

**CHANDIGARH ADMINISTRATION  
DEPARTMENT OF PERSONNEL**

**NOTIFICATION**

No. 28/67/1-IH (9)-2025/ 16686

Dated: 09/12/25

In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 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 **Government Medical College And Hospital-32, 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/Hour s/ Minutes)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	All Departments of GMCH	Verification of medical reimbursement bills of U.T., Govt. Employees other than GMCH:32	21 Days	Clerk	HOD	Director Principal	
2.	-do-	Issuance of Certificates like Medical Leave and Chronic Certificates	21 Days	Concerned Faculty	-do-	-do-	
3.	-do-	Medical Reimbursement Bill of the employees of GMCH-32	90 Days	Assistant Controller-I	Deputy Controller (F&A)	Director Principal	
4.	Disability Cell	Issue of Disability Certificate	30 Days	Co-ordinator Disability Cell	Head of concerned department	-do-	
5.	Forensic Medicine & Toxicology	Medico Legal Report / Post Mortem Report	03 Days	Head of Concerned Department	Medical Superintendent	-do-	
6.	Medical Record Department (MRD)	Case Summary / Insurance Claim Files	15 Days	-do-	-do-	-do-	
7.	Concerned Clinical Departments	Medical Leave / Medical Fitness Certificate	07 Days	-do-	-do-	-do-	
8.	General Medicine Department	Dialysis Certificate	05 Days	Concerned Faculty	Head of Concerned Department	-do-	
9.	Medical Record Department (MRD)	Issuance of Birth & Death Certificate	07 Days	Sub-Registrar Birth & Death	-do-	-do-	
10.	-do-	Correction in Birth & Death Certificate	14 Days	-do-	-do-	-do-	
11.	-do-	Addition of Child Name in Birth Certificate	10 Days	-do-	-do-	-do-	
12.	-do-	Issuance of Medical Record	15 Days	HOD MRD	Head of Concerned Department	Director Principal	
13.	-do-	Refund of Money	05 Days	-do-	-do-	-do-	
14.	Obstetrics & Gynaecology Department	Family Planning Certificate	15 Days	Operating Unit Surgeon	-do-	-do-	
15.	-do-	Family Planning Failure Certificate	15 Days	-do-	-do-	-do-	
16.	Academic Branch	Certificates being issued to the students	15 Days	Registrar Academics	-do-	-do-	

- (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, Government Medical College And Hospital-32, Chandigarh or his nominee shall be the Nodal Officer in respect of the above said services, under the Acts, *ibid*.

Chandigarh dated  
the 4<sup>th</sup> December, 2025

Administrator  
Union Territory, Chandigarh

Endst.No.28/67/1-IH(9)-2025/ 16687

Dated: 09/12/25

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.

*AKM*  
*09/12/25*

Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh

Endst.No.28/67/1-IH(9)-2025/ 16688

Dated: 09/12/25

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

Endst.No.28/67/1-IH(9)-2025/ 16689

Dated: 09/12/25

A copy is forwarded to Director Principal, Government Medical College And Hospital, Sector-32, Chandigarh, for information and necessary action.

*AKM*  
*09/12/25*

Additional Secretary Personnel  
for Administrator  
Union Territory, Chandigarh