

GOVERNMENT OF PUNJAB
DEPARTMENT OF GOVERNANCE REFORMS
(GOVERNANCE REFORMS-2 BRANCH)

NOTIFICATION

Dated Chandigarh 23/3/2015

In supersession of all the previous notifications issued vide No. 1/22/2011-2 GR 2/9159/1 dated 4-09-2013 No. 1/22/2011-GR-2 Br./80, dated 30.5.2012 and No. 1/22/2011-PGRC/757 dated 28-07-2011, the Governor of Punjab is pleased to amend the already notified services & to notify New services. Designated Officers, First Appellate Authorities, Second Appellate Authorities and the stipulated time limit for the purpose of Section 3 of the Punjab Right To Service Act, 2011 as detailed below:

Sr. No.	Department / Organization	Name of the Service	Given Time Limit (working days)	Designated Officer	First Appellate Authority	Second Appellate Authority
1	Revenue	Certified Copies of all documents at Fard Centre level i.e. Record of Rights (Jamabandi), Girdawri mutation, etc.	1 day	Duty Patwari or ASM of the Fard Centre	SDM of the Concerned Sub-Division	Deputy Commissioner of the Concerned District
2	Revenue	Certified Copies of all documents at Village level i.e. Record of Rights (Jamabandi), Girdawri, mutation, etc. (if the copies sought are manual and number of pages sought is less than 5)	2 days	Patwari	SDM of the Concerned Sub-Division	Deputy Commissioner of the Concerned District
3	Revenue	Certified Copies of all documents at Village level i.e. Record of Rights (Jamabandi), Girdawri mutation, etc. (if the copies sought are manual and number of pages sought is more than 5 but less than 15)	3 days	Patwari	SDM of the Concerned Sub-Division	Deputy Commissioner of the Concerned District
4	Revenue	Certified Copies of all documents at Village level i.e. Record of Rights (Jamabandi), Girdawri, mutation, etc. (if the copies sought are manual and number of pages sought more than 15)	7 days	Patwari	SDM of the Concerned Sub-Division	Deputy Commissioner of the Concerned District

07/04/2015
 5/5/15
 4/15
 30/4/2015
 No. 5/27/2014-2 GR-2/425953/1
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193	Rural Development and Panchayat	Issuance of Job Card under MGNREGA	15 Days	Panchayat Secretary	Block Development and Panchayat Officer - cum - Programme Officer	Deputy Commissioner- Cum- District Programme Coordinator
194	Rural Development and Panchayat	Rural Area Certificate	15 Days	BDPO	DDPO	Deputy Commissioner of the Concerned District
195	Industry Department	(a) Registration of Societies under the Society Registration Act, XXI of 1860 at District level	10 days	GM	ADC	Deputy Commissioner of the Concerned District
196	Industry Department	(b) Registration of Societies under the Society Registration Act- XXI of 1860 at Hq level	15 days	Registrar	Joint Director Industry	Director Industries
197	Industry Department	Registration of New Firms	Head Quarter: 15 days	Registrar	Director Industries	Principal Secretary Industries
198	Technical Education	Issue of duplicate certificates / verification of certificates by ITIs	Within 7 days after the receipt of application	Controller Examination (ITI), PSBTE&IT	Secretary of Board	Director, Technical Education
199	Technical Education	Result declaration of (Re-evaluation)	Within 21 days from date of receipt of Re-evaluation form. (Time period is not applicable in discrepancy cases)	Controller of Exam. of the Concerned university	Registrar of the Concerned university	VC of the Concerned university
200	Technical Education	Issue of Provisional Degree and Migration certificate and Attestation of DMCs/Degree	Within 3 days from the receipt of application.	Controller of Exam. of the Concerned university	Registrar of the Concerned university	VC of the Concerned university
201	Technical Education	Issue of official transcript	Within 15 days from date of receipt of Application	Controller of Exam. of the Concerned university	Registrar of the Concerned university	VC of the Concerned university
202	Technical Education	Verification of qualification certificates and issue of Detail Marks Card.	Within 10 days from date of receipt of Application	Controller of Exam. of the Concerned university	Registrar of the Concerned university	VC of the Concerned university

203	Technical Education	Issuance of different types of certificates to students of ITIs/Polytechnics	Within 3 days from the date of receipt of application	Principal	Additional Deputy Commissioner (General)	Deputy Commissioner of the Concerned District
204	Technical Education	Award of Provisional Diploma Certificate and Character Certificate to eligible candidates	Within 3 days from the date of receipt of application	Principal	Additional Director	Director, Technical Education
205	Technical Education	Verification of Diploma/Degree Certificates	Within 3 days after the confirmation from Board/PTU	DTE	Additional Secretary	Secretary, Technical Education
206	Dairy Development	Disposal of Application for the registration/ renewal as Dealer under Cattle feed, concentrates and mineral mixture Order 1985	Within 30 days from the receipt of application if found in order.	Dy. Director, Dairy	Additional DC	Deputy Commissioner of the Concerned District

NOTE

- In case of services sought from Suwidha Centre, an additional period of two days would be added to the above said given time limit and in such cases the Designated Officer and the In-charge of the Suwidha Centre, as the case may be, would be jointly and severally responsible for the delivery of such service.
- The time fixed in delivery of services will start from the expiry of notice period, wherever prescribed under the Act/Rules.
- For all purposes with regard to the implementation of the Punjab Right To Service Act the Additional Deputy Commissioner (General) of the Concerned district shall be the Nodal Officer in the district for all the departments whose services are notified under the Act/bid.
- The Special Secretary/ Additional Secretary/ Joint Secretary of the concerned department, as the case may be, shall be the Nodal Officer of the respective departments at the State Headquarters.
- Ombudsman Electricity or RTS Commission will be the final authority for all the revision petitions pertaining to the services of Power Department (Sr. No. 172-195).

Chandigarh
23.02.2015

No.5/27/2014-2GR2/425953/2

RAKESH KUMAR VERMA, IAS
SECRETARY TO GOVERNMENT OF PUNJAB

Chandigarh, the 23/2/2015

A copy is forwarded to all the Financial Commissioners, Principal Secretaries, Administrative Secretaries, Registrar & Hariana High Court, Heads of all the Departments, Commissioners of the Divisions, Deputy Commissioners, Heads of all Boards & Corporations and Sub Divisional Magistrates in the State of Punjab for necessary action.

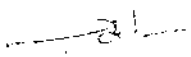
Special Secretary

No.5/27/2014-2GR2/

Chandigarh, the 23/2/2015

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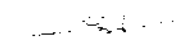
publish this notification in the Punjab Government Gazette (Extra-ordinary) and 5000 copies of this notifications may please be sent to this department.


Special Secretary

No 5/27/2014-2GR2/

Chandigarh, the 2015

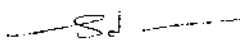
A copy is forwarded to Secretary, Punjab Right to Service Commission for information and necessary action


Special Secretary

No.5/27/2014-2GR2/

Chandigarh, 2015

A copy is forwarded to Director, Punjab Governance Reform Commission for information and necessary action


Special Secretary