

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

NOTIFICATION

No. 28/67/1-IH (9)-2025/16710

Dated: 09/12/25

In supersession of Notification 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 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 Registrar Co-Operative Societies, 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	Registrar, Co-Operative Societies	Registration of Co-operative Societies	30 days	Superintendent/ Senior Assistant	Assistant/Joint /Additional Registrar Co-Operative Societies	Registrar Co-Operative Societies	
2	-do-	Permission for execution of sub-conveyance deed/sub-lease deed between Society and Member	<u>30 days</u> (a) If required, a letter will be sent to the Chandigarh Housing Board/Estate Office, as the case may be for calculation of unearned increase: within 05 days (b) The Chandigarh Housing Board/Estate Office shall calculate and intimate the amount of unearned increase to the Co-Operative Department: within 15 days and the Co-operative department shall convey the same to the applicant within : 05 days (c) After receiving the intimation from the Chandigarh Housing Board/ Estate Office, as the case may be, regarding deposit of the unearned increase by the applicant/society, the service shall be provided to the applicant: within 20 days (d) where the letter to the Chandigarh Housing Board/Estate Officer is not required to be issued, the service shall be provided: within 30 days	-do-	-do-	-do-	A reminder shall be issued to the Chandigarh Housing Board/Estate Office after 15 days, in case the reply is not received from them
3	-do-	Permission for sale deed, transfer of lease hold rights by way of sale, family transfer deed etc.	<u>30 days</u> (a) If required, a letter will be sent to the Chandigarh Housing Board/Estate Office, as the case may be for calculation of unearned increase: within 05 days (b) The Chandigarh Housing Board/Estate Office shall calculate and intimate the amount of unearned increase to the Co-Operative Department: within 15 days and the Co-operative department shall convey the same to the applicant within : 05 days (c) After receiving the intimation from the Chandigarh Housing Board/ Estate Office, as the case may be, regarding deposit of the unearned increase by the applicant/society, the service shall be provided to the	-do-	-do-	-do-	-do-

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			applicant: within 20 days (d) where the letter to the Chandigarh Housing Board/Estate Officer is not required to be issued, the service shall be provided: within 30 days				
4.	Registrar, Co-Operative Societies	No objection Certificate to sell flats/dwelling units in Cooperative Societies	15 days	Assistant/Joint /Additional Registrar Co-Operative Societies	Registrar Co-Operative Societies	Secretary Cooperation	
5.	-do-	No objection Certificate for transfer of Membership	15 days	-do-	-do-	-do-	
6.	-do-	No objection Certificate for registration of conveyance deed./ sub conveyance deed	7 days	-do-	-do-	-do-	
7.	-do-	Change of Membership in record of RCS and issue of acknowledgement letter thereto.	10 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, Office of the Registrar Co-Operative Societies, 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/ 16711

Administrator
Union Territory, Chandigarh

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.

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09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/ 16712

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

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09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Dated: 09/12/25

Endst.No.28/67/1-IH(9)-2025/ 16713

A copy is forwarded to the Registrar Cooperative Societies, Union Territory, Chandigarh, for information and necessary action.

AKM
09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh