

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL
NOTIFICATION**

No. 28/67/1-IH (9)-2025/ 16698

Dated: 09/12/25

In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and No. 28/67/1-IH(9)-2025/13540 dated 29.09.2025 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 following Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of **Municipal Corporation, 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.	Engineering-Building and Road	Granting permission for installing communication and connectivity infrastructure (Permission through ROW Gati Shakti Portal)	60 days	Executive Engineer Road Division No. 3 cum-Nodal Officer of PM Gati Shakti	EER-III	Chief Engineer Municipal Corporation	
2.	-do-	Cleaning of back service lanes	12 days	S.D.E. (B&R) of the area concerned	S.E.(B&R)	Chief Engineer, MC, Chd.	
3.	-do-	Removal of unidentified debris (malba) from MC land	07 days	-do-	-do-	-do-	
4.	Engineering-Horticulture	Pruning of trees (Under 30 cm girth)	06 days	S.D.E.(Hort.)of the area concerned	E.E(Hort)	S.E.(H&E)	
5.	-do-	Pruning of trees(More than 30 cm girth)	45 days	S.D.E.(Hort.)of the area concerned	E.E(Hort)	S.E.(H&E)	
6.	-do-	Removal of dead/ dangerous/ over-grown fallen trees	01 days	-do-	-do-	-do-	
7.	-do-	Pruning / Pollarding of Trees (Girth upto 60 cms)	30 days	-do-	-do-	-do-	
8.	-do-	Pruning / Pollarding of Trees (Girth from 60 to 120 cms)	30 days	-do-	-do-	-do-	
9.	-do-	Pruning / Pollarding of Trees (Girth beyond 120 cms)	30 days	-do-	-do-	-do-	
10.	-do-	Felling of Trees (Green Trees, including transportation cases)	45 days	-do-	-do-	-do-	
11.	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-	
12.	-do-	Replacement of damaged pole	20 days	-do-	-do-	-do-	
13.	-do-	Replacement of damaged bollards and globe lights	10 days	-do-	-do-	-do-	
14.	Engineering-Public Health	Issuance of Temporary Water Connection	05 days	E.E (PH)of the area concerned	S.E (PH)	Chief Engineer, MC, Chd	
15.	-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)	
16.	-do-	Issuance of Regular Water	05 days	E.E(PH-2)	S.E(PH)	Chief Engineer, MC, Chd	

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		Connection (20mm to 40mm ferrule size)					
17.	Engineering-Public Health	Issuance of Regular Water Connection (above 40mm ferrule size)	05 days	S.E (PH)	Chief Engineer	Commissioner, MC, Chd	
18.	-do-	Issuance of Tertiary Treated Water Connection	10 days	S.D.E (PH) of the area concerned	E.E(PH-2)	SE (PH)	
19.	-do-	Conversion from Commercial Water Tariff to Domestic Water Tariff	15 days	E.E(PH-2)	SE (PH)	Chief Engineer, MC, Chd	
20.	-do-	Temporary/ Permanent Disconnection of Water Meter	03 days	S.D.E (PH) of the area concerned	E.E(PH-2)	SE (PH)	
21.	-do-	Change of Name for Water Connection	03 days	-do-	-do-	-do-	
22.	-do-	Testing of Meter (Fast or Slow)	15 days	-do-	-do-	-do-	
23.	-do-	Checking of Blocked/ Leakage of Water Meter	02 days	-do-	-do-	-do-	
24.	-do-	Refund of Water Meter Security	30 days	E.E(PH-2)	S.E (PH)	Chief Engineer, MC, Chd	
25.	-do-	Issuance of Plinth Level Certificate	10 days	-do-	-do-	-do-	
26.	-do-	Checking/ Challenge of Meter Reading Bill	03 days	S.D.E (PH) of the area concerned	E.E(PH-2)	SE (PH)	
27.	-do-	Issuance of new connection for shallow water Tube well connection for non-potable purposes	30 days	Chief Engineer	C.M.C	Secretary Local Govt. Chd. Admn.	
28.	-do-	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)	
29.	-do-	Complaints about muddy /contaminated water	02 days	E.E.(PH) of the area concerned	S.E.(P.H.)	Chief Engineer, MC, Chd	
30.	-do-	Issuance of new sewerage connection without road-cut permission	07 days	-do-	-do-	-do-	
31.	-do-	Issuance of new sewerage connection with road-cut permission	28 days	-do-	-do-	-do-	
32.	-do-	Supply of water tanker	01 day	S.D.E (PH) of the Concerned area	-do-	-do-	
33.	-do-	Resolving Blockage/ overflowing sewer line	03 days	J.E. (PH) of the Concerned area	-do-	-do-	
34.	-do-	Repair of damaged sewer line	08 days	S.D.E. (PH) of the Concerned area	S.E.(P.H.)	Chief Engineer, MC, Chd	
35.	-do-	Removal of blockage in storm water drainage system	02 days	J.E.(PH) of the Concerned area	-do-	-do-	
36.	-do-	Repair of storm water drains/ replacement of broken/missing road gullies and manhole	05 days	J.E./S.D.E. (PH) of the Concerned area	-do-	-do-	

