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CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL

Notification

The 8th 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)
(1) DC OFFICE							
1.	MA (Miscellaneous Assistant) Branch	Grant of event permission for Road Show, Shobha Yatra, Nagar Kirtan, Trade Fair Exhibition, etc	25 days (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	

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2.	-do-	Counter-signatures on documents	10 days (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) After receipt of genuineness report, Documents will be countersigned: within 07 days	-do-	-do-	-do-	
3.	STA (Stamp Assistant) Branch	Refund of Non-Judicial Stamp Papers/ Court Fee orders	(40 days) (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.	-do-	Refund of Treasury Challans	(55 days) (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	-do-	Deputy Commissioner-cum-Collector, U.T, Chandigarh (Revenue)	Commissioner Chandigarh Division Chandigarh (Revenue)	
5.	-do-	Certified copies of Record	15 days	-do-	Additional Deputy Commissioner	Deputy Commissioner	
6.	RIA (Receipt & Issue Assistant) Branch	Registration of Partnership Firm	40 days (a) A letter will be sent to the Police Deptt. for obtaining NOC/Report: within 05 days (b) The Police Deptt shall send the NOC/Report to the O/o DC: within 15 days (c) After receipt of verification reports, Certificate of Registration of Welfare Society shall be issued: within 20 days	Superintendent	Additional Deputy Commissioner	Deputy Commissioner	
7.	-do-	Registration of Welfare Society	40 days (a) A letter will be sent to the Police Deptt. for obtaining NOC/Report within 05 days (b) The Police Deptt shall send the NOC/Report to the O/o DC: within 15 days	-do-	-do-	-do-	

			(c) After receipt of verification reports, Certificate of Registration of Welfare Society shall be issued: within 20 days				
8.	-do-	Private Security Agency License	50 days (a) A letter will be sent to the Police Deptt, for obtaining NOC/Report: within 05 days (b) The Police Deptt shall send the NOC/Report to the O/o DC: within 15 days (c) After receipt of verification reports, Certificate of Private Security Agency License shall be issued: within 30 days	Additional Deputy Commissioner	Deputy Commissioner	Home Secretary	
9.	-do-	MPKBY Agency	40 days (a) A letter will be sent to the Police Deptt , for obtaining NOC/Report: within 05 days (b) The Police Deptt shall send the NOC/Report to the O/o DC: within 15 days (c) After receipt of verification reports, Certificate of MPKBY Agency shall be issued: within 20 days	Superintendent	Additional Deputy Commissioner	Deputy Commissioner	
10.	-do-	SAS Agency	40 days (a) A letter will be sent to the Police Deptt. for obtaining NOC/Report: within 05 days (b) The Police Deptt shall send the NOC/Report to the O/o DC: within 15 days (c) After receipt of verification reports, Certificate of SAS Agency shall be issued: within 20 days	-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	
12.	-do-	All types of verifications to be done by revenue officials like Patwari/ Kanungo/ Tehsildar etc.	30 days	-do-	-do-	-do-	

13.	Revenue Branch	Certified copies of all manual documents at village level if number of pages is 6-14	5 days	Patwari	Assistant Collector Grade-II/ Tehsildar (Revenue)	Assistant Collector 1 st Grade/SDM concerned	
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/SDM concerned	Collector	
17.	-do-	Demarcation of Land (mutual consent of land-owners)	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/SDM concerned	
18.	-do-	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 MOH/ Hospital	
20.	Certificate Branch of SDM Office	Issuance of SC certificate (Bonafide)	40 days A letter will be sent to the area Patwari/Tehsildar (Revenue) for verification: within 05 days Patwari/Tehsildar (R) will submit the verification report: within 30 days After receipt of verification reports Certificate will be issued: within 05 days	SDA (Sub Divisional Assistant) of the area concerned	SDM 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	-do-	-do-	-do-	In case of non-receipt of verification report within 30 days, a reminder shall be issued

			b) After receipt of genuineness/ verification report from the State of origin, the certificate will be issued: within 05 days				
22.	-do-	Issuance of OBC certificate (Bonafide)	40 days (a) A letter will be sent to the area Patwari/Tehsildar (Revenue) for verification: within 05 days (b) Patwari/Tehsildar (R) will submit the verification report: within 30 days (c) After receipt of verification reports Certificate will be issued: within 05 days	-do-	-do-	-do-	
23.	Certificate Branch of SDM Office	Issuance of OBC 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	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	40 days (a) A letter will be sent to the area Patwari/Tehsildar (Revenue) for verification: within 05 days (b) Patwari/Tehsildar (R) will submit the verification report: within 30 days (c) After receipt of verification reports Certificate will be issued: within 05 days	SDA of SDM (Central)	SDM (Central)	-do-	
25.	-do-	Issuance of Nationality certificate	40 days (a) A letter will be sent to the Police Deptt. authority and the area Patwari/Tehsildar (Revenue) for verification report: within 05 days (b) The Police Deptt. and the area Patwari/Tehsildar (Revenue) will sent the verification report: within 30 days (c) After receipt of verification reports Certificate will be issued: within 05 days	-do-	-do-	-do-	

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) After receipt of verification reports 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) After receipt of verification reports Certificate will be issued: within 05 days</p> <p>(d)</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) Patwari/Tehsildar (R) will submit the verification report: within 30 days</p> <p>(c) After receipt of verification reports Certificate will be issued: within 05 days</p>	-do-	-do-	-do-	
29.	Certificate Branch of SDM Office	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>	SDA of the area concerned	SDM of the area concerned	Deputy Commissioner	

			(c) After receipt of verification reports Certificate will be issued: within 05 days				
30.	-do-	Issuance of Late Death entry Orders	40 days (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 (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 (c) After receipt of verification reports Certificate will be issued: within 05 days	-do-	-do-	-do-	
31.	Arms Branch	New Arms License	65 days (a) A letter will be written within 5 days to Police/ Forest Department for verification report/ NOC (b) Police/ Forest Department will send the verification report/ NOC: within 15 days (c) After receipt of verification reports license will be issued: within 30 days	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 Licence
32.	-do-	Area Extension of Arms License	50 days (a) A letter will be sent to the Police Department for verification report: within 05 days (b) Police Department will send the verification report: within 15 days (c) Order of extension will be issued: within 30 day	-do-	-do-	-do-	
33.	-do-	Arms License Renewal	50 days (a) A letter will be sent to the Police Department for verification report: within 05 days (b) Police Department will send the verification report: within 15 days (c) Order of renewal will be issued: within 30 days	-do-	-do-	-do-	Subject to deposit of all the requisite documents/ requisite fee

34.	Arms Branch	Registration of outside Arms License/ weapon(s)	a) A letter will be sent to the concerned authorities in the concerned State for 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	Superintendent	Additional District Magistrate	District Magistrate	
35.	-do-	Permission to purchase weapon	30 days	-do-	-do-	-do-	
36.	-do-	Entry of addition/ deletion of weapon	30 days	-do-	-do-	-do-	The days mentioned are just for recommending the case to Home Deptt/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/fee
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 Deptt/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 file 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	20 days (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	08 days (a) <u>Processing:</u> 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	46 days (a) <u>Processing:</u> 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	Marriage Branch	Issuance of Certified copies of Marriage Registration Certificate	30 days	Registrar of Marriages	Additional Deputy Commissioner	Deputy Commissioner-cum-District Registrar Marriages	Subject to the condition that Marriage Registration number and date is provided by the applicant
49	-do-	Correction in Marriage Certificate	30 days	-do-	-do-	-do-	
(2) ESTATE OFFICE							
50	Estate Office	No Objection Certificate (NOC) for sale/gift/ transfer of lease rights (un-contested)	50 days*	Assistant Estate Officer	Estate Officer	Secretary Estate	* should be deemed to be extended for another 60 days in case any objection is received at any stage or a court case is involved.
51	-do-	Change of ownership /lease-hold rights on the basis of Sale deed/Gift deed/ transfer of lease rights (un-contested)	30 days*	-do-	-do-	-do-	
52	-do-	Transfer on any basis e.g. intestate death/ registered/un-registered Will/Court Decree/ family settlement, etc. where issuance of Public Notice is required (un-contested). Change of Ownership on any basis e.g.	40 days* 20 days*	-do-	-do-	-do-	

		intestate death registered/un-registered Will/Court Decree/ family settlement etc. on application after Public Notice (un-contested).					
53	-do-	Permission to Mortgage	35 days	-do-	-do-	-do-	
54	-do-	Grant of extension in time limit for construction	35 days	-do-	-do-	-do-	
55	-do-	Calculation and intimation of pending dues	35 days	Branch Incharge	Asstt. Estate Officer	Estate Officer	
56	-do-	Issuance of No Dues Certificate (NDC) after depositing the dues, if any	15 days	-do-	-do-	-do-	
57	-do-	Execution of lease deed/conveyance deed after issuance of allotment letter	30 days	Assistant Estate Officer	Estate Officer	Secretary Estate	
58	-do-	Issuance of Receipt after depositing of demand draft	15 days	Branch Incharge	Asstt. Estate Officer	Estate Officer	
59	-do-	Issuance of Allotment letter after payment of full consideration money	20 days	Estate Officer	Secretary Estate	Adviser to the Administrator	
60	Estate Office	Offer of Possession after execution of conveyance deed/lease deed	07 days	Assistant Estate Officer	Estate Officer	Secretary Estate	
61	-do-	Conversion from lease hold to free hold	35 days	-do-	-do-	-do-	
62	-do-	Issuance of duplicate copies, (such as allotment letter, possession slip/physical possession form)	20 days	Branch Incharge	Asstt. Estate Officer	Estate Officer	

