

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

NOTIFICATION

No. 28/67/1-IH (9)-2026/73239

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 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 Services, Designated Officers for providing these services, First Appellate Authorities, Second Appellate Authorities and the stipulated time-limits, in respect of **Directorate of School Education, 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	School Education	Duplicate Certificate (OT/ETT/NTT/ Middle Standard)	20 days	Deputy Registrar Examination	Deputy Director School Education	Director School Education	Subject to submission of OT-Oriental Training/ ETT-Elementary Teacher Training/NTT-Nursery Teacher Training Application complete in all respects.
2	-do-	Verification of Certificates (OT/ETT/NTT/Training equivalent to B.Ed) Middle Standard	20 days	-do-	-do-	-do-	
3	-do-	School Leaving Certificate	10 days	Principal/ Headmaster/ Headmistress of Govt./Aided School	District Education Officer	Deputy Director School Education	
4	-do-	Duplicate Certificate	20 days	-do-	-do-	-do-	Other than Board Classes
5	-do-	Verification of Certificates	20 days	-do-	-do-	-do-	-do-
6	-do-	Bonafide Certificate	07 days	-do-	-do-	-do-	
7	-do-	School Registration (G2B)	20 days	DEO	Dy. Director School Education	Director School Education	
8	-do-	NOC for Schools (G2B)	20 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, Directorate of School Education, 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)-2026/73239A

Dated: **30.03.2026**

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
30/03/26

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst. No. 28/67/1-IH (9)-2026/73239B

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.

AKM
30/03/26

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh

Endst. No. 28/67/1-IH (9)-2026/73239C

Dated: 30.03.2026

A copy is forwarded to the Director School Education, Union Territory, Chandigarh for information and necessary action.

AKM
30/03/26

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh