



GOVERNMENT OF INDIA

# Chandigarh Administration Gazette

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CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL

## Notification

The 8<sup>th</sup> March, 2022

**No. 28/67/1-IH (11)-2022/3946.**—In supersession of Notification No. 28/67/1-IH(11)-2020/10872, dated 08.10.2020, 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, Shobha Yatra, Nagar Kirtan, Trade Fair Exhibition, etc	<b>25 days</b> (a) A letter will be sent to the concerned Deptt like Police, Chief Fire Officer, M.C Office, Chandigarh etc. for obtaining NOC/Report: within 03 days (b) The Police Deptt., Chief Fire Officer, M.C Office, shall send the NOC/Report to the O/o DC: within 15 days (c) After receipt of NOC/Report Permission shall be granted: within 07 days	Superintendent	Additional Deputy Commissioner	Deputy Commissioner	
Signature Not Verified Digital Signed by Jasinder Kanya Date: 2022/03/09 18:31:43 Reason: Published Location:							

(183)

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257	Higher Education	Bonafide Certificate	07 days	Principal, Govt./Aided College	Director Higher Education	Principal Secretary Education	
258	-do-	Character Certificate	07 days	-do-	-do-	-do-	
259	-do-	Attestation of documents for Bus Pass	07 days	-do-	-do-	-do-	
<b>(11) DIRECTORATE OF SCHOOL EDUCATION</b>							
260	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.
261	-do-	Verification of Certificates (OT/ETT/NTT/Training equivalent to B.Ed) Middle Standard	20 days	-do-	-do-	-do-	
262	School Education	School Leaving Certificate	10 days	Principal/Headmaster/Headmistress of Govt./Aided School	District Education Officer	Deputy Director School Education	
263	-do-	Duplicate Certificate	20 days	-do-	-do-	-do-	Other than Board Classes
264	-do-	Verification of Certificates	20 days	-do-	-do-	-do-	-do-
265	-do-	Bonafide Certificate	07 days	-do-	-do-	-do-	
<b>(12) POLICE</b>							
266	Police	Reaching scene of offence on information	05 Minutes	Duty Officer Control Room	DSP/PCR	SSP	Excluding the journey time
267	-do-	Supply of copy of FIR/DDR by Police Station to the Complainant	01 Hour	SHO	SDPO	-do-	
268	-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-	

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269	-do-	Disposal of a complaint at Police Stations	30 days	-do-	-do-	-do-	
270	-do-	Passport Verification	15 days	-do-	-do-	-do-	
271	-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-	
272	-do-	Registration & supply of Missing Person Report	01 Hour	-do-	-do-	-do-	
273	-do-	Registration & Supply of copy of Report regarding Missing of documents, Mobile Phones etc.	30 Minutes	-do-	-do-	-do-	
274	-do-	Supply of Post mortem report after receipt thereof from the Medical Officer	02 days	-do-	-do-	-do-	
<b>(13) DEPARTMENT OF SOCIAL WELFARE, WOMEN &amp; CHILD DEVELOPMENT</b>							
275	<b>Department of Social Welfare, Women &amp; Child Development</b>	Pension to Disabled Persons	30 days.	Superintendent	Director Social Welfare	Secretary Social Welfare	Subject to fulfilment of eligibility criteria and availability of funds
276	-do-	Assistance to physically Handicapped for Purchase of Aids	60 days	Nodal Officer (Disability)/ Research Officer	-do-	-do-	-do-
277	<b>Department of Social Welfare, Women &amp; Child Development</b>	Petrol Subsidy to Persons with Disability	30 days	Nodal Officer (Disability)/ Research Officer	Director Social Welfare	Secretary Social Welfare	Subject to fulfilment of eligibility criteria and availability of funds

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(31) CHANDIGARH POLLUTION CONTROL COMMITTEE								
8	430	Chandigarh Pollution Control Committee	Grant of consent/ Authorization to Establish/ Operate units falling under Red Category	45 days	Scientist 'B'	Member Secretary, Chandigarh Pollution Control Committee	Chairman, Chandigarh Pollution Control Committee	
9	431	-do-	Grant of consent/ Authorization to Establish/ Operate units falling under Orange Category	30 days	-do-	-do-	-do-	
10	432	-do-	Grant of consent/ Authorization to Establish/ Operate units falling under Green Category	21 days	Assistant Environmental Engineer	-do-	-do-	
11	433	-do-	Grant of Authorization under Solid Waste Management Rules, 2016	21 days	-do-	-do-	-do-	
12	434	-do-	Grant of Authorization under Hazardous & other Waste (Management & Transboundary Movement) Rules, 2016	21 days	-do-	-do-	-do-	
13	435	-do-	Registration under Plastic Waste Management Rules, 2016	21 days	-do-	-do-	-do-	
14	436	Chandigarh Pollution Control Committee	Grant of Authorization under Bio-Medical Waste Management Rules, 2016	21 days	Scientist 'B'	Member Secretary, Chandigarh Pollution Control Committee	Chairman, Chandigarh Pollution Control Committee	

- (i) The stipulated time limit fixed for delivery of services in this notification 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 or his nominee shall be the Nodal Officer whose services are notified under the Act(s) ibid.

Chandigarh :  
The 2<sup>nd</sup> March, 2022.

Administrator,  
Union Territory, Chandigarh.

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0024—Pgt. & Sty.Deptt., U.T., Chd.

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