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		covers					
37.	Engineering-Public Health	Any type of Correction in Domestic/Commercial/ Institutional Water Bills	07 days	S.D.E of the area Concerned	E.E (PH-2)	S.E (PH)	
38.	-do-	Apply for change of defective meter	15 days	S.D.E (PH) of the area Concerned	E.E (PH) of the area concerned	S.E (PH)	
39.	-do-	Temporary to Regular conversion	15 days	S.D.E (PH) of the area Concerned	E.E (PH) of the area concerned	S.E (PH)	
40.	-do-	Apply for extension of temporary connection	15 days	S.D.E (PH) of the area Concerned	E.E (PH) of the area concerned	S.E (PH)	
41.	MOH (Medical Officer Health)	Issue of Birth Certificate	07 days	Registrar (B&D)	Medical Officer of Health	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	
42.	-do-	Issue of Death Certificate	07 days	-do-	-do-	-do-	
43.	-do-	Addition of name of child	10 days	-do-	-do-	-do-	
44.	-do-	Correction in Birth certificate	14 days	-do-	-do-	-do-	
45.	-do-	Correction in Death Certificate	14 days	-do-	-do-	-do-	
46.	-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-	
47.	-do-	Non-availability certificate	30 days	-do-	-do-	-do-	
48.	-do-	Cremation Certificate	10 days	-do-	-do-	-do-	
49.	-do-	Permission for keeping Pets	03 days	SI(HQ)	-do-	-do-	
50.	-do-	Permission for NOC to open Meat Shop	16 days	Suptd. (Slaughter House)	-do-	-do-	already notified at Sr. No. 131 of Notification dated 08.03.22 (name of service changed)
51.	-do-	Clearing of Garbage from Bins	02 days	Sanitary Inspector of the area concerned	-do-	-do-	
52.	-do-	Sweeping of road	02 days	-do-	Medical Officer of Health	-do-	
53.	-do-	Removal of Dead Animals	01 days	-do-	-do-	-do-	
54.	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	
55.	-do-	Change of ownership/ lease hold rights on the basis of Intestate death (Manimajra)	30 days after completion of all documents + 30 days extra for publication of public notice (total 60 days)	-do-	do	-do-	
56.	Tax Branch Sub-Office Manimajra	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)	Suptd(MM)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
57.	-do-	Change of ownership/ lease hold rights on the basis of Court Decree/Family	30 days	-do-	-do-	-do-	

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		Settlement/ Partition Deed (Manimajra)					
58.	Tax Branch Sub-Office Manimajra	Conversion of property from residential to commercial (Manimajra)	30 days	-do-	-do-	-do-	
59.	-do-	Allotment of New H.No./ Shop No. (Manimajra)	30 days	-do-	-do-	-do-	
60.	-do-	No Objection Certificate for Water/Electricit y & Sewerage connections/ No Dues Certificate (Manimajra)	30 days	-do-	-do-	-do-	
61.	-do-	Issuance of ownership certificate (Manimajra)	30 days	-do-	-do-	-do-	
62.	-do-	Property tax Online payment (G2C)	30 days	Accountant	Assistant Collector (Tax)	Commissioner	
63.	-do-	Change of Owner/ occupier in Property Tax Register (Except in death case)	45 days	Assistant Collector (Tax)	Joint /Additional Commissioner	-do-	
64.	-do-	Change of Owner/ occupier in Property Tax Register in death case	45 days	-do-	-do-	-do-	
65.	-do-	Issuance of new property ID by the Urban Local Body	45 days	Assistant Collector (Tax)	Joint /Additional Commissioner	-do-	
66.	Booking Branch	Permission to stack building material	01 day	OSD-II	-do-	-do-	
67.	-do-	Booking of water tanker	01 day	-do-	-do-	-do-	
68.	-do-	Booking of Community Centers /parks (upto Sector 47)	01 day	OSD-II	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
69.	-do-	Booking of parks (Sector 47 onwards & villages)	01 day	-do-	-do-	-do-	
70.	-do-	Booking of open spaces under the jurisdiction of MC, Chd	1 day	-do-	-do-	-do-	
71.	-do-	Refund cases of Community Centers /Parks/Open Space	25 days	-do-	-do-	-do-	
72.	-do-	Booking of ground for commercial purposes in Sector 17 circus ground, Sector 34 and Manimajra	03 days	-do-	-do-	-do-	
73.	-do-	Permission for Advertisement	15 days	-do-	-do-	-do-	
74.	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)	-do-	-do-	
75.	Estates Branch	Change of ownership/ transfer of leasehold rights by way of Sale/gift/	28 days	-do-	-do-	-do-	

