



**OFFICE OF THE DIRECTOR GENERAL OF POLICE UT CHANDIGARH**  
**ADDL. DELUX BUILDING, SECTOR-9, CHANDIGARH-160009**

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No. UT/HAC dated Chandigarh the;

To

The Amit Talwar,  
Member Secretary, Chandigarh Administration,  
Chandigarh Right to Service Commission,  
Camp Office # 34, Sector 5, Chandigarh.

**Subject: - Implementation of Chandigarh Right to Service Act  
Notification of Service regarding.**

Please refer to your office letter No. CRSC/MS/2018/87  
dated 11.12.2018, on the subject cited above.

The requisite information in the prescribed format is as  
under:-

| Sr. No. | Name of the services being provided                                  | Given time limit for delivery of each service (no. of working days) | Designation of the 'Designated Officer' | Designation of the First Appellate Authority | Designation of the second Appellate Authority | Remarks, if any |
|---------|--|---|---|--|---|-----------------|
| 1.      | Reaching scene of offence on information (excluding journey time)    | 05 Minutes  | Duty Officer Control Room               | DSP/PCR                                      | SSP   |                 |
| 2.      | Supply of copy of FIR by Police Station to the complainant           | 01 Hour   | SHO                                     | SDPO   | SSP   |                 |
| 3.      | Receipt of complaints  | 30 minutes  | SHO                                     | SDPO   | SSP   |                 |
| 4.      | Disposal of complaint  |   |   |  |   |                 |
|         | a. Police Stations   | 01 Month  | SHO                                     | SDPO   | SSP   |                 |
| 5.      | Passport Verification  | 15 days   | SHO                                     | SDPO   | SSP   |                 |
| 6.      | (Services received through District Magistrate) Service Verification | 15 days   | SHO                                     | SDPO   | SSP   |                 |
|         | NOC for petrol pump, gas agency, hotel, bar, etc./                   |   |   |  |   |                 |



|    |   |            |     |      |     |  |
|----|---|------------|-----|------|-----|--|
|    | Security agency<br>verification/                              |            |     |      |     |  |
|    | Arms License<br>verification                                  |            |     |      |     |  |
| 7. | Missing person<br>report                                      | 01 Hour    | SHO | SDPO | SSP |  |
| 8. | Missing report of<br>documents, Mobile<br>phones etc.         | 30 minutes | SHO | SDPO | SSP |  |
| 9. | Postmortem report<br>after receipt<br>from Medical<br>Officer | 02 days    | SHO | SDPO | SSP |  |

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(Nilambari Jagadale) IPS,  
Senior Superintendent of Police,  
for Director General of Police,  
UT, Chandigarh.

No. 04

UT/HAC dated Chandigarh the; 2-01-2019

A copy is forwarded to Ad.O and I/C Computer Section for taking further necessary action. I/C Computer Section is hereby directed to update the same on the website of Chandigarh Police.

21/12/2019

(Nilambari Jagadale) IPS,  
Senior Superintendent of Police,  
for Director General of Police,  
UT, Chandigarh.