63	-do-	Verification of fresh and revised building plans (under self-certification)	30 days	SDO(B)	-do-	-do-	
64	-do-	Sanction of fresh and revised building plans for Institutional building, Commercial building, petrol pumps and residential building above 2 Kanal as approved by PAC (U)	45 days	Estate Officer	Secretary Estate	Adviser to the Administrator	
65	-do-	Grant of Plinth/ DPC level	20 days	SDO (B)	Assistant Estate Officer	Estate Officer	
66	-do-	Grant of Occupation Certificate upto 2 Kanal (Residential, Institutional and Commercial buildings)	45 days	Estate Officer	Secretary Estate	Adviser to the Administrator	
67	-do-	Grant of Occupation Certificate above 2 Kanal (Residential, Industrial & Institutional Buildings) Petrol pumps approved by PAC(U) Committee	60 days	-do-	-do-	-do-	
(3) REGISTERING & LICENSING AUTHORITY							
68	Registering & Licensing Authority	Issuance of Learner License	01 day	Branch Incharge (License)	Officer Incharge (RLA)	Secretary Transport	
69	-do-	Issuance of a new Driving License	10 days	-do-	-do-	-do-	
70	-do-	Addition of another class of vehicle to Driving License	10 days	-do-	-do-	-do-	
71	-do-	Renewal of Driving License	10 days	-do-	-do-	-do-	

72	-do-	Issuance of Duplicate Driving License	10 days	-do-	-do-	-do-	
73	-do-	Issuance of Conductor License	10 days	-do-	-do-	-do-	
74	-do-	Renewal of Driving License of other state	10 days	-do-	-do-	-do-	
75	Registering & Licensing Authority	Issuance of International Driving Permit (IDP)	03 days	Officer Incharge (RLA)	Registering & Licensing Authority (RLA)	Secretary Transport	
76	-do-	Registration of a new vehicle	10 days (from the date of receiving of file of new registration of vehicle from the concerned dealer/agency)	Branch Incharge (Registration)	-do-	-do-	
77	-do-	Issuance of Duplicate RC	10 days	-do-	-do-	-do-	
78	-do-	Transfer of ownership of vehicle within state	10 days	-do-	-do-	-do-	
79	-do-	Transfer of ownership in case of death of owner	10 days	-do-	-do-	-do-	
80	-do-	Change of address in Registration Certificate (RC) of Vehicle within State	10 days	-do-	-do-	-do-	
81	-do-	Endorsement of Hypothecation from RC	10 days	-do-	-do-	-do-	
82	-do-	Termination of Hypothecation from RC	10 days	-do-	-do-	-do-	
83	-do-	Alteration in RC such as Engine/ Chassis No./CNG kit No.	10 days	-do-	-do-	-do-	
84	-do-	Re-assignment of Registration Mark in case of Transfer from other State	10 days	-do-	-do-	-do-	

85	-do-	Renewal of Certificate of Registration of a Motor Vehicle (Non-Transport)	10 days	-do-	-do-	-do-	
86	-do-	Issuance of NOC to other State	03 days	-do-	-do-	-do-	
(4) MUNICIPAL CORPORATION							
87	Engineering– Building and Road	Recti- fication of potholes/ patch work	05 days	S.D.E. (B&R)of the area concerned	S.E.(B&R)	Chief Engineer, MC, Chd.	
88	-do-	Cleaning of back service lanes	12 days	-do-	-do-	-do-	
89	-do-	Removal of unidentified debris (malba) from MC land	07 days	-do-	-do-	-do-	
90	-do-	Other misc. complaints such as setting right of kerbs/ channels, paver blocks, cleaning of road-berms /kerbs/ channels etc	10 days	J.E.(B&R) of the area concerned	-do-	-do-	
91	Engineering– Building and Road	Road cut permission upto Rs.10000/-	07 days	E.E.(B&R/PH) of the Area concerned	S.E.(B&R)	Chief Engineer, MC, Chd.	
92	-do-	Road cut permission more than Rs.10000/-	20 days	-do-	-do-	-do-	
93	Engineering– Horticulture	Pruning of trees(Under 30 cm girth)	06 days	S.D.E.(Hort.)of the area concerned	E.E(Hort)	S.E.(B&R)	
94	-do-	Pruning of trees(More than 30 cm girth)	45 days	-do-	-do-	-do-	
95	-do-	Removal of dead/dangerous/ over grown fallen trees	01 days	-do-	-do-	-do-	
96	Engineering– Electrical	Fault in street light/park lights/Individual pole street light	03 days	S.D.E. (Electrical) of the area concerned	E.E.(Elec)	-do-	
97	-do-	Replace- ment of damaged pole	20 days	-do-	-do-	-do-	

98	-do-	Replacement of damaged bollards and globe lights	10 days	-do-	-do-	-do-	
99	Engineering-Public Health	Issuance of Temporary Water Connection	05 days	E.E (PH) of the area concerned	S.E (PH)	Chief Engineer, MC, Chd	
100	-do-	Issuance of Regular Water Connection (Upto 15 mm ferrule size)	05 days	S.D.E (PH) of the area concerned	E.E(PH-2)	SE (PH)	
101	-do-	Issuance of Regular Water Connection (20mm to 40mm ferrule size)	05 days	E.E(PH-2)	S.E(PH)	Chief Engineer, MC, Chd	
102	-do-	Issuance of Regular Water Connection (above 40mm ferrule size)	05 days	S.E (PH)	Chief Engineer	Commissioner, MC, Chd	
103	-do-	Issuance of Tertiary Treated Water Connection	10 days	S.D.E (PH) of the area concerned	E.E(PH-2)	SE (PH)	
104	-do-	Conversion from Commercial Water Tariff to Domestic Water Tariff	15 days	E.E(PH-2)	SE (PH)	Chief Engineer, MC, Chd	
105	-do-	Temporary/ Permanent Disconnection of Water Meter	03 days	S.D.E (PH) of the area concerned	E.E(PH-2)	SE (PH)	
106	-do-	Change of Name for Water Connection	03 days	-do-	-do-	-do-	
107	-do-	Testing of Meter (Fast or Slow)	15 days	-do-	-do-	-do-	
108	-do-	Checking of Blocked/ Leakage of Water Meter	02 days	-do-	-do-	-do-	
109	-do-	Refund of Water Meter Security	30 days	E.E(PH-2)	S.E (PH)	Chief Engineer, MC, Chd	
110	-do-	Issuance of Plinth Level Certificate	10 days	-do-	-do-	-do-	
111	-do-	Checking/ Challenge of Meter Reading Bill	03 days	S.D.E (PH) of the area concerned	E.E(PH-2)	SE (PH)	
112	-do-	Issuance of new connection for shallow	30 days	Chief Engineer	C.M.C	Secretary Local Govt. Chd. Admn.	

		water Tube well connection for non-potable purposes					
113	Engineering-Public Health	Resolution of Complaint of low pressure due to leakage in the service pipe/blockage from ferrule	07 days	J.E. (PH)of the area concerned	E.E.(P.H)of the concerned area	SE (PH)	
114	-do-	Complaints about muddy /contaminated water	02 days	E.E.(PH) of the area concerned	S.E.(P.H.)	Chief Engineer, MC, Chd	
115	-do-	Issuance of new sewerage connection without road-cut permission	07 days	-do-	-do-	-do-	
116	-do-	Issuance of new sewerage connection with road-cut permission	28 days	-do-	-do-	-do-	
117	-do-	Supply of water tanker	01 day	S.D.E (PH) of the Concerned area	-do-	-do-	
118	-do-	Resolving Blockage/ overflowing sewer line	03 days	J.E. (PH)of the Concerned area	-do-	-do-	
119	-do-	Repair of damaged sewer line	08 days	S.D.E. (PH)of the Concerned area	-do-	-do-	
120	-do-	Removal of blockage in storm water drainage system	02 days	J.E.(PH) of the Concerned area	-do-	-do-	
121	-do-	Repair of storm water drains/ replacement of broken/missing road gullies and manhole covers	05 days	J.E./S.D.E. (PH) of the Concerned area	-do-	-do-	
122	MOH (Medical Officer Health)	Issue of Birth Certificate	07 days	Registrar (B&D)	Medical Officer of Health	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	
123	-do-	Issue of Death Certificate	07 days	-do-	-do-	-do-	

