

**CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL**

**NOTIFICATION**

Dated: 08/10/2020

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

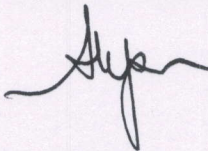
In supersession of Notification No. 28/67/1-IH(11)-2019/14032, dated 13.09.2019, and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to the Union Territory of Chandigarh vide Government of India, 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)
<b>(1) DC OFFICE</b>							
1.	MA (Miscellaneous Assistant) Branch	Grant of event permission for Road Show, ShobhaYatra, Nagar Kirtan, Trade Fair Exhibition, etc	<b>25 days</b> (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	<b>10 days</b> (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	<b>(40 days)</b> (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	<b>(55 days)</b> (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	<b>15 days</b>	Superintendent	Additional Deputy Commissioner	Deputy Commissioner	

<b>(9) URBAN PLANNING &amp; CHIEF ARCHITECT'S OFFICE</b>							
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-	
<b>(10) DIRECTORATE OF HIGHER EDUCATION</b>							
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-	
<b>(11) DIRECTORATE OF SCHOOL EDUCATION</b>							
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-	
<b>(12) POLICE</b>							
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-	

473	-do-	Minor repair of electrical installation/ renovation of partial faulty installation	07 days	Junior Engineer/ Sub Divisional Engineer	Executive Engineer	Superintending Engineer	
474	-do-	Repair/ replacement of existing system/ fittings/ New Provision/ addition/ alteration. The replacement/ complete renovation shall be carried out only if permitted under CPWD norms	a) Submitting of Estimate within 10 days b) The work shall be carried out within 45 days after receiving of Administrative Approval	-do-	-do-	-do-	
<b>(28) EXCISE AND TAXATION</b>							
475	Excise & Taxation	Grant of Registration Certificate under GST Act	03 days	Excise & Taxation Officer-cum-Proper Officer	Additional Excise & Taxation Commissioner (GST Appeal)	Attached with Punjab GST Tribunal	
476	-do-	Amendments in GST Registration	15 days	-do-	-do-	-do-	
477	-do-	Refund of GST	60 days	-do-	-do-	-do-	
478	-do-	L-42 Permit	07 days	Excise & Taxation Officer/ Asstt. Excise & Taxation Commissioner/ Collector (Excise)	Excise & Taxation Commissioner-cum-Financial commissioner	Secretary Excise & Taxation	
479	-do-	L-50 Permit	07 days	-do-	-do-	-do-	
480	-do-	Online Local Liquor Permits	03 days	-do-	-do-	-do-	
481	-do-	Permission to serve Liquor in a marriage or banquet hall to a function holder	07 days	-do-	-do-	-do-	
482	-do-	Permit for industrial Alcohol to Chemical Industries etc.	07 days	-do-	-do-	-do-	
483	-do-	Bar license to clubs/ Restaurants	15 days after receiving NOCs from SP office, Estate office and MC office	Excise and Taxation Officer (Excise)	Assistant Excise & Taxation Commissioner	Collector (Excise)	Letter for obtaining NOCs shall be sent within 03 days.
484	-do-	Beer Bar/ Drought Beer Bar License	-do-	-do-	-do-	-do-	-do-
485	-do-	Hard Liquor Bar License	-do-	-do-	-do-	-do-	-do-
486	-do-	License to Marriage Palaces/ Banquet Halls/ Community Hall etc for serving liquor	07 days	-do-	-do-	-do-	-do-

(i) The time fixed for delivery of services will start from the date of submission of application alongwith all the requisite documents/papers, correct & complete in all respects.



- (ii) For all purposes with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of Chandigarh, Head of the Department shall be the Nodal Officer whose services are notified under the Act(s) ibid.

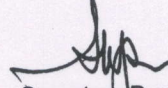
Chandigarh, dated  
the 05.10.2020

Administrator  
Union Territory  
Chandigarh

Endst. No.. 28/67/1-IH (11)-2020/ 10873

Dated: 08/10/2020

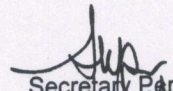
Copy is forwarded to all the Administrative Secretaries/Heads of Departments/Heads of Boards/ Corporations for information and necessary action.

  
Secretary Personnel  
for Administrator  
Union Territory, Chandigarh

Endst. No.. 28/67/1-IH (11)-2020/ 10874

Dated 08/10/2020

A copy is forwarded to the Commissioner, Chandigarh Right to Service Commission w.r.t letter Nos.PS/CRTSC/2020/92 dated 22.06.2020, PS/CRTSC/2020/95 dated 01.07.2020, PS/CRTSC/2020/103 dated 30.07.2020 and, PS/CRTSC/2020/104 dated 06.08.2020 and for information and necessary action.

  
Secretary Personnel  
for Administrator  
Union Territory, Chandigarh