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		transfer deed/ exchange deed					
76.	-do-	Transfer on the basis of Intestate death(with will/without will)/registered/unregistered Will	31 days	-do-	-do-	-do-	
77.	-do-	Permission to mortgage	21 days	SO (Estate) or AC(F&A)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
78.	-do-	Issuance of No Dues Certificate	28 days	-do-	-do-	-do-	
79.	-do-	Execution of lease deed/Deed of conveyance	21 days	-do-	-do-	-do-	
80.	-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-	
81.	-do-	Transfer of property on the basis of court decree and Family settlement	31 days	SO (Estate) or AC(F&A)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
82.	-do-	Conversion from lease hold to freehold	60 days	-do-	-do-	-do-	
83.	Colony Branch	Supply of Duplicate Allotment letter/ possession letter for EWS	05 days	Suptd (Colony)	-do-	-do-	
84.	-do-	Transfer of ownership rights, if any in Death Cases in Respect of T-Sites in VikasNagar, MauliJagran & Sector 52-53	31 days	-do-	-do-	-do-	
85.	-do-	Issuance of permission to mortgage T-Sites against Loan	21 days	-do-	-do-	-do-	
86.	Licensing Branch	Issuance of New Registration Certificate/ Renewal of Registration Certificate of Pedal Rickshaw/ Loading Rehri	10 days	Supdt (Licensing)	-do-	-do-	
87.	-do-	Issuance/ Renewal of Driving License for Pedal Rickshaw/ Loading Rehri	10 days	-do-	-do-	-do-	
88.	-do-	Issuance of New License /Renewal of License for Dhobi Ghats	10 days	-do-	-do-	-do-	
89.	-do-	Renewal of Rent Deed of Old Book Market	10 days	-do-	-do-	-do-	
90.	Licensing Branch	Issuance/ Renewal of Hawkers/Hand Cart License	10 days	-do-	-do-	-do-	
91.	-do-	Disposal of	10 days	-do-	-do-	-do-	

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		Traffic Challan of Pedal Rickshaw/ Rehri etc.					
92.	-do-	Transfer of Licenses in Death Cases	20 days	Supdt. (Licensing)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	Commissioner	
93.	Tax Branch	NDC- Clearance Certificate	30 days	Assistant Collector Tax	Chief Accounts Officer	Commissioner	
94.	Fire Branch	Fire rescue/ emergency call	At once/Immediate Action	Station Fire Officer	Chief Fire Officer	-do-	
95.	-do-	Issuance of Fire incident/ occurrence report	10 days	-do-	-do-	-do-	
96.	-do-	Issuance of Fire Safety Certificate	30 days	-do-	-do-	-do-	
97.	-do-	Approval of building plan/drawings	30 days	-do-	-do-	-do-	
98.	Building Branch	Sanctioning of Building Plan	40 days	JE(Buld)	SDE(Buld)	Assistant Commissioner/ Joint Commissioner/ Additional Commissioner	
99.	-do-	Issuance of D.P.C. Certificate	15 days	-do-	-do-	-do-	
100.	-do-	Completion/ Occupation Certificate	15 days	-do-	-do-	-do-	
101.	-do-	NOC for release of Electricity/ Water/ Sewerage connection	25 days	-do-	-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, **Municipal Corporation, 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/ 16699

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

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09/12/25
Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst.No.28/67/1-IH(9)-2025/ 16700

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

Dated: 09/12/25

AKM
09/12/25
Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst.No.28/67/1-IH(9)-2025/ 16701

A copy is forwarded to the Commissioner, Municipal Corporation, Chandigarh, information and necessary action.

Dated: 09/12/25

AKM
09/12/25
Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh