

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

NOTIFICATION

No. 28/67/1-IH (9)-2025/ 16678

Dated: 09/12/25

In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022, No. 28/67/1-IH(11)-2022/19025, dated 29.11.2022 and No. 28/67/1-IH(11)-2023/4037 dated 22.03.2023, and in exercise of the powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014, as extended to the Union Territory of Chandigarh by Government of India, Ministry of Home Affairs, New Delhi vide its Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of the office of the **Food & Supplies And Consumer Affairs And Legal Metrology, Union Territory, Chandigarh**, for the purposes of the Acts, *ibid*, as detailed below:

Sr. No.	Name of the Department/ Office/Wing	Name of the Service	Stipulated time limit (Working Days/Hours/Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, If any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Food & Supplies	Enrolment under Direct Benefit Transfer (DBT) Scheme	10 days	Assistant Food & Supplies Officer	District Food & Supplies Officer	Joint Director Food & Supplies	
2	-do-	Addition/ Deletion of members	04 days	Concerned Area Inspector	-do-	-do-	
3	-do-	Change of Address	04 days	-do-	-do-	-do-	
4	-do-	Change of Head of Family/ change of name	02 days	-do-	-do-	-do-	
5	-do-	Surrender from DBT Scheme	02 days	Assistant Food & Supplies Officer	-do-	-do-	
6	Legal Metrology Wing	Standardization of commercial, Weights & Measures in the Working Standard Laboratory	01 day	Inspector Legal Metrology	Additional Controller, Legal Metrology	Controller Legal Metrology	
7	-do-	Verification and Stamping of Weights and Measuring Instruments	01 day	-do-	-do-	-do-	
8	-do-	Issue of Licenses to Manufacturers/ Repairers/ Dealers of Weights and Measuring Instruments	30 days	-do-	-do-	-do-	
9	-do-	Renewal of Licenses of Manufacturers/ Repairers/ Dealers of Weights, Measures, Weighing and Measuring Instruments	30 days	-do-	-do-	-do-	
10	-do-	Registration Certificate as Manufacturer/ Packer/ Importer	30 days	-do-	-do-	-do-	

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- (i) The stipulated time limit fixed for delivery of services in this notification will start from the date of submission of application alongwith the entire requisite documents/papers correct & complete in all respects
- (ii) For all purposes, with regard to implementation of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act, 2014 as extended to Union Territory of

Chandigarh, Head of the Department, Food & Supplies and Consumer Affairs and Legal Metrology, Union Territory, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, *ibid.*

Chandigarh dated
the 4th December, 2025

Endst.No.28/67/1-IH(9)-2025/ 16679

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

Administrator
Union Territory, Chandigarh

Dated: 09/12/25

AKM
09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/ 16680

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

AKM
09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/ 16681

A Copy is forwarded to the Director, Food & Supplies and Consumer Affairs and Legal Metrology, Union Territory, Chandigarh, for information and necessary action.

AKM
09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh