

In pursuance of the provisions of clause (3) of Article 348 of "the Constitution of India", the Governor is pleased to order the publication of the following English translation of Notification No. 1337/XXXI(13)G/2011 Dated 28 October, 2011 for general information.

Government of Uttarakhand
General Administration Department
 No. 1337/XXXI(13)G/2011
 Dehradun: Dated: 28 October, 2011

Notification

In exercise of the powers conferred by section 3 of the Uttarakhand Right to Service Act, 2011 (Uttarakhand Act No. 20 of 2011), the State Government hereby notifies the services to be provided by various departments, the stipulated time limit for provision of services, the designated officers responsible for provision of service, the First Appellate Authority and Second Appellate Authority as follows :-

1- Food and Civil Supplies Department

S. No.	Services	Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1	Renewal of BPL Ration Card	1- Concerning Supply Inspector in Urban Area of the District Headquarter	10 days	1- District Supply Officer	1- District Magistrate
		2- Concerning Supply Inspector of Urban Areas excluding the Urban Area of District Headquarter	10 days	2- District Supply Officer	2- District Magistrate
		3- Concerning Village Panchayat Development Officer in Rural Area	10 days	3- Block Development Officer	3- District Magistrate
2-	Issue of new APL Ration Card	1- Concerning Supply Inspector in Urban Area of District Headquarter	10 days	1- District Supply Officer	1- District Magistrate
		2- Concerning Supply Inspector of Urban Areas excluding the Urban Area of District Headquarter	10 days	1- District Supply Officer	2- District Magistrate

de

2

		3- Concerning Village Panchayat Development Officer in Rural Area	10 days	3- Block Development Officer	3- Additional District Magistrate/ Chief Development Officer
--	--	---	---------	------------------------------	--

2- Revenue Department

S. No.	Services	Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1.	Issuing of Certificates	Tehsildar	15 days	Sub Divisional Magistrate	District Magistrate
	1. Caste certificate				
	2. Domicile (Residence) certificate	Sub Divisional Magistrate	15 days	Additional District Magistrate / Chief Development Officer	District Magistrate
	3. Title certificate	Sub Divisional Magistrate	10 days	Additional District Magistrate / Chief Development Officer	District Magistrate
	4. Character certificate (for contractor)	In charge officer nominated by the District Magistrate	10 days	Sub Divisional Magistrate of Headquarter / Additional District Magistrate	District Magistrate
	5. Income certificate	Naib Tehsildar/ Tehsildar	15 days	Sub Divisional Magistrate	District Magistrate
	6. Succession/ family membership certificate	Sub Divisional Magistrate	15 days	Additional District Magistrate / Chief Development Officer	District Magistrate
	7. Character certificate (for employment)	Sub Divisional Magistrate	10 days	Additional District Magistrate / Chief Development Officer	District Magistrate
	8. Freedom fighters' dependent certificate	In charge officer nominated by the District Magistrate	10 days	Additional District Magistrate / Chief Development Officer	District Magistrate
2.	Character verification (under the jurisdiction of Revenue Police)	In charge officer nominated by the District Magistrate	45 days	Additional District Magistrate / Chief Development Officer	District Magistrate

3.	1. Natural Calamity Relief Assistance (upto Rs. 2000)	Tehsildar	Within 2 days of the calamity	Sub Divisional Magistrate	District Magistrate
	2. Natural Calamity Relief Assistance (upto Rs. 5000)	Sub Divisional Magistrate	Within 3 days of the calamity	Additional District Magistrate / Chief Development Officer	District Magistrate
	3. Natural Calamity Relief Assistance (more than Rs. ₹ 5000)	District Magistrate	Within 7 days of the calamity	Divisional Commissioner	Chief Revenue Commissioner
4.	Distribution of money received from Chief Minister's Relief Fund	Naib Tehsildar/ Tehsildar	Within 5 days of receipt of money	Sub Divisional Magistrate	District Magistrate
5.	Providing copy of ROR 1. On application in Tehsil	Registrar Kanoongo	On the date of application	Tehsildar	Sub Divisional Magistrate
	2. On application to Lekhpal in Rural Area/ Deputy Revenue Inspector (Patwari)	Concerning Lekhpal/ Deputy Revenue Inspector (Patwari)	On the date of application when computer is available in the concerned office, otherwise within 15 days	Tehsildar	Sub Divisional Magistrate
6.	Providing copy of Land Map	Incharge officer nominated by the District Magistrate	Within 3 days from the date of application	Additional District Magistrate / Chief Development Officer	District Magistrate
7.	Providing copy of Khasra	Concerning Lekhpal/ Deputy Revenue Inspector (Patwari)	On the date of application	Naib Tehsildar/ Tehsildar	Sub Divisional Magistrate
8.	Kisan Bahi	Tehsildar	7 days	Sub Divisional Magistrate	District Magistrate

3- Medical, Health and Family Welfare Department

S. No.	Services	Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1	Medical certificate (a) Medical Illness Certificate	(a) Incharge Medical Officer/ Medical Superintendent	2 days	Chief Medical Officer	District Magistrate District

	(b) Medical Fitness Certificate (District level)	(b) Chief Medical Superintendent	2 days	Chief Medical Officer	Magistrate / Director General of Health Services
	(c) Health/ Illness certificate issued by State Medical Board (Fortnightly) (for second medical opinion)	(c) Chief Medical Officer, Dehradun/ Secretary State Medical Council, Uttarakhand	15 days	Director (Medical, Health and Family Planning)	Director General of Health Services
2.	Admissible incentive amount in Janani Suraksha Yojna	1. Incharge Medical Officer	2 days (Normal delivery cases)	1. Chief Medical Officer	1. Regional Director
		2. Medical Superintendent // Chief Medical Superintendent	7 days (Caesarian delivery cases)	2. Chief Medical Officer	2. Director General of Health Services
3.	Medico Legal Certificates	Concerning Incharge Medical Officer// Emergency Medical Officer	2 days	Incharge / Superintendent of Concerning Hospital/ Deputy Chief Medical Officer of Concerning Area	Chief Medical Officer/ Chief Superintendent
	(a) Police Medico Legal Certificate (b) Private Medico Legal (c) Accidental Medico Legal				
	(d) Post-mortem report (photo copy of third copy)	Chief Medical Officer	7 days	Chief Medical Officer	District Magistrate
4.	Disability certificate (weekly)	Chief Medical Officer	3 days	District Magistrate	Director General of Health Services
5.	Drug Section	Drug licensing Officer	3 months	Drug Controller	Director General of Health Services
	(a) Issue of new license for drug distribution				
	(b) Renewal of license for drug distribution	Drug licensing Officer	1 month	Drug Controller	Director General of Health Services
	(c) Issue of new license for drug manufacturing	Drug licensing Officer	3 months	Drug Controller	Director General of Health Services
	(d) Renewal of	Drug licensing	1 month	Drug Controller	Director

	license for drug manufacturing	Officer			General of Health Services
6.	Food Safety (a) Issue of food license	Food Licensing Officer	2 months	Officer nominated by Food Safety Commissioner	Food Safety Commissioner
	(b) Registration	Registration Officer	1 month	Officer nominated by Food Safety Commissioner	Food Safety Commissioner

