

**CHANDIGARH ADMINISTRATION
DEPARTMENT OF PERSONNEL**

NOTIFICATION

Dated: 08/10/2020

No. 28/67/1-IH(11)-2020/ 10872

In supersession of Notification No. 28/67/1-IH(11)-2019/14032, dated 13.09.2019, 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 vide Government of India, Ministry of Home Affairs, New Delhi Notification No. G.S.R. 1015(E) dated 14.08.2017, the Administrator, Union Territory of Chandigarh is pleased to notify the public services designated officers, first appellate authorities, second appellate authorities and the stipulated time limits for the purposes of this Act, 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) DC OFFICE							
1.	MA (Miscellaneous Assistant) Branch	Grant of event: permission for Road Show, Shobha Yatra, Nagar Kiran, Trade Fair Exhibition, etc	25 days (a) A letter will be sent to the concerned Deptt like SSP (L&O), SSP (T&S), Chief Fire Officer, M.C Office, Chandigarh etc. for obtaining NOC/Report within 03 days (b) The SSP (L&O), SSP (T&S), Chief Fire Officer, M.C Office, Deptt shall send the NOC/Report to the C/o DC: within 15 days (c) O/o D.C shall Grant Permission: within 07 days	Superintendent	Additional Deputy Commissioner	Deputy Commissioner	
2.	-do-	Countersignatures on documents	10 days (a) A letter will be sent to the concerned authorities like Birth & Death Department, Registrar Marriages etc. for sending genuineness report: within 03 days (b) Documents will be countersigned: within 07 days	-do-	-do-	-do-	
3.	STA (Stamp Assistant) Branch	Refund of Non-Judicial Stamp Papers/ Court Fee orders	(40 days) (a) An application for refund will be sent to Tehsildar (R) for verification: within 05 days (b) Tehsildar (R) will submit the verification report: within 30 days (c) Payment will be made to the applicant: within 05 days	-do-	-do-	-do-	
4.	STA (Stamp Assistant) Branch	Refund of Treasury Challans	(65 days) (a) An application for refund will be sent to Tehsildar (R) for verification: within 05 days (b) Tehsildar (R) will submit the verification report: within 30 days (c) Payment will be made to the applicant: within 20 days	Superintendent	Deputy Commissioner -cum- Collector, U.T, Chandigarh (Revenue)	Commissioner Chandigarh Division Chandigarh (Revenue)	
5.	-do-	Certified copies of Record	15 days	Superintendent	Additional Deputy Commissioner	Deputy Commissioner	

400	-do-	1996 Grant of benefits under various Welfare Scheme under the Building and Other Construction Workers (Regulation of Employment and conditions of Service) Act, 1996	30 days	Joint Secretary (CBOCW B)-cum-Assistant Labour Commissioner	Secretary (CBOCW Board)-cum-Labour commissioner	Chairman (CBOCW Board)-cum-Secretary Labour	
401	-do-	Grant of benefits under various Welfare Schemes under the Punjab Labour Welfare Fund Act, 1965	30 days	Secretary (LWB)-cum-Assistant Labour Commissioner	Welfare Commissioner (LWB)-cum-Assistant Labour Commissioner	-do-	
(21) AGRICULTURE							
402	Director Agriculture	Insecticides/ Pesticides License to the applicants under the Insecticide Act, 1968	30 days	Licensing Officer as provided u/s 12 of the Insecticides Act, 1968	Director Agriculture	Secretary Agriculture	
403	-do-	Addition/Amendment of item(s) in the license for Insecticides	20 days	Licensing Officer	-do-	-do-	
404	-do-	Change of firm's Name/ Proprietorship/ Premises (Pesticide)	20 days	-do-	-do-	-do-	
405	-do-	Issuance of Duplicate License of Insecticides/ Renewal of License for sale of Insecticides	30 days	-do-	-do-	-do-	
(22) SPORTS							
406	Sports Department	Booking of Various Stadia	10 days	Junior Assistant concerned	Distnt Sports Officer, U.T., Chandigarh	Director Sports U.T., Chandigarh	
407	-do-	User/ Membership in various games	07 days	-do-	-do-	-do-	
408	-do-	Scholarship in various games	180 days	-do-	-do-	-do-	
409	-do-	Issue of Gradation Certificate in various games	90 days	-do-	-do-	-do-	
(23) ANIMAL HUSBANDRY AND FISHERIES							
410	Department of Animal Husbandry and Fisheries	Issue of Post-mortem Report of animals/birds	02 days	Veternary Officer	Joint Director (AH & F)	Director (AH & F)	
411	-do-	Issue of Health Certificate of birds	01 day	-do-	-do-	-do-	
412	-do-	Issue of Health Certificate of	03 days	-do-	-do-	-do-	