

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, Shobha Yatra, Nagar Kirtan, Trade Fair Exhibition, etc	<u>25 days</u> (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 NOC/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	<u>10 days</u> (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	<u>40 days</u> (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	<u>55 days</u> (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	<u>15 days</u>	Superintendent	Additional Deputy Commissioner	Deputy Commissioner	

	RIA (Receipt & Issue Assistant) Branch	Registration of Partnership Firm	<p><u>40 days</u></p> <p>(a) A letter will be sent to the concerned Deptt like SSP (L&O), SSP (T&S), for obtaining NOC/Report within 05 days</p> <p>(b) The SSP (L&O), SSP (T&S), Deptt shall send the NOC/Report to the O/o DC within 15 days</p> <p>(c) O/o D.C shall issue Certificate of Registration of Partnership Firm within 20 days</p>	Superintendent	Additional Deputy Commissioner	Deputy Commissioner
7	-do-	Registration of Welfare Society	<p><u>40 days</u></p> <p>(a) A letter will be sent to the concerned Deptt like SSP (L&O), SSP (T&S), for obtaining NOC/Report within 05 days</p> <p>(b) The SSP (L&O), SSP (T&S), Deptt shall send the NOC/Report to the O/o DC within 15 days</p> <p>(c) O/o D.C shall issue Certificate of Registration of Welfare Society within 20 days</p>	-do-	-do-	-do-
8	-do-	Private Security Agency License	<p><u>50 days</u></p> <p>(a) A letter will be sent to the concerned Deptt like SSP (L&O), SSP (T&S), for obtaining NOC/Report within 05 days</p> <p>(b) The SSP (L&O), SSP (T&S), Deptt shall send the NOC/Report to the O/o DC within 15 days</p> <p>(c) O/o D.C shall issue certificate of Private Security Agency License within 30 days</p>	Additional Deputy Commissioner	Deputy Commissioner	Home Secretary
9	RIA (Receipt & Issue Assistant) Branch	MPKBY Agency	<p><u>40 days</u></p> <p>(a) A letter will be sent to the concerned Deptt like SSP (L&O), SSP (T&S), for obtaining NOC/Report within 05 days</p> <p>(b) The SSP (L&O), SSP (T&S), Deptt shall send the NOC/Report to the O/o DC within 15 days</p> <p>(c) O/o D.C shall issue Certificate of MPKBY Agency within 20 days</p>	Superintendent	Additional Deputy Commissioner	Deputy Commissioner
10	-do-	SAS Agency	<p><u>40 days</u></p> <p>(a) A letter will be sent to the concerned Deptt like SSP (L&O), SSP (T&S), for obtaining NOC/Report within 05 days</p> <p>(b) The SSP (L&O), SSP (T&S), Deptt shall send the NOC/Report to the O/o DC within 15 days</p> <p>(c) O/o D.C shall issue Certificate of SAS Agency within 20 days</p>	-do-	-do-	-do-
11	Revenue Branch	Certified copies of all manual documents at village level if the number of pages is less than 05	3 days	Patwari	Assistant Collector Grade-II/ Tehsildar (Revenue)	Assistant Collector 1 st Grade/SDM concerned

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12	-do-	All types of verifications to be done by revenue officials like Patwar/ Kanungo/ Tehsildar etc	30 days	Patwar	Assistant Collector Grade-II/ Tehsildar (Revenue)	Assistant Collector 1 st Grade/SOM concerned	
13	-do-	Certified copies of all manual documents at village level if number of pages is 6-14	5 days	-do-	-do-	-do-	
14	-do-	Certified copies of all manual documents at village level if number of pages is 15-30	7 Days	-do-	-do-	-do-	
15	-do-	Certified copies of all manual documents at village level if the number of pages is more than 30	15 days	-do-	-do-	-do-	
16	-do-	Private Partition of Land (mutual consent of land-owners)	90 days for partition (finalization at the time of attestation of mutation)	Assistant Collector Grade-II/ Tehsildar (Revenue)	Assistant Collector 1 st Grade/SOM concerned	Collector	
17	-do-	Demarcation of Land (mutual consent of landowners)	60 days 45 days : where police help is required (subject to availability of police force)	Circle Kanungo	Assistant Collector Grade-II/ Tehsildar (Revenue)	Assistant Collector 1 st Grade/SOM concerned	
18	Revenue Branch	Residence certificate	45 days	Tehsildar (Revenue)	Additional Deputy Commissioner	Deputy Commissioner	
19	-do-	Late Entry orders of Birth & Death	60 days	-do-	-do-	Deputy Commissioner/ Subject to receiving report/ verification from MCH/ Hospital	
20	Certificate Branch of SDM Office	Issuance of SC certificate (Bonafide)	40 days (a) A letter will be sent to the area Patwar/Tehsildar (Revenue) for verification: within 05 days (b) Tehsildar (R) will submit the verification report: within 30 days (c) Certificate will be issued: within 05 days	SDA (Sub Divisional Assistant) of the area concerned	SOM of the area concerned	Deputy Commissioner	
21	-do-	Issuance of SC certificate (Migration)	(a) A letter will be sent to the concerned authorities in the State of origin for the genuineness/ verification report: within 05 days (b) After receipt of genuineness/ verification report from the State of origin, the certificate will be issued: within 05 days	-do-	-do-	-do-	In case of non-receipt of verification report within 30 days, a reminder shall be issued
22	-do-	Issuance of OBC certificate (Bonafide)	40 days (a) A letter will be sent to the area Patwar/Tehsildar (Revenue) for verification: within 05 days (b) Tehsildar (R) will submit the verification report: within 30 days	-do-	-do-	-do-	