124	-do-	Addition of name of child	10 days	-do-	-do-	-do-	
125	-do-	Correction in Birth certificate	14 days	-do-	-do-	-do-	
126	-do-	Correction in Death Certificate	14 days	-do-	-do-	-do-	
127	-do-	Verification report concerning Birth/Death Certificates for which request is received from any other department of the Chandigarh Administration	15 days	-do-	-do-	-do-	
128	-do-	Non-Availability certificate	30 days	-do-	-do-	-do-	
129	-do-	Cremation Certificate	10 days	-do-	-do-	-do-	
130	-do-	Permission for keeping Pets	03 days	SI(HQ)	-do-	-do-	
131	-do-	Permission for slaughter houses	16 days	Suptd. (Slaughter House)	-do-	-do-	
132	-do-	Clearing of Garbage from Bins	02 days	Sub-Inspector area concerned	-do-	-do-	
133	-do-	Sweeping of road	02 days	-do-	-do-	-do-	
134	Tax Branch Sub-Office Manimajra	Change of ownership/ lease hold rights on the basis of Sale Deed/Gift Deed/ Transfer Deed/ Exchange deed (Manimajra)	30 days	Suptd(MM)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
135	-do-	Change of ownership/ lease hold rights on the basis Intestate death (Manimajra)	30 days after completion of all documents + 30 days extra for publication of public notice(total 60 days)	-do-	do	-do-	
136	-do-	Change of ownership/ lease hold rights on the basis of Regd./ Un-regd. Will (Manimajra)	30 days after completion of all documents + 30 days extra for publication of public notice(total 60 days)	-do-	-do-	-do-	

137	-do-	Change of ownership/ lease hold rights on the basis of Court Decree/ Family Settlement/ Partition Deed (Manimajra)	30 days	-do-	-do-	-do-	
138	-do-	Conversion of property from residential to commercial (Manimajra)	30 days	-do-	-do-	-do-	
139	-do-	Allotment of New H.No./Shop No. (Manimajra)	30 days	-do-	-do-	-do-	
140	-do-	No Objection Certificate for Water/ Electricity & Sewerage connections/ No Dues Certificate (Manimajra)	30 days	-do-	-do-	-do-	
141	-do-	Issuance of ownership certificate (Manimajra)	30 days	-do-	-do-	-do-	
142	Booking Branch	Permission to stack building material	01 day	OSD-II	-do-	-do-	
143	-do-	Booking of water tanker	01 day	-do-	-do-	-do-	
144	-do-	Booking of Community Centers /parks (upto Sector 47)	01 day	-do-	-do-	-do-	
145	-do-	Booking of parks (Sector 47 onwards & villages)	01 day	-do -	-do-	-do-	
146	-do-	Booking of open spaces under the jurisdiction of MC, Chd	1 day	-do-	-do-	-do-	
147	-do-	Refund cases of Community Centers /Parks/ Open Space	25 days	-do-	-do-	-do-	
148	-do-	Booking of ground for commercial purposes in Sector 17 circus ground, Sector 34 and Manimajra	03 days	-do-	-do-	-do-	

149	-do-	Permission for Advertisement	15 days	-do-	-do-	-do-	
150	Estates Branch	No Objection Certificate for transfer of lease rights by way of sale/gift/family transfer deed/exchange deed	31 days	SO (Estate) or AC(F&A)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
151	-do-	Change of ownership/transfer of leasehold rights by way of Sale/gift/transfer deed/exchange deed	28 days	-do-	-do-	-do-	
152	-do-	Transfer on the basis of Intestate death(with will/without will)/registered/unregistered Will	31 days	-do-	-do-	-do-	
153	-do-	Permission to mortgage	21 days	-do-	-do-	-do-	
154	-do-	Issuance of No Dues Certificate	28 days	-do-	-do-	-do-	
155	-do-	Execution of lease deed/Deed of conveyance	21 days	-do-	-do-	-do-	
156	-do-	Transfer of property in case of Partnership Deed/ Dissolution Deed/Change of Directors in case of Private Limited Company.	31 days	-do-	-do-	-do-	
157	-do-	Transfer of property on the basis of court decree and Family settlement	31 days	-do-	-do-	-do-	
158	-do-	Conversion from lease hold to freehold	60 days	-do-	-do-	-do-	
159	Colony Branch	Supply of Duplicate Allotment	05 days	Suptd (Colony)	-do-	-do-	

		letter/ possession letter for EWS					
160	-do-	Transfer of ownership rights, if any in Death Cases in Respect of T-Sites in Vikas Nagar, Mauli Jagran & Sector 52- 53	31 days	-do-	-do-	-do-	
161	-do-	Issuance of permission to mortgage T-Sites against Loan	21 days	-do-	-do-	-do-	
162	Licensing Branch	Issuance of New Registration Certificate/ Renewal of Registration Certificate of Pedal Rickshaw/ Loading Rehri	10 days	Supdt (Licensing)	-do-	-do-	
163	-do-	Issuance/ Renewal of Driving License for Pedal Rickshaw/ Loading Rehri	10 days	-do-	-do-	-do-	
164	Licensing Branch	Issuance of New License/ Renewal of License for Dhobi Ghats	10 days	Supdt (Licensing)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
165	-do-	Renewal of Rent Deed of Old Book Market	10 days	-do-	-do-	-do-	
166	-do-	Issuance/ Renewal of Hawkers/Ha nd Cart License	10 days	-do-	-do-	-do-	
167	-do-	Disposal of Traffic Challan of Pedal Rickshaw/ Rehri etc.	10 days	-do-	-do-	-do-	
168	-do-	Transfer of Licenses in Death Cases	20 days	-do-	-do-	-do-	
169	Tax Branch	NDC- Clearance Certificate	30 days	Assistant Collector Tax	Chief Accounts Officer	-do-	
170	Fire Branch	Fire rescue/ emergency call	At once/Immediate Action	Station Fire Officer	Chief Fire Officer	-do-	

171	-do-	Issuance of Fire incident/ occurrence report	10 days	-do-	-do-	-do-	
172	-do-	Issuance of Fire Safety Certificate	30 days	-do-	-do-	-do-	
173	-do-	Approval of building plan/ drawings	30 days	-do-	-do-	-do-	
174	Building Branch	Sanctioning of Building Plan	40 days	JE(Build)	SDE(Build)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	
175	-do-	Issuance of D.P.C. Certificate	15 days	-do-	-do-	-do-	
176	-do-	Completion/ Occupation Certificate	15 days	-do-	-do-	-do-	
177	-do-	NOC for release of Electricity/ Water/ Sewerage connection	25 days	-do-	-do-	-do-	
178	-do-	Removal of Dead Animals	02 days	Concerned area Sanitary Inspector	MOH	-do-	
(5) CHANDIGARH HOUSING BOARD							
179	Chandigarh Housing Board	Issuance of No Objection Certificate for transfer of lease rights:- a) With Consideration b) Between husband and wife c) Within blood relation	20 days	Branch Head (AO)	Secretary	Chief Executive Officer	Excluding the period of public notice
180	-do-	Mutation of property on the basis of:- a) Sale Deed/ Transfer Deed/Gift Deed etc. (for free hold properties only) b) Deed of transfer of lease hold rights (in case of lease hold properties)	20 days	-do-	-do-	-do-	-do-

181	Chandigarh Housing Board	Transfer on the basis of: a) Intestate Demise b) Registered Will c) Probated Will	25 days	Branch Head (AO)	Secretary	Chief Executive Officer	Excluding the period of public notice
182	-do-	Issuance of duplicate copy of allotment letter, possession slip and physical possession form	30 days	-do-	-do-	-do-	-do-
183	-do-	Conversion from lease hold to free hold in respect of dwelling units	30 days	-do-	-do-	-do-	
184	-do-	Issuance of Allotment letter alongwith physical possession	15 days	-do-	-do-	-do-	
185	-do-	Issuance of No Dues Certificates	15 days	-do-	-do-	-do-	
186	-do-	Issuance of Lump sum payment certificate	15 days	-do-	-do-	-do-	
187	-do-	Issuance of Interest component certificate	15 days	-do-	-do-	-do-	
188	-do-	Issuance of permission for mortgage of residential and commercial properties of CHB	25 days	-do-	-do-	-do-	
189	-do-	Refund of Earnest money or other deposits made	30 days	-do-	-do-	-do-	AS per terms & conditions of the scheme

(6) HEALTH & FAMILY WELFARE (GMSH-16)							
190	Health & Family Welfare	Issue of Birth / Death Certificate	07 days	Sub Registrar Birth and Deaths	Registrar	Chief Registrar	
191	-do-	Addition of Child's Name	14 days	-do-	-do-	-do-	
192	-do-	Correction in Birth/Death Certificate	14 days	-do-	-do-	-do-	
193	-do-	Copy of Post Mortem Report(s)	03 days	Senior Medical Officer I/C Department of Emergency	Medical Supdt.	Director Health and Family Welfare	
194	-do-	Copy of Post Medico Legal Report(s)	07 days	-do-	-do-	DHS	
195	Medical Supdt	Illness Fitness Certificate	01 day	Medical Supdt.	DHS	Secretary Health	
196	-do-	Certificate to Disabled Persons for Purchase of motor-vehicles	03 days	-do-	-do-	-do-	
197	-do-	Medical Certificate for Admission to Old Age Home	07 days	-do-	-do-	-do-	
198	Medical Supdt	Medical Certificate for Admission to Institute for the Blind	03 days	Medical Supdt.	DHS	Secretary Health	
199	-do-	Medical Certificate for availing concessions in Railways	03 days	-do-	-do-	-do-	
200	-do-	Medical Certificate for out-of-turn House allotment	07 days	-do-	-do-	-do-	
201	-do-	Medical Certificate to Disabled Persons for Registration with Employment Exchange	07 days	-do-	-do-	-do-	
202	-do-	Medical Certificate for Bank Purposes	03 days	-do-	-do-	-do-	
203	-do-	Medical Certificate for availing rebate in Income Tax	07 days	-do-	-do-	-do-	

