

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF GOVERNANCE REFORMS & PUBLIC GRIEVANCES**  
**(GOVERNANCE REFORMS-2 BRANCH)**

**NOTIFICATION**

No. 5/3/2019-2GR2/ 318

Dated Chandigarh: 24-09-2020

In continuation of the notification issued vide no. 5/3/2019-2GR2/626 dated 23-12-2019 and in supersession of notification issued vide no. 5/7/2018-2GR2/152 dated 5-2-2019 the Governor of Punjab is pleased to notify new and amend public services, designated officers, appellate authorities and stipulated time-limits for the purpose of Section 3 of the Punjab Transparency and Accountability in Delivery of Public Service Act, 2018 as detailed below:-

**Public Services are notified as below:-**

**Department of Agriculture (Fertilizer)**

Sr No	Name of service	Given Time Limit (Working Days)	Designated Officer	Appellate Authority
1	Issuing new fertilizer wholesale marketing license	24	Joint Director Agriculture (Inputs)	Director Agriculture
2	Renewal of fertilizer wholesale marketing license	24	Joint Director Agriculture (Inputs)	Director Agriculture
3	Amendment-Addition of new products in fertilizer wholesale license	15	Joint Director Agriculture (Inputs)	Director Agriculture
4	Amendment-Change of validity of source of supply in wholesale fertilizer license	15	Joint Director Agriculture (Inputs)	Director Agriculture
5	Amendment-Change of godown address in fertilizer wholesale license	24	Joint Director Agriculture (Inputs)	Director Agriculture
6	Amendment-Addition of godown in fertilizer wholesale license	24	Joint Director Agriculture (Inputs)	Director Agriculture
7	Amendment-Change of responsible person under clause 24 of FCO 1985 in fertilizer wholesale license	15	Joint Director Agriculture (Inputs)	Director Agriculture

8	Amendment-Change of company name in fertilizer wholesale license	24	Joint Director Agriculture (Inputs)	Director Agriculture
9	Amendment-Change of brand name of products in fertilizer wholesale license	15	Joint Director Agriculture (Inputs)	Director Agriculture
10	Issuing of duplicate wholesale license	15	Joint Director Agriculture (Inputs)	Director Agriculture
11	Issuing new fertilizer wholesale marketing license	24	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
12	Renewal of fertilizer wholesale marketing license	24	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
13	Amendment-Addition of new products in fertilizer wholesale license	15	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
14	Amendment-Change of validity of source of supply in wholesale fertilizer license	15	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
15	Amendment-Change of godown address in fertilizer wholesale license	24	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
16	Amendment-Addition of godown in fertilizer wholesale license	24	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
17	Amendment-Change of responsible person under FCO 1985 in fertilizer wholesale license	15	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
18	Amendment-Change of proprietor/partner in fertilizer wholesale license	15	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
19	Amendment-Change of brand name of products in fertilizer wholesale license	15	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
20	Issuing of duplicate wholesale license	15	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
21	Issuing new fertilizer retail marketing license	24	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
22	Renewal of fertilizer retail marketing license	24	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
23	Amendment-Addition of new products in fertilizer retail license	15	Chief Agriculture	Joint Director Agriculture

			Officer (CAO)	(Inputs)
24	Amendment-Change of validity of source of supply in retail fertilizer license	15	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
25	Amendment-Change of godown address in fertilizer retail license	24	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
26	Amendment-Addition of godown in fertilizer retail license	24	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
27	Amendment-Change of responsible person under FCO 1985 in fertilizer retail license	15	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
28	Amendment-Change of proprietor/partner name in fertilizer retail license	15	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
29	Amendment-Change of brand name of products in fertilizer retail license	15	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)
30	Issuing of duplicate retail license	15	Chief Agriculture Officer (CAO)	Joint Director Agriculture (Inputs)

**(Plant Protection) Manufacturer License Services**

Sr. No.	Name of service	Given Time Limit (Working Days)	Designated Officer	Appellate Authority
1	New Manufacturing License	22	Director Agriculture	State Government
2	Addition of new pesticides	15	Director Agriculture	State Government
3	Change of responsible person	15	Director Agriculture	State Government
4	Address change - Office	15	Director Agriculture	State Government
5	Address change - Manufacturing Unit	22	Director Agriculture	State Government
6	Endorsement of new marketing agency or Addition of pesticides in marketers permission	15	Director Agriculture	State Government
7	Duplicate License	15	Director Agriculture	State Government
8	Change the Name of manufacturing firm	15	Director Agriculture	State Government

9	New Sale Licenses	22	Joint Director (Plant Protection)	Director Agriculture
10	Addition of new pesticides in Sale/stock license	15	Joint Director (Plant Protection)	Director Agriculture
11	Change of person responsible for manufacturing companies	15	Joint Director (Plant Protection)	Director Agriculture
12	Change of person responsible for marketing companies	15	Joint Director (Plant Protection)	Director Agriculture
13	Address change of office	15	Joint Director (Plant Protection)	Director Agriculture
14	Address change of godown	22	Joint Director (Plant Protection)	Director Agriculture
15	Endorsement of pesticide(s) of new manufacturer.	15	Joint Director (Plant Protection)	Director Agriculture
16	Duplicate License	15	Joint Director (Plant Protection)	Director Agriculture
17	Change of Name of the Firm	15	Joint Director (Plant Protection)	Director Agriculture

