

Haryana Government  
Secretariat for Information Technology



हरियाणा सरकार  
सूचना प्रौद्योगिकी सचिवालय



No. Admn/299/1SIT/5267

From

Principal Secretary to Government Haryana,  
Electronics & Information Technology Department.

To

1. All the Administrative Secretaries to Government of Haryana.
2. All the Heads of Departments in Haryana.
3. All the Divisional Commissioners in Haryana.
4. Managing Directors/Chief Administrators/Chief Executive Officer of all the Boards, Corporations etc. in Haryana.
5. All the Deputy Commissioners in Haryana.
6. Registrars of all the Universities in Haryana.
7. State Informatics Officer, Haryana State Unit, Chandigarh.

Chandigarh dated, the 28.06.2017

**Subject: Haryana e-Seva Scheme for Common Services Centres- Regarding.**

Sir/Madam,

I am directed to address you on the subject cited above and to inform you that the State Government has decided to include more services, alongwith service charges, in Annexure-1 of the notification issued by this department vide notification no. Admn/299/1SIT/2922 dated 02.12.2015 and letter no. Admn/299/1SIT/4541 dated 28.02.2017. Accordingly, the revised Annexure -1 is enclosed herewith for kind information and necessary action.

  
Sr. Administrative Officer  
for Principal Secretary to Government Haryana,  
Electronics & Information Technology Department.

Sr. No	Department	Service to be offered	Annexure-1		
			Point of Service	Role	Approved Service Charges (Rs.)
1	All Departments	Receipt of Applications under RTI	Both	A	10
2		Grievance Registration (HARSAMADHAN)	Both	A	10
3		Printing	Both	P	5 per page
4		Issuance of ID card as per the requirement of the Department	Both	P	30
5		Scanning and uploading of documents	Both	eS	5 per page
6	Agriculture	Licenses for Seeds	Both	A	10
7		Renewal of license of Seed	Both	A	10
8		Duplicate Licenses for Seeds	Both	A	10
9		Licenses for Pesticides	Both	A	10
10		Renewal of license of Pesticide	Both	A	10
11		Duplicate Licenses for Pesticide	Both	A	10
12		Licenses for Fertilizers	Both	A	10
13		Renewal of license of Fertilizers	Both	A	10
14		Duplicate Licenses for Fertilizers	Both	A	10
15		License for sale, stock or exhibit insecticides	Both	A	10
16		Duplicate license for sale, stock or exhibit insecticides	Both	A	10
17		Soil Health Card	Both	A	10
18		Acknowledgement of receipts/authorization letter to fertilizer wholesale & retail dealer	Both	A	10
19		Renewal of acknowledgement of receipts/ authorization letter to fertilizer wholesale & retail dealer	Both	A	10
20		Duplicate acknowledgement of receipts/ authorization letter to fertilizer wholesale & retail dealer	Both	A	10
21	Bhagat Phool Singh Mahila Vishwavidyalaya	Printing of Admit card	Both	P	10
22		Applicant's status in Merit list	Both	P	10
23		Online Admission Application Submission	Both	A	50
24		Application for Migration	Both	A	20
25		Application for Revaluation	Both	A	20
26		Application for Verification	Both	A	20
27		Application for Photocopy of Answer book	Both	A	20
28		Application for duplicate statement of marks	Both	A	20
29		Application for Convocation	Both	A	20
30		BPS Mahila Vishwavidyalaya Result	Both	P	10
31	Election	Application for addition of name in voter list	Both	A	10
32		Application for correction of name in voter list	Both	A	10
33		Application for inclusion of name in voter list through transfer	Both	A	10
34		Application for Objection/ deletion in Voter list	Both	A	10
35		Facilities for online registration and disposal of complaints regarding electoral rolls, EPIC, elections etc. using the application developed by the ECI	Both	A	10
36		Issue of copy of electoral rolls	Both	P	5 per page



