

CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL

NOTIFICATION

No. 28/67/1-IH (9)-2025/16702

Dated: 09/12/25

In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022, No. 28/67/1-IH(11)-2023/4037 dated 22.03.2023 and 28/67/1-IH(9)-2025/13540 dated 29.09.2025, 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 by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of the Department of Police, Union Territory, Chandigarh, for the purposes of the Acts, ibid, 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	Police	Reaching scene of offence on information	05 Minutes	Duty Officer Control Room	DSP/PCR	SSP	Excluding the journey time
2	-do-	Supply of copy of FIR/DDR by Police Station to the Complainant	01 Hour	SHO	SDPO	-do-	
3	-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-	
4	-do-	Conduct of a preliminary enquiry into at police station	90 days	-do-	-do-	-do-	
5	-do-	Passport Verification	15 days	-do-	-do-	-do-	
6	-do-	(Services received through District Magistrate) Verification for grant of NOC for Petrol Pumps, Gas Agencies, Hotels, Bars/ Verification of Security Agencies/ Verification for First Entry into Government Service/ Verification for Arms License/ similar kind of other Verification Services	15 days	-do-	-do-	-do-	
7	-do-	Registration & supply of Missing Person Report	01 Hour	-do-	-do-	-do-	
8	-do-	Registration & Supply of copy of Report regarding Missing of documents, Mobile Phones etc.	30 Minutes	-do-	-do-	-do-	
9	-do-	Supply of Post mortem report after receipt thereof from the Medical Officer	02 days	-do-	-do-	-do-	

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10	Police	Domestic Help Verification (if resident of local area)	15 days	SHO	SDPO	SSP	
11	-do-	Tenant Verification (if resident of local area)	15 days	-do-	-do-	-do-	
12	-do-	Character Certificate	15 days	-do-	-do-	-do-	
13	-do-	Character Verification	15 days	-do-	-do-	-do-	
14	-do-	Employee Verification	15 days	-do-	-do-	-do-	
15	-do-	Police Clearance Certificate	15 days	-do-	-do-	-do-	
16	-do-	Copy of untraced report in cases pertaining to stolen vehicles	60 days	-do-	-do-	-do-	
17	-do-	Copy of untraced report in road accident cases	60 days	-do-	-do-	-do-	
18	-do-	Copy of untraced report in theft cases	60 days	-do-	-do-	-do-	
19	-do-	Online complaint Registration to Police (G2C)	01 hour	-do-	-do-	-do-	
20	-do-	Extension of residential permit of Foreigners	15 days (After receipt from FRRO Amritsar)	IC /FRO Branch	DSP/CID	-do-	

- (i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire 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, Department of Police, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, ibid.

Chandigarh dated  
the 4<sup>th</sup> December 2025

Endst.No.28/67/1-IH(9)-2025/16703

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

Administrator  
Union Territory, Chandigarh

Dated: 09/12/25

REGD NO  
P-2462655  
15/12/25  
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09/12/25  
Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/16704

A copy is forwarded to the Commissioner, Chandigarh Right to Service Commission w.r.t. Letter Nos.PS/CRTSC/2023/118 dated 17.03.2023, for information and necessary action.

AKM  
09/12/25  
Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/16705

A copy is forwarded to Director General of Police, Union Territory, Chandigarh, for information and necessary action.

AKM  
09/12/25  
Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh