuance of Certificate of Vehicle Fitness		15 days	Transport
15	Issuance of Registration Certificate of Vehicle		21 days	Transport
16	Implementation of the Food Safety and Standards Act, 2006			Health & Family Welfare
		1. Licence for Food Business	1. 60 days	
		2. Registration for Food business	2. 30 days	
		3. Analysis of Food Samples drawn by Food Safety Officers	3. 14 days	

17	Registration of Cooperative Society.		90 days	Registrar of Cooperative Societies
18	Grant of Fire Safety Certificate		a. After Receipt of Application, Fire Safety Audit/ Inspection of the Building/	Home (Police)
			b. On completion of Fire Safety Audit/ Inspection, notice is served to the Owner/ occupier of the Building to	
			c. 90 days extension of time can be granted by the authority depending upon the satisfied of the work progress. On completion of installation of Fire	
19	NOC from Fire Department (prior to commencement of construction activities).		30 days	Home (Police)
20	Issue of Non - Forest Land Certificate.		(i) 30 days when application is in complete form for recommending to	Forest & Environment
			(ii) 15 days for further rectification of deficiencies and clarification of	
			(iii) 10 days for final disposal by PCCF & HoFF when the application, document and recommendation of the DFO are complete in all respect and need no	
			(iv) 5 days for final disposal by PCCF & HoFF if there is a Need for further Rectification by the DFO at (ii) above, after both the application & relevant	
21	Permission for tree felling under the Meghalaya Tree Felling (Non-Forest Areas) Rules.		(i) 30 days when application is in complete form for recommending to the PCCF & HoFF	Forest & Environment
			(ii) 15 days for further rectification of deficiencies and clarification of	
			(iii) 10 days for final disposal by PCCF & HoFF when the application, document and recommendation of the DFO are complete in all respect and need no	
			(iv) 5 days for final disposal by PCCF & HoFF if there is a Need for further Rectification by the DFO at (ii) above, after both the application & relevant	
22	Permission for tree felling under the Meghalaya Tree (Preservation) Act.		(1) 20 days for final disposal when the application is in complete form or for recommending to the Conservator of	Forest & Environment
			(2) 5 days for further rectification of deficiencies and clarification queries. Etc if any from Conservator of Forest	
			(3) 10 days for final disposal by the CF (T) when the application, documents and recommendation of the DFO are	
			(4) 5 days for final disposal by CF(T) if there ia a need for further rectification by the DFO at (ii) above, after all the application, relevant documents and	
23	NOC for field survey and investigation work for Hydro Project		x	Forest & Environment
			(2) 15 days for further rectification of deficiencies and clarification of	
			(3) 15 days for final disposal when the application, documents and recommendation of the DFO are	
			(4) 5 days for final disposal by PCCF & HoFF if there ia a need for further rectification by the DFO at (ii) above, after all the application, relevant	
			(2) 30 days for processing of an application which is complete in all	

			(3) 20 days for processing of application by the Chief Wildlife Warden.	
			(4) 90 days for consultation with the	
24	NOC for Installation DG Set		30 days	Inspectorate of Electricity
25	Registration under State Cinema Regulations/Rules		180 days	GAD (B)
26	Permission for Movie Shooting related to State Protected Monument		90 days	Arts & Culture
27	Travel Agency / Tour Operator (Registration and Renewal).		60 days	Tourism
28	Mining lease / Composite License / Non-exclusive Reconnaissance Permit		90 days	Mining & Geology
29	Mining Lease for Minor Minerals for Industrial & Specific uses under Schedule II of MMMCR, 2016		90 days	Mining & Geology
30	Quarry Permit for Minor Minerals for Industrial & Specific uses under Schedule II of MMMCR, 2016		15 days	Mining & Geology
31	Certificate of non-availability of water from water supply agency required for NoC for water abstraction from Central Ground Water Authority/ Relevant Authority.		30 days	PHE
32	State Excise - Label Registration.		15 days	Excise,Registration,Taxation & Stamps
33	Recommendation of License of Bottling Plant, Distillery, Breweries, Retail / Wholesale, Shops for Liquor at district.		120 days	Excise,Registration,Taxation & Stamps
34	Import permit of Liquor (Spirit, Foreign Liquor etc.) for retail licenses.		7 days	Excise,Registration,Taxation & Stamps
35	Recommendation for Export permit of Liquor (Spirit, Foreign Liquor etc.).		7 days	Excise,Registration,Taxation & Stamps
36	Transit Permit of Liquor by individual		3 days	Excise,Registration,Taxation & Stamps
37	Recommendation for Temporary Bar License		7 days	Excise,Registration,Taxation & Stamps
38	Recommendation for Grant of License by Commissioner Office.		30 days	Excise,Registration,Taxation & Stamps
39	Import and Export Permit for Wholesale, Hospital etc of Spirits, Liquor		7 days	Excise,Registration,Taxation & Stamps
40	Permission for Temporary Bar License		7 days	Excise,Registration,Taxation & Stamps
41	Issue of Fresh Licenses of Manufacturer, Dealer, Repairer in weights and measures.		27 days	Legal Metrology
42	Renewal of Licenses of Manufacturers in weights and measures.		14 days	Legal Metrology
43	Registration of Manufacturer in weights and measures.		14 days	Legal Metrology

44	Issue of Verification and reverification Certificate of in weights and measures.		30 days	Legal Metrology
45	Granting and renewal of Wholesale Drug License.		90 days	Health & Family Welfare
46	Granting and renewal of Retails Drug License.		90 days	Health & Family Welfare
47	Granting and Renewal of Drug Manufacturing License		90 days	Health & Family Welfare
48	Registration under "The Meghalaya Nursing Homes (Licensing and Registration), Act 1993 and the Meghalaya Nursing Home (Licensing and Registration Rules 2015".		90 days	Health & Family Welfare
49	Registration under PC&PNDT Act, 1994 (Amended, 2003) (For 5 years) & its Renewal.		90 days	Health & Family Welfare
50	Registration of schools under Right to Education.		60 days	Education
51	NoC for setting up CBSE School.		60 days	Education
52	Registration of Contractors for works and services (Roads).		60 days	PWD
53	Registration of Contractors for works and services (Buildings).		60 days	PWD
54	Road Cutting Permission.		60 days	PWD
55	License for contractors under provision of The Contracts Labour (Regulation and Abolition) Act, 1970.		10 days	Department of Labour, Employment & Skill Development.
56	Registration under Meghalaya Shops and Establishment Act, 2003.		10 days	Department of Labour, Employment & Skill Development.
57	Registration/Renewal of principal employers establishment under provision of The Contracts Labour (Regulation and Abolition) Act, 1970.		10 days	Department of Labour, Employment & Skill Development.
58	Registration/Renewal under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996.		10 days	Department of Labour, Employment & Skill Development.
59	Registration of establishment under the Inter State Migrant Workmen (RE&CS) Act, 1979.		10 days	Department of Labour, Employment & Skill Development.
60	Business License and Renewal thereof by Shillong Municipal Board.		7 days	Urban Affairs
61	Obtaining Water Connection from Shillong Municipal Board.		7 days	Urban Affairs
62	Goods Carriage Permit.		7 days	Transport