Sr. No	Department	Service to be offered	Point of Service	Role	Approved Service Charges (Rs.)
37	Employment	Application for Registration of Job Seekers	Both	A	10
38		Application for Registration under One Family One Job Scheme	Both	A	10
39		Application for Addition of Qualification, Experience, and other related certificates	Both	A	10
40		Application for Regn. of Renewal and Grace period of two months for Renewal	Both	A	10
41		Application for Relaxation in Renewal after delay of two months	Both	A	10
42		Application for providing of free travel vouchers for interviews to all eligible applicants	Both	A	10
43		Application for unemployment allowance	Both	A	10
44		Employer Registration in Employment Exchange	Both	A	10
45		Candidate Registration in Employment Exchange	Both	A	10
46		Overseas Placement Candidate Registration	Both	A	10
47		Overseas Placement Recruiter Registration	Both	A	10
48		Registration for SAKSHAM Scheme	Both	A	20
49		Online registration for unemployed	Both	A	20
50	Forest & Wildlife	Application for purchase of Trees from Tree-growers	Both	A	10
51		Application for permissions for felling of trees	Both	A	30
52		Application for NoCs in respect of PLPA or FOREST or Restricted lands and grant of NOC	Both	A	30
53	Finance	Issue of Non-Judicial/ Judicial stamps & Stamp Papers	Both	G	Nil
54		Jeevan Pramaan Certificate	Both	C	10
55		Collection of Govt. Receipt/ Fees	Both	eS	10 per transaction
56	Food, Civil Supplies & Consumer Affairs	Application for Issue of New Ration Cards on receipt of D-1 Forms	Both	A	10
57		Application for Issue of Ration Card on receipt of surrender Certificate	Both	A	10
58		Application for issue of Duplicate Ration Card	Both	A	10
59		Application for Inclusion/ Deletion of family member's name in Ration Card	Both	A	10
60		Application for Change of Address including change of Fair Price Shop (FPS)	Both	A	10
61		Application for Issue of Surrender Certificate	Both	A	10
62		Application for Change of Address within same jurisdiction	Both	A	10
63		House Hold Head Modifications	Both	A	10
64		Ration Card Member migration	Both	A	10
65		Ration card Transfer Application	Both	A	10
66	Fisheries	Service for Loan and Subsidy for various schemes under FFDA	Both	A	10
67		Service for Loan and Subsidy for development of waterlogged area	Both	A	10
68		Service for Seed Supply from Government Fish Farm to Fish Farmers	Both	A	10



Sr. No	Department	Service to be offered	Point of Service	Role	Approved Service Charges (Rs.)
69	Haryana Public Service Commission	Submission of Application for various posts	Both	A	30
70		Editing of application submitted			
71		Printing of admit card			
72	Haryana Staff Selection Commission	Online application form for various posts	Both	A	20
73		Printing of admit card			
74	Health	Application for Birth Registration	Both	A	10
75		Issue of Birth Certificates	Both	C	10 per copy
76		Application for Correction of Birth records	Both	A	10
77		Application for inclusion of name in Birth Certificate	Both	A	10
78	Health	Application for Death Registration	Both	A	10
79		Issue of Death Certificates	Both	C	10 per copy
80		Application for Issue of Disability /Handicap Certificate	Both	A	10
81	Higher Education	Printing of detailed marks sheet/ Result/ Provisional Certificate	Both	P	10
82		Issue of admit card/ Duplicate admit Cards	Both	P	10
83		Online Application form for admission at the colleges	Both	A	30
84	Home	Application for Verification for tenants/ servants	Both	A	10
85		Verification for Clearance certificate	Both	A	10
86		Application for 'Permission/ No objection certificates' for carrying out processions/ holding public meetings	Both	A	50
87		Application for Marriage Registration	Both	A	20
88		Issue of Marriage Certificate	Both	A	20
89	Haryana Urban Development Authority	Water Bill Payment HUDA	Both	P	10
90		Sewer Bill Payment HUDA	Both	P	10
91		New Water connection HUDA	Both	A	10
92		Duplicate bill printing	Both	D	20
93		New Sewer connection HUDA	Both	A	10
94		Draw result	Both	P	10
95		Print of line challan	Both	P	10
96		Other Online Payment	Both	P	10
97		Print Allottee Account Information	Both	P	10
98		Plot Status Inquiry	Both	P	10
99		Print Duplicate Scheme Receipt	Both	D	10
100		Password User id Unlocking	Both	A	10
101		Application for New Schemes	Both	A	20
102		Application to track/status Grievance	Both	A	10
103		Application to Register Grievance	Both	A	10
104		Application for booking of community centre and open spaces.	Both	A	20



Sr. No	Department	Service to be offered	Point of Service	Role	Approved Service Charges (Rs.)
105	Horticulture	Hortnet-online application by farmers for loan and getting subsidy	Both	A	10
106		M-Inet-application for loan under Micro-irrigation	Both	A	10
107		Fruit license	Both	A	10
108		Polynet-to construct poly-house, (vegetable and fruit growing house)	Both	A	10
109		Seed license	Both	A	10
110	Industrial Training & Vocational Education	Admission of Students in ITI	Both	A	50
111	Industries & Commerce	Filling of Udyog Aadhaar Memorandum (UAM)	Both	eS	50
112		Register for the Approval of Name of a Society	Both	eS	100
113		Registration of Society Upon Approval of Name	Both	eS	400
114		Apply for the Registration Number for an Existing Society	Both	eS	500
115		Change in Name of the Society u/s 12(1)	Both	eS	200
116		Change in Registered Office of a Society	Both	eS	100
117		Filling of Mandatory Annual Returns u/s 50(1)	Both	eS	300
118	Industries & Commerce	Resolution of Governing Body / General Body Meetings (Amendments, Members inclusion/ Exclusion Other Major Decision)	Both	eS	100
119		Apply for Amendment in the Memorandum and By-Laws	Both	eS	300
120		Approval of Scheme of Collegium	Both	eS	100
121		Submission of List of elected Collegium Members for Information u/s 30(3)	Both	eS	100
122		Submission of List of elected Governing Body for Approval u/s 33 & rule 19	Both	eS	100
123		Grant - in- Aid Management	Both	eS	100
124		Enrollment of Members of Society Registered under Act 2012	Both	eS	100
125		Apply for Registration of Firm	Both	eS	200
126		Apply for Change in Partners of Firm	Both	eS	200
127		Apply for Change in Name of Firm	Both	eS	200
128		Apply for Change in Address of Firm	Both	eS	200
129		Dissolution of Firm	Both	eS	200
130	Kurukshetra University	Online Admission Application Form Submission	Both	A	50
131		Admission Application Status Checking	Both	P	10
132		Printing of Admit Card	Both	P	10
133		Kurukshetra University Helpline Application filing	Both	A	10
134	Labour	Kurukshetra University Result	Both	A	10
135		Factory Act	Both	A	20
136		Shop act	Both	A	20
137		HLWB- Registration (or edit of data) of workers as Beneficiary	Both	A	20
138		HLWB- Print Employee history	Both	P	10
139		HLWB- Edition/ updation of family and/or nominee details	Both	eS	20



Sr. No	Department	Service to be offered	Point of Service	Role	Approved Service Charges (Rs.)
140	Labour	HLWB- Apply for any one scheme out of 21 schemes	Both	A	20
141		HLWB- Printing of status of applied scheme			
142		HLWB- Reply to the observations for the applied scheme	Both	P	10
143		BOCW- Registration (or edit of data) of workers as Beneficiary			
144		BOCW- Edition/ updation of family and/or nominee details	Both	eS	20
145		BOCW- Apply for any one scheme out of 22 schemes			
146		BOCW- Printing of status of applied scheme	Both	P	10
147		BOCW- Reply to the observations for the applied scheme			
148		Add Complaint	Both	eS	10
149		Track status of Complaint			
150	Land Record	Scanned registered deed	Both	P	30
151	Power	Application for New Electricity Connection			
152		Application for Temporary Electricity Connection	Both	A	20
153		Application for Enhancement of Electricity Load			
154		Application for transfer of Title & Conversion of Services	Both	A	20
155		Printing of duplicate electricity Bill			
156		Meter Reading	ASK	G	20
157		Bill Generation & Printing			
158		Bill Distribution	ASK	G	Nil to Citizen, Discom will pay
159		Provisional Bill generation			
160		Electricity Bill Collection (UHBVN/DHBVN)	Both	P	10
161		Meter Complaints			
162		Complaints about consumer bills	Both	A	10
163	Printing & Stationery	Printing of eGazette			
164	Public Health Engineering	Application for New water connection	Both	A	10
165		Application for Sewerage connection			
166		Printing of duplicate water/sewerage bill	Both	D	20
167		e-billing and payment collection system			
168		Water Leakage/ Over Flow Pipes	Both	eS	10
169		Sewerage Blocked/ Over flow of manholes			
170		Restoration of water supply	Both	A	10
171	Police	Lost property Registration			
172		Complaint Registration	Both	A	10
173		Community Liason Group			
174		Hotel Registration	Both	A	10
175		Cyber Café Registration			
176		Domestic Help verification	Both	A	10
177		Protest/Strike Permission			
178		Employee verification	Both	A	10
179		Event/Performance request			
180		Private Security Agency verification Request	Both	A	10
181		Procession Request			
182		Character Certificate	Both	A	20
183		Tenant Verification			
184	Renewable Energy	Online Application for solar power plant	Both	A	20
185		Online Application for solar water heater			
186	Rural Development	Demand for Work under MGNREGA through ASK	Both	A	10
187		Application for Indira Awas yojna			
188		Application for BPL Scheme	Both	A	10



Sr. No	Department	Service to be offered	Point of Service	Role	Approved Service Charges (Rs.)
189	Revenue & Disaster Management	Appointment for Registration of Deeds	ASK	A	10
190		Registration of Deeds	eDisha	eS	200
191		Application for certified copy of Registered Deed	ASK	A	10
192		Certified copy of Registered Deed	eDisha	eS	50
193		Application for entering of Mutation	ASK	A	10
194		Application for certified copy of sanctioned Mutation	ASK	A	10
195		Certified copy of sanctioned Mutation	eDisha	eS	10 for 1st page + 5 per addl page
196		Application for certified Nakal of Jamabandi	ASK	A	10
197		Certified Nakal of Jamabandi	eDisha	eS	10 for 1st page + 5 per addl page
198		Application for providing copy of Land Records	Both	A	10
199		Caste Certificate (SC/ST/BC/OBC)	Both	C	30
200		Tapriwas/ Vimukt Jaati Certificate	Both	C	30
201		Residence Certificate	Both	C	30
202		Rural Area Certificate	Both	C	30
203		Composite Certificate (Caste, Residence & Birth)	Both	C	30
204		Income Certificate	Both	C	30
205		Case Status	Both	P	10
206		Cause List	Both	P	10
207		Judgment of court cases	Both	P	30
208		Issue of Marriage Certificate	Both	C	20
209		Deed writing - instrument like sale, conveyance, mortgages, lease/rent etc.	Both	P	150 (for Original)
210		Deed writing - instrument like Power of attorney, will, authority to adopt, adoption deed, divorce deed, agreements etc.	Both	P	70
211		Deed writing - instrument like Release, transfer deed, settlement deed, gift deed, partition and other documents	Both	P	20
212		Second copy/per copy	Both	P	5 per page
213		Property Dealer License	Both	A	100
214		Renewal of Property Dealer License	Both	A	100
215		Hindu Dogra Community Certificate	Both	A	30
216		Permission for Jalsa/Public Meeting/Jaloos/ShobhaYatra/Chhath Puja/Marriage	Both	A	50
217		Permission for Funfair/Circus/Magic Show	Both	A	50
218		Permission for Tournaments/Games	Both	A	50
219		Loudspeaker/DJ permission for Jalsa/Public Meeting/Jaloos/ShobhaYatra/Chhath Puja/Marriage	Both	A	50
220		Loudspeaker/DJ permission for Funfair/Circus/Magic Show	Both	A	50
221		Loudspeaker/DJ permission for Tournaments/Games	Both	A	50
222		Permission for Loudspeaker/DJ	Both	A	50
223		Permit/ Permission for Vehicle during Parliamentary Election Campaign	Both	A	50
224		Permit/ Permission for Vehicle during Assembly / State Election Campaign	Both	A	50
225		Permission of Loudspeaker on Vehicle during Assembly / State Election Campaign	Both	A	50
226		Permission of Loudspeaker on Vehicle during Parliamentary Election Campaign	Both	A	50



Sr. No	Department	Service to be offered	Point of Service	Role	Approved Service Charges (Rs.)
227	School Education	Printing of detailed marks sheet/ Result/ Provisional Certificate	Both	P	10
228		Issue of admit card/ Duplicate admit Cards			
229		Online Admission	Both	P	10
230		Application for going abroad for Higher Studies	Both	A	30
231		Application for Medical leave/Earned leave	Both	A	10
232		Application for Extension services after attaining the age of 55 & 58 years	Both	A	10
233		Application for admission	Both	A	10
234	Science & Technology	Application Form for Haryana State Council for Science & Technology(HSCST) Fellowship	Both	A	10
235		Application Form for Promotion of Science Education(POSE) Scholarship	Both	A	10
236	Sports & Youth Affairs	Application Form for Sports Gradation Certificate	Both	A	10
237		Application Form For Cash Awards For Achievements	Both	A	10
238		Application form for Scholarship for the achievement during Game Events	Both	A	10
239		Application Form for Bhim Award	Both	A	10
240		Application form for Giving jobs to medal Winners.	Both	A	10
241		Application for Old Age Samman Allowance Scheme	Both	A	30
242	Social Justice & Empowerment	Application for Pension to Widows	Both	A	30
243		Application for Pension to Destitute Women	Both	A	30
244		Application for Disability Pension	Both	A	30
245		Application for Ladli Scheme	Both	A	30
246		Application for Financial Assistance to Destitute Children	Both	A	30
247		Application for Financial Assistance to Non School going Disabled Children	Both	A	30
248		Application for Financial Assistance to Kashmiri Migrants Families Scheme	Both	A	30
249		Application for Rajiv Gandhi Pariwan Bima Yojna	Both	A	10
250		Application for National Family Benefit Scheme	Both	A	10
251		Application for Scholarships to physically disabled students	Both	A	10
252		Application for Unemployment allowance to Physically Disabled Persons	Both	A	10
253		Dwarf Allowance Scheme	Both	A	30
254		Eunuch Allowance Scheme	Both	A	30
255		Issue of Learner Driving License	eDisha	eS	150
256	Transport	Issue of Permanent Driving License	eDisha	eS	250
257		Renewal of Permanent Driving License	eDisha	eS	200
258		Issue of Duplicate Permanent Driving License	eDisha	eS	200
259		Endorsement of new class in Driving License	eDisha	eS	200
260		Issue of Conductor License	eDisha	eS	150
261		Registration of new Vehicle	eDisha	eS	250
262		Transfer of Ownership of vehicles	eDisha	eS	200
263		HPA Entry/Cancellation	eDisha	eS	250
264		Issue of NOCs	eDisha	eS	150
265		Issue of Duplicate Registration	eDisha	eS	200
266		Application for Issue of Bus Passes	Both	A	10
267		Online Long Route Bus booking	Both	P	10
268		Application for Tax Clearance Certificate	Both	A	50
269	Technical Education	Technical Education Haryana Result	Both	P	10



Sr. No	Department	Service to be offered	Point of Service	Role	Approved Service Charges (Rs.)
270	Urban Local Bodies	Application for Birth Registration	Both	A	10
271		Issue of Birth Certificates	Both	C	10 per copy
272		Application for Correction of Birth records	Both	A	10
273		Application for inclusion of name in Birth Certificate	Both	A	10
274		Application for Death Registration	Both	A	10
275		Issue of Death Certificates	Both	C	10 per copy
276		Unique identification of properties	Both	A	10
277		Property Tax	Both	P	20
278		Swachh Bharat Mission(IHHL)	Both	G	20(CSC-SPV will pay)
279		Application for Birth certificate	Both	A	10
280		Application for Death certificate	Both	A	10
281		Verification of Application birth services	Both	P	10
282		Verification of Application death services	Both	P	10
283		Issuance of Marriage Certificate	Both	A	50
284		Application for Marriage Registration - 1995	Both	A	30
285		Application for Marriage Registration - 2008	Both	A	30
286		Verification of Application of marriage registration	Both	P	10
287		Online Status of Transaction	Both	P	10
288		Application for business license(U/S 330)	Both	A	100
289		Application for Renewal of Business Licenses under section 330	Both	A	50
290		Application for business license(U/S 331)	Both	A	100
291		Application for Renewal of Business Licenses under section 331	Both	A	50
292		Application for business license(U/S 335)	Both	A	100
293		Application for Renewal of Business Licenses under section 335	Both	A	50
294		Application for business license(U/S 336)	Both	A	100
295		Application for Renewal of Business Licenses under section 336	Both	A	50
296		Verification of Application for business license services	Both	P	10
297		Application for Building Plan	Both	A	50
298		Issuance of Building plan Approval	Both	A	20
299		Verification of Application of building plan services	Both	P	10
300		Application for Revision of Building Plan	Both	A	50
301		Application for Fire Fighting Scheme	Both	A	50
302		Approval for Firefighting scheme	Both	A	20
303		Verification of Application of fire services	Both	P	10
304		Application for Revision of Fire Fighting Scheme	Both	A	50
305		Application for Fire NOC	Both	A	50
306		Application for Revision of Fire NOC	Both	A	50
307		Duplicate House Tax Bill	Both	D	20
308		Application for Water Connection	Both	A	30
309		Application for Sewerage Connection	Both	A	30
310	UIDAI	Printing of E-Aadhar	Both	P	15
311	Welfare of Scheduled Caste & Backward Classes	Application for Financial Awards to the victims of atrocities under SC/ST (PoA) Act, 1989 and PCR Act 1955	Both	A	10
312		Application for Dr. Ambedkar Medhavi Chhatra Yojna	Both	A	10
313		Application for Annusuchit Jati Chhatra Uchch Siksha Prosahan Yojna	Both	A	10



Sr. No	Department	Service to be offered	Point of Service	Role	Approved Service Charges (Rs.)
314	Welfare of Scheduled Caste & Backward Classes	Application for Financial Assistance to Higher Competitive Entrance Examination to SCs & BCs Students	Both	A	10
315		Application for Financial Assistance for Training to SC candidates in un-organised sector through private Institutions	Both	A	10
316		Application for Babu Jagjivan Ram Chhatrawas Yojna	Both	A	10
317		Application for Pre-matric Scholarship to Children whose parents are engaged in un-clean occupations	Both	A	10
318		Application for Kanyadan Scheme	Both	A	10
Point of service:- ASK: Atal Seva Kendra, Both: ASK and eDisha Role:- "A" for Receipt of Application and its uploading; 'C' for Certificate Issuance; 'D' for Duplicate Bill; 'G' for 'Government will Pay; 'P' for Print-out; and 'eS' for Electronic service. Note: Above mentioned are only service charges and Departmental charges shall be extra.					