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			(c) Certificate will be issued: within 05 days				
23	-do-	Issuance of OBC certificate (Migration)	<p>a) A letter will be sent to the concerned authorities in the State of origin for the genuineness/ verification report: within 05 days</p> <p>b) After receipt of genuineness/ verification report from the State of origin, the certificate will be issued: within 05 days</p>	SDA (Sub Divisional Assistant) of the area concerned	SDM of the area concerned	Deputy Commissioner	In case of non-receipt of verification report within 30 days a reminder shall be issued
24	-do-	Issuance of Minority certificate	<p>40 days</p> <p>(a) A letter will be sent to the area Patwari/Tehsildar (Revenue) for verification: within 05 days</p> <p>(b) Tehsildar (R) will submit the verification report: within 30 days</p> <p>(c) Certificate will be issued: within 05 days</p>	SDA of SDM (Central)	SDM (Central)	-do-	
25	Certificate Branch of SDM Office	Issuance of Nationality certificate	<p>40 days</p> <p>(a) A letter will be sent to the concerned Police authority and the area Patwari/Tehsildar (Revenue) for verification report: within 05 days</p> <p>(b) The Police authorities and the area Patwari/Tehsildar (Revenue) will send the verification report: within 30 days</p> <p>(c) Certificate will be issued: within 05 days</p>	SDA of SDM (Central)	SDM (Central)	Deputy Commissioner	
26	-do-	Registration of Birth Certificate in adoption cases	<p>40 days</p> <p>(a) A letter will be sent to the concerned Medical Superintendent for assessment of age of child: within 05 days</p> <p>(b) The Medical Superintendent will assess the age of the child and inform the same to the office of the concerned SDM: within 30 days</p> <p>(c) Certificate will be issued: within 05 days</p>	SDA of the area concerned	SDM of the area concerned	-do-	
27	-do-	Change of parents' name in the Birth Certificate in adoption cases	<p>25 days</p> <p>(a) A letter will be sent to the concerned Sub Registrar for verification report: within 05 days</p> <p>(b) The Sub Registrar will send the verification report: within 15 days</p> <p>(c) Certificate will be issued: within 05 days</p>	-do-	-do-	-do-	
28	-do-	Permanent Residence certificate	<p>40 days</p> <p>(a) A letter will be sent to the area Patwari/Tehsildar (Revenue) for verification: within 05 days</p> <p>(b) Tehsildar (R) will submit the verification report: within 30 days</p> <p>(c) Certificate will be issued: within 05 days</p>	-do-	-do-	-do-	

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	-do-	Issuance of Late Birth entry Orders	<p>40 days</p> <p>(a) A letter will be sent to the Medical Officer of Health/the Hospital where the birth relates with, and the area Patwari/Tehsildar (Revenue) for verification report within 05 days</p> <p>(b) Medical Officer of Health/the Hospital where the birth relates with, and the area Patwari/Tehsildar (Revenue) shall send the verification report within 30 days</p> <p>(c) Certificate will be issued within 05 days</p>	SDA of the area concerned	SDM of the area concerned	Deputy Commissioner	
30.	Certificate Branch of SDM Office	Issuance of Late Death entry Orders	<p>40 days</p> <p>(a) A letter will be sent to the Medical Officer of Health/the Hospital where the death relates with, and the area Patwari/Tehsildar (Revenue) for verification report within 05 days</p> <p>(b) Medical Officer of Health/the Hospital where the death relates with, and the area Patwari/Tehsildar (Revenue) shall send the verification report within 30 days</p> <p>(c) Certificate will be issued within 05 days</p>	SDA of the area concerned	SDM of the area concerned	Deputy Commissioner	
31	Arms Branch	New Arms License	<p>50 days</p> <p>(a) A letter will be sent to the Police Department for verification report within 5 days</p> <p>(b) Police Department will send the verification report within 15 days</p> <p>(c) License will be issued within 30 days</p>	Superintendent	Additional District Magistrate	District Magistrate	The decision taken by the Deputy Commissioner shall be final and mere verification report made by the Police shall not make the applicant entitled to obtain an Arms License
32	-do-	Area Extension of Arms License	<p>50 days</p> <p>(a) A letter will be sent to the Police Department for verification report within 05 days</p> <p>(b) Police Department will send the verification report within 15 days</p> <p>(c) Order of extension will be issued within 30 day</p>	-do-	-do-	-do-	
33	-do-	Arms License Renewal	<p>50 days</p> <p>(a) A letter will be sent to the Police Department for verification report within 05 days</p> <p>(b) Police Department will send the verification report within 15 days</p> <p>(c) Order of renewal will be issued within 30 days</p>	-do-	-do-	-do-	Subject to deposit of all the requisite documents/ requisite fee
34	Arms Branch	Registration of outside Arms License/ weapon(s)	<p>a) A letter will be sent to the concerned authorities in the concerned State for genuineness/ verification report within 05 days</p>	Superintendent	Additional District Magistrate	District Magistrate	