63	Grant of license for Fair Price Shops under the relevant act and its renewal.		60 days	Food Civil Supplies & Consumer Affairs
64	Consent to Establish under the Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1974.		120 days	Meghalaya State Pollution Control Board
65	Consent to Operate under the Water (Prevention and Control of Pollution) Act, 1974 and Air (Prevention and Control of Pollution) Act, 1974.		120 days	Meghalaya State Pollution Control Board
66	Authorization under the Hazardous and Other Wastes (Management and Transboundary Movement) Rules, 2016.		120 days	Meghalaya State Pollution Control Board
67	Registration/ Renewal under The E-waste (Management and Handling) Rules, 2011 (under Chapter III) (effective from May 2012).		120 days	Meghalaya State Pollution Control Board
68	Registration/ Renewal under Plastic Waste (Management and Handling) Rules, 2011.		90 days	Meghalaya State Pollution Control Board
69	Disposal of Grievances through Meghalaya Public Grievances Redress and Monitoring System (MEGPGRAMS)		30 days	All
70	Measurement / Demarcation of Land.		30 days	Revenue & Disaster Management
71	Non-encumbrance.		30 days	Revenue & Disaster Management
72	Cinematograph License and License for Screening a Film (as applicable).		60 days	Commissioner of Division
73	NOC required for setting up of explosives manufacturing, storage, sale, transport.		90 days	Commissioner of Division
74	NOC required for setting up of petroleum, diesel & Naphtha manufacturing, storage, sale transport.		60 days	Commissioner of Division
75	License for Sale of Crackers.		60 days	Commissioner of Division
76	Telecom Infrastructure Approval by various Local Authorities as defined in MTIP 2018 for various Departments including Public Works, Power, Urban Affairs, Forest & Environment etc.		60 days	Information Technology & Communications
77	Registration and Grant of Factories License		45 days	Department of Labour, Employment & Skill Development.
78	Renewal of Factory License		10 days	Department of Labour, Employment & Skill Development.

79	Approval of plan and permission to construct/extend/or take into use any building as a factory		15 days	Department of Labour, Employment & Skill Development.
80	Registration and Grant of Certificate for Boilers under the Boilers Act, 1923		120 days	Department of Labour, Employment & Skill Development.
81	Renewal of Certificate for Boilers under the Boilers Act, 1923		30 days	Department of Labour, Employment & Skill Development.
82	Authorization under Bio Medical Wastes (Management and Handling) Rules 2016		90 days	Meghalaya State Pollution Control Board
83	Authorization under Solid-Wastes (Processing, recycling, treatment and disposal of solid waste) Rules 2016		60 days	Meghalaya State Pollution Control Board
84	Birth Certificate (Birth Registration)		14 days	Health & Family Welfare
85	Birth Certificate (Birth Registration)		14 days	Urban Affairs
86	Employment Registration and Renewal		Verification and registration by Employment Exchange on the same day	Department of Labour, Employment & Skill Development.
87	Construction Permit		30 days	Urban Affairs
88	Permanent Residence Certificate (PRC)		90 days	Home (Political)
89	PMJAY/ State Health Card		7 days	Health & Family Welfare
90	Mining Lease for Minor Minerals for uses other than in industry under Schedule III of MMMCR, 2016		75 days (Subject to receipt of all relevant documents stipulated in the MMMCR, 2016 Guidelines and its amendments from the applicant)	Forest & Environment
91	Quarry permits for Minor Minerals for uses other than in industry under Schedule III of MMMCR, 2016		20 Days (Subject to receipt of all relevant documents stipulated in the MMMCR, 2016 Guidelines and its amendments from the applicant)	Forest & Environment
92	Issuance/Renewal of Vehicle Permit		7 days	Transport
93	Hypothecation Termination		7 days	Transport
94	Additional Endorsement to Driving License		7 days	Transport
95	Issuance of Temporary Permit		7 days	Transport
96	Change of Biometrics in Driving License		7 days	Transport
97	Renewal of Registration		3 days	Transport
98	Alteration of Motor Vehicle.		10 days	Transport
99	Issuance of Duplicate RC.		7 days	Transport
100	Issuance of NOC.		7 days	Transport
101	Conversion of Vehicle		7 days	Transport
102	Replacement of Driving License.		7 days	Transport
103	Issuance of Duplicate Driving License.		7 days	Transport
104	Change of Address in Driving License.		7 days	Transport
105	Retailer Permit (Lifting)		3 days	Excise,Registration,Taxation & Stamps
106	Marriage Certificate:Registration of Marriage under the Meghalaya Compulsory Registration of Marriage Act, 2012		30 days	Excise,Registration,Taxation & Stamps

