

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

NOTIFICATION

No. 28/67/1-IH(9)-2026/73236

Dated: **30.03.2026**

In supersession of Notification No. 28/67/1-IH(11)-2022/3946, dated 08.03.2022 and 28/67/1-IH(9)-2025/13540 dated 29.09.2025 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 Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of the **Registering & Licensing Authority, Union Territory, Chandigarh**, for the purposes of the Acts, *ibid*, as detailed below:

REGISTERING & LICENSING AUTHORITY							
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.	Registering & Licensing Authority	Issuance of Learner License	01 day	Branch Incharge (License)	Officer Incharge (RLA)	Secretary Transport	
2.	-do-	Issuance of a new Driving License	10 days	-do-	-do-	-do-	
3.	-do-	Addition of another class of vehicle to Driving License	10 days	-do-	-do-	-do-	
4.	-do-	Renewal of Driving License	10 days	-do-	-do-	-do-	
5.	-do-	Issuance of Duplicate Driving License	10 days	-do-	-do-	-do-	
6.	-do-	Change of Address (DL)	10 days	-do-	Registering & Licensing Authority	-do-	
7.	-do-	Issuance of Conductor License	10 days	-do-	Officer Incharge (RLA)	-do-	
8.	-do-	Renewal of Driving License of other state	10 days	-do-	-do-	-do-	
9.	-do-	Issuance of International Driving Permit (IDP)	03 days	Officer Incharge (RLA)	Registering & Licensing Authority (RLA)	Secretary Transport	
10.	-do-	Registration of a new vehicle	10 days (from the date of receiving of file of new registration of vehicle from the concerned dealer/agency)	Branch Incharge (Registration)	-do-	-do-	
11.	-do-	Issuance of Duplicate RC	10 days	-do-	-do-	-do-	
12.	-do-	RC Cancellation	10 days	-do-	Office Incharge (RLA)	-do-	
13.	-do-	Transfer of ownership of vehicle within state	10 days	-do-	Registering & Licensing Authority (RLA)	-do-	
14.	-do-	Transfer of ownership in case of death of owner	10 days	-do-	-do-	-do-	
15.	-do-	Transfer of ownership in case of auction	10 days	-do-	Office Incharge (RLA)	-do-	
16.	-do-	Change of address in Registration Certificate (RC) of	10 days	-do-	Registering & Licensing Authority (RLA)	-do-	

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		Vehicle within State					
17.	-do-	No objection Certificate for vehicles going outside the State (NOC)	10 days	-do-	-do-	-do-	
18.	Registering & Licensing Authority	Endorsement of Hypothecation from RC	10 days	Branch Incharge (Registration)	Registering & Licensing Authority (RLA)	Secretary Transport	
19.	-do-	Termination of Hypothecation from RC	10 days	-do-	-do-	-do-	
20.	-do-	Alteration in RC such as Engine/ Chassis No./CNG kit No.	10 days	-do-	-do-	-do-	
21.	-do-	Alteration in Motor vehicle	10 days	-do-	Office Incharge (RLA)	-do-	
22.	-do-	Re-assignment of Registration Mark in case of Transfer from other State	10 days	-do-	Registering & Licensing Authority (RLA)	-do-	
23.	-do-	Renewal of Certificate of Registration of a Motor Vehicle (Non-Transport)	10 days	-do-	-do-	-do-	
24.	-do-	Issuance of NOC to other State	03 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, Registering & Licensing Authority, 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 24th March, 2026

Administrator
Union Territory, Chandigarh

Endst.No.28/67/1-IH(9)-2026/73236A

Dated: 30.03.2026

A copy is forwarded to the Chief Commissioner, Chandigarh Right to Service Commission w.r.t. Letter No. PS/CRTSC/2023/118 dated 17.03.2023, for information and necessary action.

AKM
30/03/26
Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst. No. 28/67/1-IH(9)-2026/73236B

Dated: 30.03.2026

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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30/03/26
Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst. No. 28/67/1-IH(9)-2026/73236C

Dated: 30.03.2026

A copy is forwarded to the Registering & Licensing Authority, Union Territory, Chandigarh, for information and necessary action.

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30/03/26
Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh