

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

NOTIFICATION

Dated: 08/10/2020

No. 28/67/1-IH (11)-2020/ 10872

In supersession of Notification No. 28/67/1-IH(11)-2019/14032, dated 13.09.2019, and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to the Union Territory of Chandigarh vide Government of India, Ministry of Home Affairs, New Delhi Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the public services, designated officers, first appellate authorities, second appellate authorities and the stipulated time limits, for the purposes of this Act, as detailed below:

Sr. No	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
(1) DC OFFICE							
1.	MA (Miscellaneous Assistant) Branch	Grant of event permission for Road Show, ShobhaYatra, Nagar Kirtan, Trade Fair Exhibition, etc	25 days (a) A letter will be sent to the concerned Deptt like SSP (L&O), SSP (T&S), Chief Fire Officer, M.C Office, Chandigarh etc. for obtaining NOC/Report: within 03 days (b) The SSP (L&O), SSP (T&S), Chief Fire Officer, M.C Office, Deptt shall send the NQC/Report to the C/o DC: within 15 days (c) O/o D.C shall Grant Permission: within 07 days	Superintendent	Additional Deputy Commissioner	Deputy Commissioner	
2.	-do-	Countersignatures on documents	10 days (a) A letter will be sent to the concerned authorities like Birth & Death Department, Registrar Marriages etc. for sending genuineness report: within 03 days (b) Documents will be countersigned: within 07 days	-do-	-do-	-do-	
3.	STA (Stamp Assistant) Branch	Refund of Non-Judicial Stamp Papers/ Court Fee orders	(40 days) (a) An application for refund will be sent to Tehsildar (R) for verification: within 05 days (b) Tehsildar (R) will submit the verification report: within 30 days (c) Payment will be made to the applicant: within 05 days	-do-	-do-	-do-	
4.	STA (Stamp Assistant) Branch	Refund of Treasury Challans	(55 days) (a) An application for refund will be sent to Tehsildar (R) for verification: within 05 days (b) Tehsildar (R) will submit the verification report: within 30 days (c) Payment will be made to the applicant: within 20 days	Superintendent	Deputy Commissioner -cum- Collector, U.T, Chandigarh (Revenue)	Commissioner Chandigarh Division Chandigarh (Revenue)	
5.	-do-	Certified copies of Record	15 days	Superintendent	Additional Deputy Commissioner	Deputy Commissioner	

(9) URBAN PLANNING & CHIEF ARCHITECT'S OFFICE							
314	Chief Architect	Supply of Building Plans (Architecture control)	5 days	Divisional Town Planner	Senior Town Planner	Chief Architect	
315	-do-	Supply of Zoning plans	3 days	-do-	-do-	-do-	
316	-do-	Plinth Level	3 days	-do-	-do-	-do-	
(10) DIRECTORATE OF HIGHER EDUCATION							
317	Higher Education	Bonafide Certificate	07 days	Principal, Govt./Aided College	Director Higher Education	Principal Secretary Education	
318	-do-	Character Certificate	07 days	-do-	-do-	-do-	
319	-do-	Attestation of documents for Bus Pass	07 days	-do-	-do-	-do-	
(11) DIRECTORATE OF SCHOOL EDUCATION							
320	School Education	Duplicate Certificate (OT/ETT/NTT/ Middle Standard)	20 days	Deputy Registrar Examination	Deputy Director School Education	Director School Education	Subject to submission of OT-Oriental Training/ ETT-Elementary Teacher Training/ NTT-Nursery Teacher Training application complete in all respects.
321	-do-	Verification of Certificates (OT/ETT/NTT/ Training equivalent to B.Ed) Middle Standard	20 days	-do-	-do-	-do-	
322	-do-	School Leaving Certificate	10 days	Principal/ Headmaster/ Headmistress of Govt./Aided School	District Education Officer	Deputy Director School Education	
323	-do-	Duplicate Certificate	20 days	-do-	-do-	-do-	Other than Board Classes
324	-do-	Verification of Certificates	20 days	-do-	-do-	-do-	-do-
325	-do-	Bonafide Certificate	07 days	-do-	-do-	-do-	
(12) POLICE							
326	Police	Reaching scene of offence on Information	05 Minutes	Duty Officer Control Room	DSP/PCR	SSP	Excluding the journey time
327	-do-	Supply of copy of FIR/DDR by Police Station to the Complainant	01 Hour	SHO	SDPO	-do-	
328	-do-	Registration of a complaint by way of DDR or FIR and Supply of copy thereof by the Police Station to the Complainant	30 Minutes	-do-	-do-	-do-	
329	-do-	Disposal of a complaint at Police Stations	30 days	-do-	-do-	-do-	
330	-do-	Passport Verification	15 days	-do-	-do-	-do-	