204	-do-	Medical Certificate to Disabled Persons (Blind and Ortho) for facility of Writer/ Scriber	03 days	-do-	-do-	-do-	
205	-do-	Medical Certificate for Amarnath Yatra	03 days	-do-	-do-	-do-	
206	-do-	Medical Examination Certificate for first entry into Govt. Service	14 days	-do-	-do-	-do-	
207	-do-	Medical Examination Certificate for School Scholarship	03 days	-do-	-do-	-do-	
208	-do-	Medical Certificate for MACT (Motor Accident Claim Tribunal)	07 days	-do-	-do-	-do-	
209	-do-	Medical Examination for Pension commutation	07 days	-do-	-do-	-do-	
210	-do-	Medical Certificate to Government employees for seeking light duty	03 days	-do-	-do-	-do-	
211	-do-	Re-Medical Examination Certificate	14 days	DHS	Secretary Health	Adviser to Administrator	
212	-do-	Medical Examination for recommendation of Police Medal	03 days	-do-	-do-	-do-	
213	-do-	Medical Certificate for availing Disability Pension	03 days	-do-	-do-	-do-	
214	-do-	Ossification Test Report of Accused/ Juvenile	03 days	M.S-cum-Jt.PMO	DHS	Secretary Health	
215	-do-	Age verification Certificate for Sports Students/ Persons	07 days	-do-	-do-	-do-	
216	Medical Supdt	Height measurement Certificate as per Court orders	07 days	M.S-cum-Jt.PMO	DHS	Secretary Health	

217	-do-	Age verification Certificate for adoption of Child	30 days	-do-	-do-	-do-	
218	-do-	Medical reimbursement of bills of the employees of Health Department working in GMSH-16, Chd	90 days	-do-	-do-	-do-	
219	-do-	Verification of medical reimbursement bills of U.T., Govt. Employees other than Health Department	21 days	-do-	-do-	-do-	
220	Drug	Issuance/ Retention of Drug License for retail sale of Allopathic/ Homoeopathic Drugs	30 days	Drug Inspector	Drug Controller	Secretary Health	
221	-do-	Issuance/ Retention of Drug License for Whole Sale of Allopathic/ Homoeopathic Drugs	45 days	-do-	-do-	-do-	
222	-do-	Issuance/ Retention of Drug Manufacturing License for Allopathic/ Homoeopathic Drugs	60 days	-do-	-do-	-do-	
223	-do-	Issuance/ Retention of Manufacturing License for Cosmetics	60 days	-do-	-do-	-do-	
224	-do-	Issuance/ Renewal of Manufacturing License for Ayurvedic/ Unani/Siddha Drugs	90 days	State Licensing Authority	DHS	-do-	
225	Malaria	IRS (Indoor Residual Spray)/ Fogging/ Anti-Larval Work/ Mosquito-genic Survey	07 days	Anti-Malaria Officer/ Epidemiologist /Entomologist	Assistant Director Malaria	Director Health & Family Welfare	

226	District Family & Welfare Officer	Financial Assistance under Janani Suraksha Yojna (JSY)	07 days	Programme Officer RCH-II	DH&FW	Secretary Health	
227	-do-	Financial Assistance under Pradhan Mantri Matru Vandana Yojana	30 days	Nodal Officer PMMVY	-do-	-do-	
228	-do-	Issuance of new/provisional Clinical Establishment Certificate under Section 15 and Section 22 of the Clinical Act, 2010	10 day	Incharge Clinical Establishment Act,2010	Director Health & Family Welfare-cum-DRA	-do-	
229	District Family & Welfare Officer	Inspection of Applicant's place for new MTP Center under Section 5(8) of the Medical Termination of Pregnancy Act, 1971 (Act 34 of 1971)	60 days	District Family Welfare Officer	DH&FW	Secretary Health	
230	-do-	Issuance of Certificate of Approval in Form 'B'	60 days	-do-	-do-	-do-	
231	-do-	Issuance of Certificate of Approval in Form 'B' for a New MTP Center after rectification of the deficiencies by the applicant under Section 5(8) of Medical Termination of Pregnancy Act, 1971 (Act 34 of 1971)	60 days	-do-	-do-	-do-	
232	-do-	Financial Compensation: (a) In case of death following Sterilization (Family Planning Operation),	15 days	-do-	-do-	-do-	Subject to the condition that Claim is reported to the Hospital Authorities within 90 days

		including death during the process of Sterilization Operation, in Government Hospital or within 07 days of discharge from the Hospital (b) In case of death following Sterilization Operation within 8 to 30 days from the date of discharge from the Hospital (c) In case of failure of sterilization operation (d) In case complication on account of sterilization operation arises within 60 days from the date of discharge from the Government Hospital	15 days 21 days 21 days				
233	-do-	Registration & Renewal of: (i) Ultrasound Clinic/ Imaging Centre/ Genetic Counselling Centre / Genetic Clinic /ART Clinics or Centres/IVF Clinics or Centres /Surrogacy Clinics or Centres which includes place, equipment & employees (concerned Doctors) under Pre conception & Pre Natal Diagnostic Techniques	90 days	Appropriate authority-cum-multi-member committee	Secretary Health	-	Second Appellate Authority is not required as per provisions of PC&PNDT Act

		Act (PC & PNDT Act) (ii) Registration of the Manufacturer / Importer Dealer, and Supplier of Ultrasound Machines/ Imaging Machines or any other Equipment capable of detecting sex of the foetus (PC & PNDT Act) (iii) Permission to use the above said Machines/ Equipment's for demonstration at the Centres registered under the (PC & PNDT Act)					
234	District Family & Welfare Officer	Financial Assistance related to Sterilization (Family Planning Operation of Male/Female) PPIUCD, PAIUD and IUCD under Family Planning Programme	30 days	District Family Welfare Officer	DH&FW	Secretary Health	Subject to availability of funds
235	State AIDS Control Society	HIV Testing Report(s)	03 day	Assistant Director (Quality Manager / Lab Services), CSACS	Project Director, CSACS (Chandigarh State AIDS Control Society)	DHS	
(7) DIRECTORATE OF AYURVEDA, YOGA & NATUROPATHY, UNANI, SIDDHA & HOMOEOPATHY							
236	A.Y.U.S.H	Bill verification of Ayurvedic Medical Claims	16 days	Nodal Officer (AYU)	Deputy Director Ayurveda	Director AYUSH	
237	-do-	Issuance of License to Pharmaceutical units of ASU- (Ayurveda, Siddha, Unani) in UT, Chandigarh	90 days	Drug Licensing Authority	Director AYUSH	Secretary Health	
(8) GOVERNMENT MEDICAL COLLEGE AND HOSPITAL-32							
238	All Departments of GMCH	Verification of medical reimbursement bills of U.T., Govt. Employees other than GMCH:32	21 Days	Clerk	HOD	Director Principal	

239	-do-	Issuance of Certificates like Medical Leave and Chronic Certificates	21 Days	Concerned Faculty	-do-	-do-	
240	-do-	Medical Reimbursement Bill of the employees of GMCH-32	90 Days	Assistant Controller-I	Deputy Controller (F&A)	-do-	
241	Disability Cell	Issue of Disability Certificate	30 Days	Co-ordinator Disability Cell	Head of concerned department	Director Principal	
242	Forensic Medicine & Toxicology	Medico Legal Report / Post Mortem Report	03 Days	Head of Concerned Department	Medical Superintendent	-do-	
243	Medical Record Department (MRD)	Case Summary / Insurance Claim Files	15 Days	-do-	-do-	-do-	
244	Concerned Clinical Departments	Medical Leave / Medical Fitness Certificate	07 Days	-do-	-do-	-do-	
245	General Medicine Department	Dialysis Certificate	05 Days	Concerned Faculty	Head of Concerned Department	-do-	
246	Medical Record Department (MRD)	Issuance of Birth & Death Certificate	07 Days	Sub-Registrar Birth & Death	-do-	-do-	
247	-do-	Correction in Birth & Death Certificate	14 Days	-do-	-do-	-do-	
248	-do-	Addition of Child Name in Birth Certificate	10 Days	-do-	-do-	-do-	
249	-do-	Issuance of Medical Record	15 Days	HOD MRD	-do-	-do-	
250	-do-	Refund of Money	05 Days	-do-	-do-	-do-	
251	Obstetrics & Gynaecology Department	Family Planning Certificate	15 Days	Operating Unit Surgeon	-do-	-do-	
252	-do-	Family Planning Failure Certificate	15 Days	-do-	-do-	-do-	
253	Academic Branch	Certificates being issued to the students	15 Days	Registrar Academics	-do-	-do-	
(9) URBAN PLANNING & CHIEF ARCHITECTURE'S OFFICE							
254	Chief Architect	Supply of Building Plans (Architecture control)	5 days	Architect	Senior Architect	Chief Architect	
255	-do-	Supply of Zoning plans	3 days	Divisional Town Planner	Senior Town Planner	-do-	
256	-do-	Plinth Level	3 days	-do-	-do-	-do-	