107	Registration of marriage the Special Marriage Act, 1954		60 days	Deputy Commissioner
108	Registration of Farmers and Issuance of Farmer ID Card		30 days	Agriculture
109	Soil Health Card		25 days	Agriculture
110	Certificate for Recruitment in Armed/ Paramilitary/ Police Forces		45 days	Home (Political)
111	Income Certificate			Deputy Commissioner
112	I. Income Certificate (Without Police Verification)		14 days	
113	II. Income Certificate (With Police Verification)		30 days	
114	Issuance of Schedule Tribe Certificate		30 days	Home (Political)
115	Issuance of Schedule Caste Certificate		45 days	Home (Political)
116	Registration and Licensing - Motor Transport Workers Act		10 days	Department of Labour, Employment & Skill Development.
117	Pregnant Women assistance (including Benefit transfers)		30 days	Social Welfare
118	Registration of Partnership Firms		90 days	Excise,Registration,Taxation & Stamps
119	Registration of Societies - State Level		90 days	Excise,Registration,Taxation & Stamps
120	Grant of New Arms License		90 days	Home (Police)
121	Renewal of New Arms License		60 days	Home (Police)
122	Issuance of Death Certificate		14 days	Health & Family Welfare
123	Issuance of Death Certificate		14 days	Urban Affairs
124	Job Seeker Registration		30 days	Department of Labour, Employment & Skill Development.
125	Skill Development		30 days	Department of Labour, Employment & Skill Development.
126	Farm Mechanization Application		60 days	Agriculture
127	Change of Name in Driving License		7 days	Transport
128	Permit Restore		7 days	Transport
129	Hypothecation Addition		7 days	Transport
130	Permit Surrender (Cancellation/ Replacement of Vehicle)		7 days	Transport
131	Duplicate FC		7 days	Transport
132	Re-assignment of Registration No (RMA)		7 days	Transport
133	Issuance of Special Permit		7 days	Transport
134	Driving License Extract		7 days	Transport
135	Surrender of COV(s)/ PSV Badge(s)		7 days	Transport
136	Issuance of Duplicate Permit		7 days	Transport
137	Issuance of International Driving Permit		7 days	Transport
138	Change of Address in RC		7 days	Transport
139	Issuance of Driving School License		7 days after inspection of the premises.	Transport
140	Retention of Registration No.		7 days	Transport
141	Endorsement to drive in hill region		7 days	Transport

142	Issuance of AITP Permit/ Authorization		10 days	Transport
143	Renewal of AITP Permit/ Authorization		7 days	Transport
144	Issuance of 3 states AITP (CMV Rules 82-85)		10 days	Transport
145	Renewal of 3 states AITP (CMV Rules 82-85)		7 days	Transport
146	Registration of Societies - District Level		30 days	Deputy Commissioner
147	Senior Citizen Certificate		15 days	Deputy Commissioner
148	Permission for Installation/ Erection of Boilers		20 days	Department of Labour, Employment & Skill Development.
149	Application for cancellation of license/deletion of firearms from the license		60 days	Home (Police)
150	Application Form B-2 for permission to sell firearm or ammunition		60days	Home (Police)
151	Application Form B-2 for permission to transfer firearm or ammunition		60 days	Home (Police)
152	Registration of weapons dealers/sellers		60 days	Home (Police)
153	Issuance of Residential Certificate for identity proof while travelling (especially for uneducated and unemployed)		1. 15 days	Deputy Commissioner
			2. 30 days (in case police verification is	
154	NoC for abstraction of Surface Water from State Authority		90 days	Water Resources
155	Change of Land Use		90 days	Revenue & Disaster Management
156	E-Amendment of Dealer Registration.		15 days	Excise,Registration,Taxation & Stamps
157	Export Permit for Beer.		7 days	Excise,Registration,Taxation & Stamps
158	Import Permit (Zero IPF)		7 days	Excise,Registration,Taxation & Stamps
159	Retailer Permit for Canteens		3 days	Excise,Registration,Taxation & Stamps
160	Export Permit for ENA Outside state		7 days	Excise,Registration,Taxation & Stamps
161	Export Permit for ENA Within state		7 days	Excise,Registration,Taxation & Stamps
162	Export Permit for ENA (Overseas)		7 days	Excise,Registration,Taxation & Stamps
163	Export Permit for Beer (Overseas)		7 days	Excise,Registration,Taxation & Stamps
164	Registration of the Building and Construction Worker		90 days	Department of Labour, Employment & Skill Development.
165	Scholarship Benefits Application.		90 days	Department of Labour, Employment & Skill Development.
166	Maternity Benefit.		90 days	Department of Labour, Employment & Skill Development.
167	Marriage Assistance.		90 days	Department of Labour, Employment & Skill Development.
168	Medical Benefit.		90 days	Department of Labour, Employment & Skill Development.
169	Cash Award.		90 days	Department of Labour, Employment & Skill Development.
170	Welfare Pension.		90 days	Department of Labour, Employment & Skill Development.
171	Disability Pension.		90 days	Department of Labour, Employment & Skill Development.
172	Family Pension.		90 days	Department of Labour, Employment & Skill Development.

