

**RTS MATTER**

**Chandigarh Right to Service Commission**

(Chandigarh Administration)

**Nagar Yojana Bhavan, C- Wing, Sector 18-A, Madhya Marg, Chandigarh -160018**

**Phone No. 0172-2700018, email – chd.rtsc@chd.nic.in**

**website: rtsc.chd.gov.in**

No. MS/CRTSC/2025/287/317

Dated: 15/05/2025

To

1. The Deputy Commissioner  
U.T. Chandigarh
2. The Estate Officer  
U.T. Chandigarh
3. Registering & Licensing Authority  
U.T. Chandigarh
4. The Commissioner  
Municipal Corporation  
U.T. Chandigarh
5. The Chairman  
Chandigarh Housing Board
6. The Labour Commissioner  
U.T., Chandigarh
7. The Director Agriculture  
U.T., Chandigarh
8. The Commissioner  
Excise & Taxation Department  
U.T., Chandigarh
9. The Director Food & Supplies and  
Consumer Affairs & Legal Metrology  
U.T., Chandigarh
10. The Director AYUSH  
Chandigarh Administration
11. The Chief Conservator of Forests  
U.T., Chandigarh
12. The Senior Superintendent of Police  
U.T., Chandigarh
13. The Director (Transport) and  
Divisional Manager (CTU)  
Chandigarh Administration
14. The Director  
Social Welfare  
Chandigarh Administration



- 15 The Managing Director  
Women and Child Development  
Chandigarh Administration
- 16 The Managing Director  
Scheduled Castes, Backward Classes & Minorities  
Financial & Development Corporation Limited
- 17 The Director Higher Education  
U.T., Chandigarh
- 18 The Director School Education  
U.T., Chandigarh
- 19 The Director Sports  
U.T., Chandigarh
- 20 The Director  
Animal Husbandry & Fisheries  
U.T., Chandigarh
- 21 The Secretary  
State Transport Authority  
Chandigarh Administration  
U.T., Chandigarh
- 22 The Zila Sainik Welfare Officer  
U.T., Chandigarh
- 23 The Director  
PEC, U.T., Chandigarh
- 24 The Director Health & Family Welfare  
Chandigarh Administration
- 25 The Director Principal  
GMCH- 32  
Chandigarh
- 26 The Chief Architect  
Urban Planning  
U.T., Chandigarh
- 27 The Chief Engineer  
U.T., Chandigarh
- 28 The Regional Employment Officer  
Regional Employment Exchange  
U.T., Chandigarh
- 29 The Director Industries  
U.T. Chandigarh
- 30 Office of Assistant Controller (F&A) Rents  
U.T. Chandigarh



The Member Secretary  
Chandigarh Pollution Control Committee  
U.T. Chandigarh

**Subject: Mandatory Display of Notified Public Services and Upload on Departmental Website under the Punjab Right to Service Act, 2014, as extended to the Union Territory of Chandigarh and Chandigarh Right to Service Rules, 2019.**

Madam/Sir,

I am directed to address you on the above subject and to invite your attention to the provisions of Section 11 of the Punjab Right to Service Act, 2014 as extended to the Union Territory of Chandigarh and Rule 8 of the Chandigarh Right to Service Rules, 2019.

2. As per the directions of the Chandigarh Right to Service Commission and in line with the statutory provisions under **Section 11 of the Punjab Right to Service Act, 2014** (as extended to UT Chandigarh) and **Rule 8 of the Chandigarh Right to Service Rules, 2019**, all departments are mandated to **display information related to notified public services**.

This includes:

- The list of notified public services.
- Time limits for delivery of each service.
- Names and contact details (including official email IDs) of the **Designated Officers, First Appellate Authorities, and Second Appellate Authorities**.

The information is to be:

1. **Displayed locally** on boards placed at conspicuous locations within or outside the office premises.
2. **Uploaded on the official departmental websites** for public access.

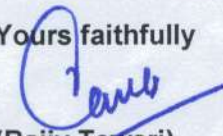
Non-compliance shall be viewed **seriously** by the Hon'ble Commission.

All **Heads of concerned Departments** are therefore **directed to ensure full compliance** by **26th May 2025**. A **compliance report**, duly signed by the HoD, shall be submitted in the **prescribed proforma** to the Hon'ble Commission by **26.05.2025 without fail**. Further, non-compliance shall invite action under Rule 8(ii) of the Chandigarh RTS Rules, 2019.

3. This issues with prior approval of the Hon'ble Chief Commissioner.

Encls: Proforma overleaf

Yours faithfully

  
(Rajiv Tewari)  
Member-Secretary



**Certificate of Compliance Regarding Installation of Display Board and  
Uploading of Notified Public Services on Official Departmental Website**

**It is certified that: -**

1. A board outside the office building/conspicuous place in the office area, displaying the detail of notified public services, time-limit for providing the same, the Designated Officers, the First Appellate Authorities and the Second Appellate Authorities has been installed.
2. The above mentioned detail have also been put on the official websites of the department/office.
3. The official e-mail ids of the Designated Officer, the First Appellate Authorities and the Second Appellate Authorities have also been mentioned in the board and on the \-official websites.

Signatures of the  
Head of the Department  
(with official seal)