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-	
(11) DIRECTORATE OF SCHOOL EDUCATION							
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-	
(12) POLICE							
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-	

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-	
(13) DEPARTMENT OF SOCIAL WELFARE, WOMEN & CHILD DEVELOPMENT							
275	Department of Social Welfare, Women & Child Development	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	Department of Social Welfare, Women & Child Development	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

278	-do-	Unemployment Allowance to Persons with Disability	30 days	-do-	-do-	-do-	-do-
279	-do-	Financial Assistance for Inter-Caste Marriages (Centrally Sponsored Scheme)	30 days	Research Officer	-do-	-do-	-do-
280	-do-	Pension to Widows /Destitute Women	30 days	Superintendent	-do-	-do-	-do-
281	-do-	Financial Assistance to Dependent Children of Widows/ Destitute Women	30 days.	Research Officer	-do-	-do-	-do-
282	-do-	Financial Assistance for Marriage of Daughters of Widows and Destitute Women belonging to Scheduled Castes	30 days	-do-	-do-	-do-	-do-
283	-do-	Old Age Pension	30 days.	-do-	-do-	-do-	-do-
284	-do-	Issuance of Senior Citizen Identity Card	15 days	-do-	-do-	-do-	-do-
285	(Icdis) Integrated Child Development Scheme	Financial Assistance under 'Hamari Beti' Scheme	60 days	Child Development Project Officer- III	Deputy Director	Director Social Welfare	
286	-do-	Financial Assistance under 'Apni Beti Apna Dhan' Scheme	60 days	-do-	-do-	-do-	
(14) CHANDIGARH CHILD & WOMEN DEVELOPMENT CORPORATION LIMITED							
287	CCWDC (Chandigarh Child & women Development Corporation Limited)	Loan Cases of women of economically weaker sections under Direct & Margin Money Scheme	30 days	Dealing Assistant	AC(F&A)	Managing Director	
288	-do-	Loan Cases of persons with disability	30 days	-do-	-do-	-do-	

289	-do-	Application processing for Training in Vocational Courses to Women (Economically weaker Sections)	15 days	-do-	Company Secretary	-do-	Selection subject to availability of seat for batch
290	-do-	Application processing for Admission in Senior Citizens Home, Sec-43, Chandigarh	10 days	-do-	-do-	-do-	-do-
291	-do-	Application processing for Admission in Working Women Hostel, Sec-24, Chandigarh	20 days	-do-	-do-	-do-	-do-
292	CCWDC (Chandigarh Child & women Development Corporation Limited)	Issue of No Due Certificate /No Objection Certificate of all Loan Schemes	30 days	Dealing Assistant	Company Secretary	Managing Director	
(15) CHANDIGARH SCHEDULED CASTES, BACKWARD CLASSES & MINORITIES FINANCIAL & DEVELOPMENT CORPORATION LTD							
293	Chandigarh Scheduled Castes, Backward Classes & Minorities Financial & Development Corporation Ltd	Loan Cases of Scheduled Castes, Backward Classes & Minorities, & Safai Karamcharis	30 days	Dealing Assistant	A.C(F&A)	Managing Director	
294	-do-	Application processing for Training in vocational courses to Scheduled Castes, Backward Classes & Minorities, & Safai Karamcharis	20 days	-do-	Company Secretary	-do-	Selection subject to availability of seat
295	-do-	Application processing for Admission in Senior Citizens Home, Sec.15-D, Chandigarh	20 days	-do-	-do-	-do-	-do-

296	-do-	Issue of No Due Certificate/ No Objection Certificate of all Loan Schemes	30 days	-do-	A.C(F&A)	-do-	
(16) STATE TRANSPORT AUTHORITY							
297	STA	Passing of new Transport Vehicle	07 days	Concerned Senior Assistant	Secretary, STA, UT Chandigarh	Secretary Transport	
298	-do-	Registration of New transport Vehicles after Passing	05 days	-do-	-do-	-do-	
299	-do-	Renewal of Fitness Certificate	05 days	-do-	-do-	-do-	
300	-do-	Transfer of ownership within state	15 days	-do-	-do-	-do-	
301	-do-	Transfer of ownership in death case	30 days	-do-	-do-	-do-	
302	-do-	Entry/ Termination of H.P.A. (Hypothecation) Agreement	07 days	-do-	-do-	-do-	
303	-do-	Grant of No Objection Certificate to any type of vehicle	15 days	-do-	-do-	-do-	
304	-do-	Grant/ Renewal of Permit	15 days	-do-	-do-	-do-	
305	-do-	Grant/Renewal of Authorization for Tourist Vehicles and Goods Vehicles (NP)	15 days	-do-	-do-	-do-	
306	-do-	Issue of Duplicate RC/Permit	07 days	-do-	-do-	-do-	
307	-do-	Counter-signatures of Permits issued by other States	05 days	-do-	-do-	-do-	
308	-do-	Reassignment of Transport Vehicles brought from other States on the basis of NOC	30 days	-do-	-do-	-do-	
309	STA	Transfer of Ownership of buses along with Contract Carriage (CC) Permit	30 days	Concerned Senior Assistant	Secretary, STA, UT Chandigarh	Secretary Transport	

310	-do-	Grant/ Renewal of License for Pollution Check Centres	15 days	-do-	-do-	-do-	
311	-do-	Grant/ Renewal of License for Driving Schools	15 days	-do-	-do-	-do-	
312	-do-	Registration under Common Carriage Act, 2007	15 days	-do-	-do-	-do-	
(17) CHANDIGARH TRANSPORT UNDERTAKING (CTU)							
313	CTU	Bus passes issued at ISBT-17 for Sub-Urban Routes	03 days	Station Supervisor	General Manager	Director Transport	
314	-do-	Bus Passes issued at Sampark Centers for other routes	05 days	Sampark Center Incharge	-do-	-do-	
(18) FOOD & SUPPLIES AND CONSUMER AFFAIRS AND LEGAL METROLOGY							
315	Food & Supplies	Enrolment under Direct Benefit Transfer (DBT) Scheme	10 days	Assistant Food & Supplies Officer	District Food & Supplies Officer	Additional Director Food & Supplies	
316	-do-	Addition/ Deletion of members	04 days	Concerned Area Inspector	-do-	-do-	
317	-do-	Change of Address	04 days	-do-	-do-	-do-	
318	-do-	Change of Head of Family/ change of name	02 days	-do-	-do-	-do-	
319	-do-	Surrender from DBT Scheme	02 days	Assistant Food & Supplies Officer	-do-	-do-	
320	Legal Metrology Wing	Standardiza- tion of commercial, Weights & Measures in the Working Standard Laboratory	01 day	Inspector Legal Metrology	Additional Controller, Legal Metrology	Controller Legal Metrology	
321	-do-	Verification and Stamping of Weights and Measuring Instruments	01 day	-do-	-do-	-do-	

322	-do-	Issue of Licenses to Manufacturers/ Repairers/ Dealers of Weighs and Measuring Instruments	30 days	-do-	-do-	-do-	
323	-do-	Renewal of Licenses of Manufacturers/ Repairers/ Dealers of Weights, Measures, Weighing and Measuring Instruments	30 days	-do-	-do-	-do-	
324	-do-	Registration Certificate as Manufacturer/ Packer/ Importer	30 days	-do-	-do-	-do-	
(19) FORESTS & WILDLIFE							
325	Forests & Wildlife	NOC/ Comments to be sent to District Magistrate for issuing Arms License	15 days	Concerned Range Forest Officer	Deputy Conservator of Forests	Chief Wildlife Warden/Chief Conservator of Forests	
326	-do-	Approval/ Disapproval to a tree cutting proposal	10 days	-do-	-do-	-do-	
327	-do-	Wildlife Patrolling (Man Animal Conflict)	24Hrs.	-do-	-do-	-do-	
(20) LABOUR DEPARTMENT							
328	Labour Department	Registration of shops and commercial establishments under the Punjab Shops and Commercial Establishment Act, 1958	21 days	Shop Inspector of concerned area	Chief Inspector of Shops-cum-Assistant Labour Commissioner	Labour Commissioner	
329	-do-	Renewal of registration certificate under the Punjab Shops and Commercial Establishments Act, 1958	15 days	-do-	-do-	-do-	

330	-do-	Approval of building plans of Factories under the Factories Act, 1948	45 days	Addl. Chief Inspector of Factories-cum-Assistant Labour Commissioner	Chief Inspector of Factories-cum-Labour Commissioner	Secretary Labour	
331	-do-	Issuance of factory license under the Factories Act, 1948	30 days	-do-	-do-	-do-	
332	-do-	Renewal of factory license under the Factories Act, 1948	30 days	-do-	-do-	-do-	
333	-do-	Amendment in the registration certificate issued to a factory under the Factories Act, 1948	21 days	-do-	-do-	-do-	
334	-do-	Issuance of registration certificate under the Motor Transport Workers Act, 1961	30 days	Chief Inspector of Motor Transport-cum-Assistant Labour Commissioner	Labour Commissioner	-do-	
335	-do-	Renewal of registration certificate under the Motor Transport Workers Act, 1961	30 days	-do-	-do-	-do-	
336	-do-	Issuance of registration certificate to the Principal Employer under the Contract Labour Act, 1970	30 days	Licensing Officer-cum-Assistant Labour Commissioner	Registering Officer-cum-Labour Commissioner	-do-	
337	-do-	Issuance of license to contractors under the Contract Labour Act, 1970	30 days	-do-	-do-	-do-	
338	Labour Department	Renewal of license of contractors under the Contract Labour Act, 1970	30 days	Licensing Officer-cum-Assistant Labour Commissioner	Registering Officer-cum-Labour Commissioner	Secretary Labour	

339	-do-	Amendment in the registration certificate issued to the Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970	21 days	-do-	-do-	-do-	
340	-do-	Registration of construction workers under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	21 days	Registering Officer (CBOCW Board)-cum- Assistant Labour commissioner	Secretary (CBOCW Board)-cum- Labour commissioner	Chairman (CBOCW Board)-cum- Secretary Labour	
341	-do-	Renewal of labour cards issued to the construction workers under the Building and other Construction workers (Regulation of Employment and Conditions of Service) Act, 1996	21 days	-do-	-do-	-do-	
342	-do-	Registration of contractors under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	30 days	-do-	-do-	-do-	
343	-do-	Renewal of registration of contractors under the Building and Other Construction Workers (Regulation	21 days	-do-	-do-	-do-	

		of Employment and Conditions of Service) Act, 1996					
344	-do-	Grant of benefits under various Welfare Schemes under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	30 days	Joint Secretary (CBOCW B)-cum-Assistant Labour Commissioner	-do-	-do-	
345	Labour Department	Grant of benefits under various Welfare Schemes under the Punjab Labour Welfare Fund Act, 1965	30 days	Secretary (LWB)-cum-Assistant Labour Commissioner	Welfare Commissioner (LWB)-cum-Labour Commissioner	Chairman (CBOCW Board)-cum-Secretary Labour	
(21) AGRICULTURE							
346	Director Agriculture	Insecticides/ Pesticides License to the applicants under the Insecticide Act, 1968	30 days	Licensing Officer as provided u/s 12 of the Insecticides Act, 1968	Director Agriculture	Secretary Agriculture	
347	-do-	Addition/ Amendment of item(s) in the license for Insecticides	20 days	Licensing Officer	-do-	-do-	
348	-do-	Change of firm's Name/Proprietorship/ Premises (Pesticide)	20 days	-do-	-do-	-do-	
349	-do-	Issuance of Duplicate License of Insecticides/ Renewal of License for sale of Insecticides	30 days	-do-	-do-	-do-	
(22) SPORTS							
350	Sports Department	Booking of Various Stadia	10 days	Senior Assistant (Concerned)	District Sports Officer, U.T., Chandigarh	Director Sports U.T., Chandigarh	

351	-do-	User/ Membership in various games	07 days	-do-	-do-	-do-	
352	-do-	Scholarship in various games	180 days	-do-	-do-	-do-	
353	-do-	Issue of Gradation Certificate in various games	90 days	-do-	-do-	-do-	
(23) ANIMAL HUSBANDRY AND FISHERIES							
354	Department of Animal Husbandry and Fisheries	Issue of Post -mortem Report of animals/ birds	02 days	Veterinary Officer	Joint Director (AH & F)	Director (AH & F)	
355	-do-	Issue of Health Certificate of birds	01 day	-do-	-do-	-do-	
356	-do-	Issue of Health Certificate of Animals (pets and large animals)	03 days	-do-	-do-	-do-	
357	-do-	Interna- tional and Domestic Animal Transport Certificate	01 day	-do-	-do-	-do-	
358	-do-	Verification regarding Vaccination of pet Dogs for getting registered with Municipal Corporation, U.T. Chandigarh	01 day	-do-	-do-	-do-	
359	-do-	Attendance of Emergencies	01 day	Veterinary Inspector/ Veterinary Officer	-do-	-do-	
360	-do-	Attendance of Routine Cases	01 day	-do-	-do-	-do-	
361	-do-	Prophylactic mass vaccination of animals against dreaded contagious diseases	07 days	Veterinary Inspector	Veterinary Officer	Joint Director (AH)	
362	Department of Animal Husbandry and Fisheries	Prophylactic & post bite Anti-rabies vaccination	01 day	Veterinary Inspector	Veterinary Officer	Joint Director (AH)	
363	-do-	Issue of Vaccination Certificate of Animals	01 day	Veterinary Officer	Joint Director (AH)	Director (AH)	

364	-do-	Issue of Vaccination Certificate of Birds	01 day	-do-	-do-	-do-	
365	-do-	Artificial Insemination of Cows and Buffaloes to improve the existing germ plasma and to increase productivity	01 day	Veterinary Inspector/ Veterinary Officer	-do-	-do-	
366	-do-	Issue of Licenses to public for angling at Sukhna Lake as a 'Sport Activity'	01 day	Veterinary Inspector	Joint Director (AH & F)	Director (AH & F)	
(24) ZILA SAINIK WELFARE OFFICE							
367	Zila Sainik Welfare Office (ZSWO)	Gallantry Awards (Financial benefits subject to submission of all documents)	02 month	Z.S.W.O, U.T Chandigarh	DC Office	Home Secretary	
368	-do-	Issue of certificates of various types of ESM/ widows & their dependents	02 hours	Welfare Organizer	Z.S.W.O	DC Office	
369	-do-	Field verification	03 days	Welfare Organizer/ Field Investigator	Sr. Asstt.	Z.S.W.O	
370	-do-	Pension cases to be submitted to the concerned Records Office	01 day	Clerk	-do-	-do-	
371	-do-	Issue of Identity Cards	02 hours	Field Investigator	-do-	-do-	
(25) REGIONAL EMPLOYMENT OFFICE							
372	Regional Employment Office	Registration of applicants	01 day	Employment Officer	Sub-Regional Employment Officer (PH Cell)	Regional Employment Officer	This department is working as per guidelines of National Employment Service Manual (NESM) issued by the Directorate General of Employment, Government of India

(26) PUNJAB ENGINEERING COLLEGE							
373	PEC (Punjab Engineering College)	Bonafide Certificate	07 days	Assistant Registrar (Academics)	Dean Academic Affairs	Director	
374	-do-	No Objection Certificate	07 days	-do-	-do-	-do-	
375	-do-	Transcripts	20 days	-do-	-do-	-do-	
376	-do-	Character Certificate	20 days	-do-	-do-	-do-	
377	PEC (Punjab Engineering College)	Bus Pass Attestation	07 days	Assistant Registrar (Academics)	Dean Academic Affairs	Director	
378	-do-	Duplicate Degree	20 days	-do-	-do-	-do-	
379	-do-	B.Tech./ M.Tech./ Ph.D Provisional Degree	15 days	-do-	-do-	-do-	After result notification
380	-do-	Duplicate Marksheet	07 days	-do-	-do-	-do-	
381	-do-	Migration Certificate	20 days	-do-	-do-	-do-	
382	-do-	Attestation of Scholarship Form	07 days	-do-	-do-	-do-	
383	-do-	Certificate of Scholarship	07 days	-do-	-do-	-do-	
384	-do-	Any other related to Scholarship	07 days	-do-	-do-	-do-	
385	-do-	Education Verification UG/ PG/ Ph.D	20 days	-do-	-do-	-do-	After receiving of requisite fee for verification
386	-do-	Any other personalized document	07 days	-do-	-do-	-do-	
(27) CIVIL ENGINEERING							
387	Electricity	Rectification of Fuse blown- out or MCB Tripped	Urban area: Within 4 hours Rural area: Within 8 hours	Concerned Lineman/ Complaint Centre Incharge of the Shift	SDO	CGRF	
388	-do-	Rectification of Service Line Broken/ service Line snapped from the pole	Urban area: within 6 hours Rural area: Within 12 hours	Concerned JE	-do-	-do-	
389	-do-	Fault in distribution line/system	Rectification of fault and thereafter restoration of normal power supply within 12 hours Temporary supply to be restored within 4 hours from alternate source	-do-	-do-	-do-	
390	-do-	HT Mains failed	Rectification of fault within 12 hours Temporary restoration of power supply within 4 hours	-do-	-do-	-do-	

391	-do-	Breakdown of underground cable	Rectification of fault within 24 hours of occurrence of break down after obtaining clearance; Temporary restoration of supply within 4 days	-do-	-do-	-do-	
392	-do-	Distribution transformer failed/burnt	Urban area: Within 24 hours for Replacement of failed transformer Rural area: Within 48 hours Temporary restoration of supply through Mobile transformer or another backup source Urban area: within 8 hours Rural area: within 12 hours	-do-	-do-	-do-	
393	-do-	Problem in grid(33 KV or 66 KV or 110 KV) Sub station	Repair and restoration of supply: within 48 hours Restoration of supply from alternate source: within 6 hours	Concerned SDO	XEN	-do-	Roster load shedding may be carried out to avoid overloading of alternate source
394	-do-	Failure of power transformer	(a) Rectification action plan to be intimated to the Commission: within 72 hours (b) Rectification to be completed within the time frame approved by the Commission (c) Restoration of supply from alternate source: within 6 hours	-do-	-do-	-do-	-do-
395	Electricity	Period of scheduled outages	Interruption in power supply due to scheduled outages, other than the load-shedding, shall be notified by the licensee at least 24 hours in advance and shall not exceed 12 hours in a day	Concerned JE	SDO	CGRF	
396	-do-	Voltage fluctuation complaint	Local problem on the transformer: within 3 days	-do-	-do-	-do-	
397	-do-	-do-	Where no expansion or enhancement of network is involved: (a) For LT System: within 15 days (b) For HT System: within 30 days If upgradation of distribution system is required: within 180 days	-do-	-do-	-do-	
398	-do-	Complaint lodged for Accuracy test of meter	On receiving the complaint: Within 30 days The licensee shall check the meter and if needed, the meter shall be replaced: within 15 days	-do-	-do-	-do-	
399	-do-	Complaint lodged for defective/ stuck meter	On receiving the complaint: Within 15 days The Licensee shall test the meter and if needed, the meter shall be replaced within 15 days thereafter	-do-	-do-	-do-	

400	-do-	Complaint Lodged for burnt meter	On receipt of complaint bypassing the burnt meter the Licensee shall restore supply: within 6 hours, and new meter shall be provided: within 15 days	-do-	-do-	-do-	
401	-do-	Change of Consumer's Name due to change in ownership/ occupancy of property	120 days	SDO	XEN	-do-	Change shall be effected in two billing cycles
402	-do-	Transfer of consumer's name to legal heir	120 days	-do-	-do-	-do-	Change shall be effected in two billing cycles
403	-do-	Load reduction	30 days	-do-	-do-	-do-	
404	-do-	Change of category	10 days	-do-	-do-	-do-	
405	-do-	Shifting of meter/ service line etc	(a) One month for giving the estimated amount to the consumer for shifting (b) Within one month of the consumer depositing the estimated amount as mentioned above	-do-	-do-	-do-	
406	-do-	Complaint on billing	07 days	Concerned ARA/RA	SDO	-do-	
407	-do-	Request for re-connection	05 days	Concerned JE	-do-	-do-	In case consumer requests for reconnection within a period of six months after disconnection, the licensee shall reconnect the consumer's installation within 5 days of payment of past dues and reconnection charges
408	-do-	Consumer wanting up to date bill	07 days	-do-	-do-	-do-	Licensee to carry out special reading and prepare final bill, including all arrears up to the date of billing within 7 days
409	Civil Engineering	Road Cut	30 days	Sub Divisional Engineer of the area concerned	Executive Engineer	Superintending Engineer	
410	(Horticulture) Engineering Department (Horticulture Division No 2), UT, Chandigarh	Pruning of trees (under 30 cm girth)	14 days	ALO/SDE (Hort.) of area concerned	Executive Engineer (Hort.)	-do-	
411	-do-	Pruning of trees (more than 30 cm girth)	45 days	-do-	-do-	-do-	

412	-do-	Removal of dead/dangerous/over grown trees	30 days	-do-	-do-	-do-	
413	-do-	Removal of fallen trees	1-2 days	-do-	-do-	-do-	
414	Electrical	Emergency Complaint of partially no light in the house	01 day	Junior Engineer	Executive Engineer (Electrical)	-do-	
415	-do-	Major breakdown of electrical supply due to fault in main board and wiring	02 days	-do-	-do-	-do-	
416	-do-	Replacement of defective material	03 days	Junior Engineer/ Sub Divisional Engineer	Executive Engineer	-do-	
417	-do-	Minor repair of electrical installation/renovation of partial faulty installation	07 days	-do-	-do-	-do-	
418	-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-	
(28) EXCISE AND TAXATION							
419	Excise & Taxation	Grant of Registration Certificate under GST Act	15 days	Excise & Taxation Officer-cum-Proper Officer	Additional Excise & Taxation Commissioner (GST Appeal)	Attached with Punjab GST Tribunal	If Proper officer fails to take any action, the same shall be deemed to have been approved, as per provisions of the CGST Act, 2017
420	-do-	Amendments in GST Registration	22 days	-do-	-do-	-do-	-do-
421	-do-	Refund of GST	60 days	-do-	-do-	-do-	

422	-do-	L-50 Permit	07 days	Excise & Taxation Officer/ Asstt. Excise & Taxation Commissioner/ Collector (Excise)	Excise & Taxation Commissioner-cum-Financial commissioner	Secretary Excise & Taxation	
423	-do-	Online Local Liquor Permits	03 days	-do-	-do-	-do-	
424	-do-	Permit for industrial Alcohol to Chemical Industries etc.	07 days	-do-	-do-	-do-	
425	Excise & Taxation	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 07 days.
426	-do-	Beer Bar/ Drought Beer Bar License	-do-	-do-	-do-	-do-	-do-
427	-do-	License to Marriage Palaces/ Banquet Halls/ Community Hall etc for serving liquor	07 days	-do-	-do-	-do-	
(29) DIRECTOR INDUSTRIES							
428	Director Industries	Redressal of grievances/ queries of existing/ prospective investors	15 days	Office Superintendent, DIC	Director Industries	Secretary Industries	
(30) OFFICE OF ASSISTANT CONTROLLER(F&A) RENTS							
429	Office of Assistant Controller (F&A) Rents	Issuance of No Demand Certificate (after vacation of Govt. House)	21 days	Section Officer	Assistant Controller (F&A) Rents	Secretary House Allotment Committee	
(31) CHANDIGARH POLLUTION CONTROL COMMITTEE							
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	
431	-do-	Grant of consent/ Authorization to Establish/ Operate units falling under Orange Category	30 days	-do-	-do-	-do-	

432	-do-	Grant of consent/ Authorization to Establish/ Operate units falling under Green Category	21 days	Assistant Environmental Engineer	-do-	-do-	
433	-do-	Grant of Authoriza- tion under Solid Waste Management Rules, 2016	21 days	-do-	-do-	-do-	
434	-do-	Grant of Authorization under Hazardous & other Waste (Management & Transboundry Movement) Rules, 2016	21 days	-do-	-do-	-do-	
435	-do-	Registration under Plastic Waste Management Rules, 2016	21 days	-do-	-do-	-do-	
436	-do-	Grant of Authorizatio n under Bio-Medical Waste Management Rules, 2016	21 days	Scientist 'B'	-do-	-do-	

a) The following 64 service are deleted which were notified vide notification No.28/67/1-IH(11)-2020/10872, dated 08.10.2020:-

Sr. No.	Sr. No. of Notifica- tion	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, if any
(6) HEALTH & FAMILY WELFARE								
1.	194	Health & Family Welfare	Thyroid Function Test Report(s) (ELISA)	02 days	Incharge of the Section and Incharge Laboratory	-do-	DH&FW	
2.	195	Laboratory	Biochemistry Section Test Report(s)	01 day	-do-	-do-	-do-	
3.	196	-do-	Hematology Section- Test Report(s)	01 day	-do-	-do-	-do-	
4.	197	-do-	Bone Marrow Aspiration and Cytology Test Report(s)	02 days	-do-	-do-	-do-	
5.	198	-do-	Microbiology Section Serology Test Report(s)	01 day	-do-	-do-	-do-	
6.	199	-do-	Microbiology Section Culture Sensitivity Test Report(s)	03 days	In-charge of the Section	-do-	-do-	