173	Death Benefit.		90 days	Department of Labour, Employment & Skill Development.
174	Instrument Grant.		90 days	Department of Labour, Employment & Skill Development.
175	Funeral Benefit.		90 days	Department of Labour, Employment & Skill Development.
176	Application for Recognition as Provisional/Approved Meghalaya Tour Operator		45 days.	Tourism
177	Issue of Health Certificate for Livestock			Animal Husbandry & Veterinary
178	1. With proper vaccination certificates & related papers		3 days	
179	2. Without Vaccination certificates		30 days	
180	Issue of Transit Permit for Livestock and Poultry transport both within and from outside the State		5 days	Animal Husbandry & Veterinary
181	Registration for Transportation of Minerals under Rules 4 of Meghalaya (Prevention of Illegal Mining, Transportation and Storage) Rules 2022		7 days	Mining & Geology
182	Recommendation for registration under the Meghalaya Procurement Preference Policy for Micro and Small Enterprise, 2020.		15 Days	Commerce & Industries
183	Registration under the Meghalaya procurement Preference Policy for Micro and Small Enterprises, 2020.		16 Days	Commerce & Industries
184	Profession Tax		30 Days	Excise,Registration,Taxation & Stamps
185	State Excise- Excise Verification Certificate.		30 Days	Excise,Registration,Taxation & Stamps
186	No Objection Certificate for opening new College.		90 Days	Office of the Director of Higher & Technical education.
187	Printing of Affidavits of change of Names after receipts of NOC issued by their respective Deputy Commissioners/Sub-Divisional Officers (Civil).		20 days from the date of receipt from respective Deputy Commissioners/Sub-Divisional Officers.	Printing and Stationery
188	Amendment of Factory License.		20 days	Department of Labour, Employment & Skill Development.
189	Transfer for Factory License.		20 days	Department of Labour, Employment & Skill Development.
190	Balance Payment of Renewal Factory License.		20 days	Department of Labour, Employment & Skill Development.
191	Amendment of Bye-law of Registered Cooperative Societies		30 days	Registrar of Cooperative Societies
192	Issuance of Non-receipt of Housing Loan Certificate		5 days	Housing Department
193	Amendment of Bye-law of the Registered Cooperative Societies		30 days	Registrar of Cooperative Societies
194				
195	Issuance of Non-receipt of Housing Loan Certificate		5 days	Housing Department

196	Investors' Facilitation Centre/ Investment Promotion Agency-Queries to be sought once from the date of receiving details from the investor		7 days	Invest Meghalaya Authority (IMA)
197	Investors' Facilitation Centre/ Investment Promotion Agency-Resolution of query and grievance from the date of receiving details from the investor		15 days	Invest Meghalaya Authority (IMA)
198	Renewal-Registration of Migrant Workers under the Meghalaya Identification, Registration of Migrant Workers Act, 2020		30 days	Department of Labour, Employment & Skill Development.
199	Registration of Migrant Workers under the Meghalaya Identification, Registration of Migrant Workers Act, 2020		30 days	Department of Labour, Employment & Skill Development.
200	Application Form for Temporary License for Possession and sale of Fire Crackers during Festivals Rule No.84 of Explosive rules 2008		60 days	Office of the Deputy Commissioner
201	Permission of Movie Shooting- Deputy Commissioner		30 days	Office of the Deputy Commissioner