

Serial No	Service Provided	Main Document to be Produced	Max Time Taken to Serve	Main Officer Responsible
01	countersigning of residency certificates	National Identity Card	03 Minutes	Certification officer/AO/Ast.Div.Sec
02	Issuing of valuation certificates	Completed certificate	½ Hour	Divisional Secretary
03	Issuing of income certificates	Application certified by the div secretariat	½ Hour	Asst Div Sec/Div Sec
04	Issuing Birth/Death/Marriage Certificates	Formless process	05 Minutes	Additional Dist. Registrar
05	Approval to release of compulsory savings	Respective application form	05 Minutes	Div Sec/Ast.Div.Sec
06	Issuing Dry Rations cards	Relevant application	10 Minutes	Asst Div Sec
07	Issuing of Income certificate	Application with the documents	1 Hour	Accountant
08	Issuing of assessment certificate	Assets deed with recommendation from GN	½ Hour	Div Sec
09	Issuing of land license after approval	Approved Application	1 Day	Div Sec
10	Recommendation of miscellaneous subsidies	Prescribe from with recommendation from social services officer	1 Weeks	Div Sec / Asst Div Sec
11	Approval of public donations	Prescribe from with recommendation from social services officer	4 Days	Div Sec / Asst Div Sec
12	Payments of samurdhi grants	Application with written supporting documents	3 Days	Div Sec/Ast.Div.Sec
13	Subsidies paid by Social Development Fund	Application with recommendation	1 Days	Div Sec
14	Provision of solutions for electricity objections	Electricity objections summons letter	2 Weeks	Div Sec/Ast.Div.Sec
15	Approval of loans mortgages on land title deed	Land title deed	1 Day	Div Sec
16	Recommending Electricity Application	Recommended application with deed	½ Hour	AO/Asst Div Sec
17	Issuing of license to transport animals	Application approved by veterinary surgeon	½ Hour	Asst Div Sec
18	Issuing of timber permit	Recommended Application	2 Days	Div Sec
19	Issuing of senior citizenship Identity Card	Birth Certificate or Identity card	1 Day	Asst Div Sec
20	Transferring of ownership of gift of land	Deed of land and application	2 Weeks	Div Sec
21	Naming of succession for gifted land	Common 155 application with recommendation	3 Weeks	Div Sec
22	Registration of birth after prescribe time	Application together with documentary evidence	4 Weeks	Additional District Registrar

23	Provision of disaster loans	Application with recommended from GN	2 Weeks	Asst Div Sec
24	Issuing of timber transport license	Application	4 Weeks	Div Sec
25	Naming of transfer of license land	License and GN report	1 Day	Div Sec
26	Issuing of liquor permit	Recommended report from excise dept	2 Hours	Div Sec
27	Submitting of National Identity Card to RGD	Application recommended by GN	3 Days	AO/Asst Div Sec