7.	200	-do-	Cytology Test Report(s)	01 day	In-charge of the Section	Medical Supdt.	DH&FW	
8.	201	-do-	FNAC Test Report(s)	02 days	-do-	-do-	-do-	
9.	202	Medical Supdt	Histopathology Test Report(s)	14 days	-do-	-do-	-do-	
10.	203	-do-	Routine/ Special Stain Test Report(s)	21 days	-do-	-do-	-do-	
11.	204	Medical Supdt	All Emergency Test Report(s)	01 day	-do-	-do-	-do-	
12.	230	Medicine	Investigation: Endoscopic/ Echo/ TMT/ PFT Test Report(s)	30 days	Doctor(s) on duty	I/C of Deptt	Medical Supdt.	
13.	231	Radiology	Routine/ Emergency X-ray/ Ultrasound Reports	01 day	Incharge of Deptt	Medical Supdt.	DH&FW	
14.	232	-do-	Special investigation Radiology Reports	02 days	-do-	-do-	-do-	
15.	233	Food Safety	Issuance of Registration Certificate under the Food Safety and Standards Act	30 days	Food Safety Officer	'Designated' Officer Under the Act	Principal Secretary / Secretary Health	
16.	234	-do-	Issuance of License under the Food Safety and Standards Act	60 days	'Designated' Officer Under the Act	Principal Secretary / Secretary Health	Adviser to the Administrator	
17.	251	State AIDS Control Society	Blood Transfusion Services	01 day	Assistant Director (Youth Affairs) CSACS	Project Director, CSACS	-do-	
(8) GOVERNMENT MEDICAL COLLEGE AND HOSPITAL								
18.	260	General Medicine Department	Investigation Reports	05 Days	Concerned Faculty	Head of Concerned Department	-do-	
19.	261	-do-	EEG / EMG / NCV Endoscopy (UGI), LGI) ERCP, Colonoscopy	01 Day	-do-	-do-	-do-	
20.	262	-do-	24 Hrs. BP Monitoring (ABPM)	05 Days	-do-	-do-	-do-	
21.	265	Transfusion Medicine	Blood Grouping/ Cross Matching Comb Test	03 Days	Medical and Paramedical staff	-do-	-do-	
22.	266	Anatomy Department	Body Donation	02 Days	Associate Professor	-do-	-do-	
23.	267	-do-	Foetal Autopsy	30 Days	Associate Professor	Head of Concerned Department	Director Principal	
24.	273	Biochemistry Department	Emergency Investigations	01 Day	Faculty / Lab Incharge	Head of Concerned Department	-do-	
25.	274	-do-	Routine Investigations	OPD – 03 Days Indoor – 01 Day	-do-	-do-	-do-	

26.	275	-do-	Special Investigations	07 Days	-do-	-do-	-do-	
27.	276	Community Medicine Department	Investigation Reports	05 Days	Medical Officer / Faculty Member	-do-	-do-	
28.	277	ENT Department	Disability Certificate	15 Days	Associate / Assistant Professor	-do-	-do-	Clubbed with Sr. No. 241 of new notification
29.	278	Cardiology Department	Issuance of Certificates like Medical Leave and Chronic Certificates	15 Days	Concerned Faculty	-do-	-do-	Clubbed with Sr. No. 239 of new notification
30.	279	General Surgery Department	Case Summary/ Insurance Claim Files	20 Days	Junior / Senior Resident	-do-	-do-	Clubbed with Sr. No. 243 of new notification
31.	280	General Surgery Department	Medical Leave/Fitness Certificate	03 Days	Concerned Faculty	-do-	-do-	Clubbed with Sr. No. 244 of new notification
32.	281	Urology Department	Medical Certificates	07 Days	Senior Resident	-do-	-do-	Clubbed with Sr. No. 244 of new notification
33.	282	Neurosurgery Department	Case Summary/LIC Claim Files	03 Days	Concerned Faculty	-do-	-do-	Clubbed with Sr. No. 243 of new notification
34.	283	Microbiology Department	Mycology Smear (KOH), Gene Xpert, Gram Stain, ZiehlNeelsen Stain	01 Day	On Duty Demonstrator	-do-	-do-	
35.	284	-do-	Stool Routine & Parasitology	02 Days	-do-	-do-	-do-	
36.	285	-do-	Urine Culture, Pus Culture, Stool Culture, Serology, Swine Flu, VRDL Laboratory, Hospital Surveillance Samples	03 Days	-do-	-do-	-do-	
37.	286	-do-	Blood Culture	05 Days	-do-	-do-	-do-	
38.	287	-do-	Mycology	30 Days	-do-	-do-	-do-	
39.	288	-do-	Anaerobic Culture	08 Days	-do-	-do-	-do-	
40.	289	-do-	Mycobacterium Culture	56 Days	-do-	-do-	-do-	
41.	290	Obstetrics & Gynaecology Department	Medical Certificate	03 Days	Treating Unit Consultant/ Resident	-do-	-do-	Clubbed with Sr. No. 244 of new notification
42.	291	-do-	Medical Fitness Certificate	03 Days	Treating Unit Consultant/ Resident	Head of Concerned Department	Director Principal	Clubbed with Sr. No. 244 of new notification

43.	294	-do-	Reports (Ultrasound Report)	01 Day	Resident / Consultant	-do-	-do-	
44.	295	Pathology Department	Histopathology	10 Days	Concerned Faculty	-do-	-do-	
45.	296	-do-	Medico Legal Post Mortem/ Neonatal Autopsy	60 Days	-do-	-do-	-do-	
46.	297	-do-	Cytology	02 Days	-do-	-do-	-do-	
47.	298	-do-	Routine Haematology Tests	01 Day	-do-	-do-	-do-	
48.	299	-do-	Special Haematology Test	07 Days	-do-	-do-	-do-	
49.	300	Radio-diagnosis Department	General Radiography for OPD	01 Day	Radiological Safety Officer	-do-	-do-	
50.	301	-do-	Emergency & Ward Radiography	Round the Clock	-do-	-do-	-do-	
51.	302	-do-	Special Investigations	01 Day	Consultant Incharge	-do-	-do-	
52.	303	-do-	Routine Ultrasound	01 Day	-do-	-do-	-do-	
53.	304	-do-	Emergency & Ward Ultrasound	Round the Clock	Consultant Incharge	Head of Concerned Department	Director Principal	
54.	305	Radio-diagnosis Department	Color Doppler Ultrasound	On Appointment	-do-	-do-	-do-	
55.	306	-do-	Ultrasound Guided Interventional	01 Day	-do-	-do-	-do-	
56.	307	-do-	Ultrasound Guided FNAC	Tuesday / Thursday / Saturday	-do-	-do-	-do-	
57.	308	-do-	CT Guided FNAC	01 Day	-do-	-do-	-do-	
58.	309	-do-	Contrast CT Scan Studies for Patients from OPD	01 Day	Consultant Incharge	Head of Concerned Department	Director Principal	
59.	310	-do-	Plain CT Scan Studies from OPD	01 Day	-do-	-do-	-do-	
60.	311	Radio-diagnosis Department	CT Scan Studies with & without Contrast from Emergency & Ward	Round the Clock	-do-	-do-	-do-	
61.	312	-do-	MRI	On Appointment	-do-	-do-	-do-	
(28) EXCISE AND TAXATION								
62.	478	Excise & Taxation	L-42 Permit	07 days	Excise & Taxation Officer/ Asstt. Excise & Taxation Commissioner/ Collector (Excise)	Excise & Taxation Commissioner -cum-Financial commissioner	Secretary Excise & Taxation	
63.	481	-do-	Permission to serve Liquor in a marriage or banquet hall to a function holder	07 days	-do-	-do-	-do-	
64.	485	-do-	Hard Liquor Bar License	-do-	-do-	-do-	-do-	

b) The following 14 new services are added in the above notification:-

Sr. No.	Sr. No. of Notification	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, if any
(4) MUNICIPAL CORPORATION								
1	127	MOH Wing (Medical Officer of Health)	Verification report concerning Birth/Death Certificates for which request is received from any other department of the Chandigarh Administration	15 days	Registrar (B&D)	Medical Officer of Health	Assistant Commissioner / Joint Commissioner / Addl. Commissioner	
(20) LABOUR DEPARTMENT								
2	333	Labour Department	Amendment in the registration certificate issued to the factory under the Factories Act, 1948	21 days	Addl. Chief Inspector of Factories-cum-Assistant Labour Commissioner	Chief Inspector of Factories-cum-Labour Commissioner	Secretary Labour	
3	339	-do-	Amendment in the registration certificate issued to the Principal Employer under the Contract Labour (Regulation and Abolition) Act, 1970	21 days	Licensing Officer-cum-Assistant Labour Commissioner	Registering Officer-cum-Labour Commissioner	-do-	
4	341	-do-	Renewal of labour cards issued to the construction workers under the Building and other Construction workers (Regulation of Employment and Conditions of Service) Act, 1996	21 days	Registering Officer (CBOCW Board)-cum-Assistant Labour commissioner	Secretary (CBOCW Board)-cum-Labour commissioner	Chairman (CBOCW Board)-cum-Secretary Labour	
5	343	-do-	Renewal of registration of contractors under the Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	21 days	Registering Officer (CBOCW Board)-cum-Assistant Labour commissioner	Secretary (CBOCW Board)-cum-Labour commissioner	Chairman (CBOCW Board)-cum-Secretary Labour	
(29) DIRECTOR INDUSTRIES								
6	428	Director Industries	Redressal of grievances/ queries of existing/ prospective investors	15 days	Office Superintendent DIC	Director Industries	Secretary Industries	
(30) OFFICE OF ASSISTANT CONTROLLER (F&A) RENTS								
7	429	Office of Assistant Controller (F&A) Rents	Issuance of No Demand Certificate (after vacation of Govt. Houses)	21 days	Section Officer	Assistant Controller (F&A) Rents	Secretary House Allotment Committee	

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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 2nd March, 2022.

Administrator,
Union Territory, Chandigarh.

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