**Sale/Stock License Services**

18	New Sale/Stock License	22	Chief Agriculture Officer (CAO)	Joint Director (Plant Protection)
19	Addition of new companies/Addition of new pesticides-in existing companies/Alteration in PC detail	15	Chief Agriculture Officer (CAO)	Joint Director (Plant Protection)
20	Change of responsible person /addition of expert staff	15	Chief Agriculture Officer (CAO)	Joint Director (Plant Protection)
21	Address change of the shop	15	Chief Agriculture Officer (CAO)	Joint Director (Plant Protection)
22	Address change of the Office	22	Chief Agriculture Officer (CAO)	Joint Director (Plant Protection)
23	Duplicate License	15	Chief Agriculture	Joint Director (Plant Protection)

			Officer (CAO)	
24	Change in name of the firm	15	Chief Agriculture Officer (CAO)	Joint Director (Plant Protection)
25	Transfer of License	15	Chief Agriculture Officer (CAO)	Joint Director (Plant Protection)
26	Varying or Amendment of License	15	Chief Agriculture Officer (CAO)	Joint Director (Plant Protection)
27	New Commercial Pest Control license	22	Chief Agriculture Officer (CAO)	Joint Director (Plant Protection)
28	Renewal of license of commercial pest control	15	Chief Agriculture Officer (CAO)	Joint Director (Plant Protection)

#### Department of Excise and Taxation

Sr. No.	Name of License	Wholesale/ Retail	Timelines within which service shall be given (Working Days)	Designated Officer	Appellate Authority
1	L-1	Wholesale	21	License approved by EC	Financial Commissioner (Taxation)
2	L-1(CSD & CRPF)	Wholesale	21	License approved by EC	Financial Commissioner (Taxation)
3	L-1 (import)	Wholesale	21	License approved by EC	Financial Commissioner (Taxation)
4	L-1 BB (import)	Wholesale	21	License approved by EC	Financial Commissioner (Taxation)
5	L-1C	Wholesale	21	License approved by EC	Financial Commissioner (Taxation)
6	L-2 & L-	Retail	15	License	Excise

	14A			approved by DC(X)	Commissioner
7	L-2A	Wholesale/ Retail	21	License approved by DC(X)	Excise Commissioner
8	L-2B	Wholesale/ Retail	21	License approved by EC	Financial Commissioner (Taxation)
9	L-2D	Retail	21	License approved by EC	Financial Commissioner (Taxation)
10	L-3/L-4/L5	Retail	45	License approved by EC	Financial Commissioner (Taxation)
11	L-3A/L-4A/L-5A	Retail	45	License approved by EC	Financial Commissioner (Taxation)
12	L-5B	Retail	45	License approved by EC	Financial Commissioner (Taxation)
13	L-5D	Annual	15	License approved by DC(X)	Excise Commissioner
14	L-9	Retail	15	License approved by DC(X)	Excise Commissioner
15	L-10C	Wholesale/ Retail	45	License approved by EC	Financial Commissioner (Taxation)
16	L-12C	Retail	45	License approved by EC	Financial Commissioner (Taxation)
17	L-13	Wholesale	15	License approved by DC(X)	Excise Commissioner
18	L-17	Retail	21	License	Financial

				approved by EC	Commissioner (Taxation)
19	L-42A	Retail	21	License approved by EC	Financial Commissioner (Taxation)
20	L-42B	Retail	21	License approved by EC	Financial Commissioner (Taxation)
21	L-50 (Lifetime)	Lifetime	21	License approved by DC(X)	Excise Commissioner
22	L-50 (Annual)	Annual	21	License approved by AC(X)	DC(X)
23	L-50A	Daily basis	7	License approved by EO(X)	DC(X)
24	L-52A	Annual	15	License approved by DC(X)	Excise Commissioner

**NOTE:**

- a. In case services are sought through Sewa Kendras, an additional period of two days would be added to the above said given time limit and in such cases the Designated Officer and the In-charge of the Sewa Kendras, as the case may be, would be jointly and severally responsible for the delivery of such service.
- b. The time fixed for delivery of services would start from the expiry of notice period, wherever prescribed under the Act/ Rules.
- c. For all purposes with regard to the implementation of the Punjab Transparency and Accountability in Delivery of Public Service Act, 2018, the Additional Deputy Commissioner (General) of the concerned district shall be the Nodal Officer in the district for all the departments whose services are notified under the Act *ibid*.
- d. The Special Secretary/ Additional Secretary/ Joint Secretary of the concerned department, as the case may be, shall be the Nodal Officer of the respective departments at the State Headquarter.
- e. The Government fee of public services, as notified by the concerned

department, shall be applicable.


Chandigarh, the

Alok Shekhar  
Principal Secretary to  
Government of Punjab

No. 5/3/2019-2GR2/ 319

Chandigarh, the 24-09-2020


A copy is forwarded to all the Additional Chief Secretaries, Financial Commissioners, Principal Secretaries, Administrative Secretaries in the State of Punjab for necessary action.

  
Additional Secretary

No. 5/3/2019-2GR2/ 320

Chandigarh, the 24-09-2020


A copy is forwarded to the Registrar Punjab & Haryana High Court, Heads of all the Departments, Commissioners of the Divisions, Deputy Commissioners, Heads of all Boards & Corporations and Sub Divisional Magistrates in the State of Punjab for necessary action.

  
Additional Secretary

No. 5/3/2019-2GR2/ 321

Chandigarh, the 24-09-2020

A copy is forwarded to Controller, Printing & Stationery, Punjab with the request to publish this notification in the Punjab Government Gazette (ordinary) and 50 copies of this notifications may please be sent to this department.

  
Additional Secretary