

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

NOTIFICATION

No. 28/67/1-IH (9)-2025/ 16738

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 **Zila Sainik Welfare Office, 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	Zila Sainik Welfare Office (ZSWO)	Gallantry Awards (Financial benefits subject to submission of all documents)	02 month	Z.S.W.O,	DC	Home Secretary	Subject to fulfilment of eligibility criteria, depositing of all requisite documents and necessary verification from various agencies.
2	-do-	Issue of certificates of various types of ESM/ widows & their dependents	02 weeks	Field Investigator	Z.S.W.O	DC	-do-
3	-do-	Field verification	03 days	Welfare Organizer/ Field Investigator	Sr. Asstt.	Z.S.W.O	-do-
4	-do-	Pension cases (To be submitted to the concerned Records Office on completion of all documentation)	01 day	Clerk	-do-	-do-	-do-
5	-do-	Issue of Identity Cards	01 month	Field Investigator	Z.S.W.O	DC	-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, Zila Sainik Welfare Office, 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/ 16739

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.

AKM
09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst.No.28/67/1-IH(9)-2025/ 16740

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/ 16741

Dated: 09/12/25

A Copy is forwarded to each of the President, Zila Sainik Welfare Office, Union Territory, Chandigarh, for information and necessary action.

AKM
09/12/25

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh