

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

NOTIFICATION

No. 28/67/1-IH(9)-2026/73240

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 Higher 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.	Higher Education	Bonafide Certificate	07 days	Principal, Govt./Aided College	Director Higher Education	Secretary Education	
2.	-do-	Character Certificate	07 days	-do-	-do-	-do-	
3.	-do-	Attestation of documents for Bus Pass	07 days	-do-	-do-	-do-	
4.	-do	College fee	Within 24 hours after generation of pre-receipt by college	Superintendent College	Vice Principal of concerned college	Principal of concerned college	
5.	-do-	Admission fee	-do-	-do-	-do-	-do-	
6.	-do-	Free Education to Meritorious SC/OBC students	20 days	Registrar Education (C)	State Liaison Officer, O/o DHE	DHE	
7.	-do-	Library Membership	02 days	Principal/ Director/ Librarian in-charge Govt Aided Colleges/ Institutes/ Libraries Chandigarh	-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 Higher 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)-2026/73240A

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)-2026/73240B

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)-2026/73240C

Dated: 30.03.2026

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

AKM
30/03/26

Additional Secretary Personnel
for Administrator
Union Territory, Chandigarh