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			b) After receipt of genuineness/ verification report from the State of origin, the certificate will be issued within 05 days.				
35	-do-	Permission to purchase weapon	30 days	Superintendent	Additional District Magistrate	District Magistrate	
36	-do-	Entry of addition/ deletion of weapon	30 days	-do-	-do-	-do-	The days mentioned are just for recommending the case to Home Dept/MHA (in case of PB License)
37	-do-	NOC to Arms Dealer	25 days	-do-	-do-	-do-	Subject to deposit of all the requisite documents/fees
38	-do-	Transport License to Arms Dealer	25 days	-do-	-do-	-do-	-do-
39	-do-	Sale permission	30 days	-do-	-do-	-do-	30 days are just for recommending the case to Home Dept/MHA (in case of Prohibited Bore) after completion of 45 days notice, subject to deposit of all the requisite documents/ requisite fees
40	-do-	Updation of all license related activities in NDAL-ALIS software	07 days after approval of case	-do-	-do-	-do-	Or as per fee received
41	Sub-Registrar	Registration of documents/ instruments under the Indian Registration Act, 1908	Within 15 days	Sub Registrar	Registrar	Inspector General of Registration	The matter for appointment of Officers under the said Act, needs to be dealt by the Establishment Branch of this office.
42	-do-	Supply of certified copies of the documents registered under the Indian Registration Act, 1908	Within 15 days	-do-	-do-	-do-	-do-
43	-do-	Issuance of order for refusal/deferment of registration, in case the impediment to registration is a mere informality or a defect capable of remedy	04 months or before the Document becomes time-barred	-do-	-do-	-do-	As per para 137 of the Punjab Registration Manual, 1929, in such cases, opportunity should be given to the parties to correct the flaw and no final order of refusal shall be made until the document becomes time

							barred. As per Section 23 of the IRA, 1908 a document may be presented within four months from the day/date of its execution. Considering this Section 23 ibid, the word time-barred as mentioned in para 137 ibid, comes out to be 120 days
44	Sub-Registrar	Refusal/deferment of registration in case of deficiency of Stamp Duty	<u>20 days</u> (a) Document shall be referred to the Collector for determination of deficient amount in Stamp Duty as per section 47 A of the I.S.A.; within 05 days (b) Document with regard to deposit of requisite/deficient amount of Stamp Duty by the party shall be released; within 15 days	Sub Registrar	Registrar	Inspector General of Registration	
45	Marriage Branch	Registration of Marriage within 90 days under Chandigarh Compulsory Registration of Marriage Act, 2012	<u>08 days</u> (a) Processing. If the uploaded file is complete in all respects for locking; within 01 day (b) Certificate will be issued; within 07 days	Registrar of Marriages	Additional Deputy Commissioner	Deputy Commissioner-District Registrar Marriages	Subject to satisfaction of the Registrar of Marriages & Verification received from Police Department and other external agencies, if required
46	-do-	Registration of Marriage after 90 days under Chandigarh Compulsory Registration of Marriage Act, 2012	<u>46 days</u> (a) Processing. If the uploaded file is complete, in all respects for locking; within 01 day (b) Certificate will be issued; within 45 days	-do-	-do-	-do-	Subject to satisfaction of the Registrar of Marriages and District/Chief Registrar of Marriages & Verification received from Police Department and other external agencies, if required
47	-do-	Verification of Marriage Certificate	30 days	-do-	-do-	-do-	Subject to the condition that number and date of Registration of Marriage is provided by the concerned department/agency/applicant
48	-do-	Issuance of Certified copies of Marriage Registration Certificate	30 days	-do-	-do-	-do-	Subject to the condition that Marriage Registration number and date is provided by the applicant
49	-do-	Correction in <u>Marriage Certificate</u>	30 days	-do-	-do-	-do-	

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- (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*.

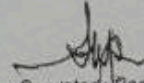
Chandigarh, dated
the 05.10.2020

Administrator
Union Territory
Chandigarh

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

Dated: 08/10/2020

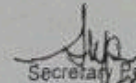
Copy is forwarded to all the Administrative Secretaries/Heads of Departments/Heads of Boards/ Corporations for information and necessary action.


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 08.08.2020 and for information and necessary action.


Secretary, Personnel
for Administrator
Union Territory, Chandigarh