4- Housing Department

(a) All Authorities/ Special Area Development Authorities -

S. No.	Services	Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1	Approval of Residential Map after no objection certificates received from other departments	Secretary or an officer authorized by the Vice- Chairman	15 days	Vice Chairman	Divisional Commissioner
2	Approval of Commercial Map after no objection certificates received from other departments	Secretary or an officer authorized by the Vice- Chairman	60 days	Vice Chairman	Divisional Commissioner
3	Obtaining second copy of Map	Secretary or an officer authorized by the Vice- Chairman	5 days	Vice Chairman	Divisional Commissioner
4	Work completion certificate of a Residential Map	Secretary or an officer authorized by the Vice- Chairman	15 days	Vice Chairman	Divisional Commissioner
5	Work Completion Certificate of a non- Residential Map	Secretary or an officer authorized by the Vice- Chairman	30 days	Vice Chairman	Divisional Commissioner
6	Clarification of Land use after clear key plan is available	Secretary or an officer authorized by the Vice- Chairman	10 days	Vice Chairman	Divisional Commissioner

ll

(b) Urban and Village Planning Department

S. No.	Services	Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1	Registration / Renewal of RHD	Associate Town Planner	15 days	Senior Town Planner	Divisional Commissioner
2	Technical no objection to habitat project of RHD	Associate Town Planner	30 days	Senior Town Planner	Divisional Commissioner
3	Sanction of habitat project of RHD	Associate Town Planner	60 days	Senior Town Planner	Divisional Commissioner
4	Completion certificate of habitat project of RHD	Associate Town Planner	30 days	Senior Town Planner	Divisional Commissioner

(c) Regulated Area :-

S. No.	Services	Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1	Matters Concerning Sanctioning of Map	Designated Authority / Sub-Divisional Magistrate	30 days	Controller Authority/ District Magistrate	Divisional Commissioner

5. Transport Department

S. No.	Services	Designation of Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1	Registration of Vehicle	Divisional Transport Officer or Assistant Divisional Transport Officer or such Divisional Inspector of	1- Within 2 days on payment of fixed fee/ tax and receiving the application regarding non-professional	Under rule 35 of the Uttar Pradesh Motor Vehicle Rules, 1998 and under section 57, the Deputy Transport	Transport Commissioner

22

		Transport Department or Assistant Divisional Inspector, who is authorized for performing of duties of licensing authority by Divisional Transport Officer or Assistant Divisional Transport Officer	<p>2- vehicle on the presentation of necessary document form no. 20, 21, 22 and form no. A, original copy of bill of vehicle, Certified copies of valid insurance, Residential certificate and one photo, in accordance to rule 47 of the Central Motor Vehicle Rules, 1989.</p> <p>3- Within 4 days on payment of fixed fee/ tax and receiving the application regarding the professional vehicles.</p> <p>4- Regarding incoming vehicles from other Districts/ States for temporary registration, this tenure shall be (within) 30 days on verification of forms from the date of application.</p>	Commissioner at Headquarter of concerning area shall be the authority for hearing of appeals	
2.	Learners' License	Divisional Transport Officer or Assistant Divisional Transport Officer or such Divisional Inspector of Transport Department or Assistant Divisional Inspector, who is authorized for performing of duties of licensing authority by	Under rule 10 of Central Motor Vehicle Rules, 1989 compulsory document form no. 01, 02, Residential Certificate, certified copy of age certificate, consent of guardian in relation to applicants between the age of 16-18 years, for professional learners' license minimum 1 year old valid light	Under rule 5 of the Uttar Pradesh Motor Vehicle Rules, 1998 and under sub-section (8) of section 9, sub-section (2) of section 17 and sub-section (3) of section 19, the Deputy Transport Commissioner at Headquarter for concerning region shall be the authority for	Transport Commissioner

		Divisional Transport Officer or Assistant Divisional Transport Officer	vehicle driving license, two latest photographs and deposit of fixed fees, after that an exam shall be held within 3 days. After the date of passing the examination, license will be issued within 2 days.	hearing of appeals	
3.	Permanent License	Divisional Transport Officer or Assistant Divisional Transport Officer or such Divisional Inspector of Transport Department or Assistant Divisional Inspector, who is authorized for performing of duties of licensing authority by Divisional Transport Officer or Assistant Divisional Transport Officer	According to rule 14 of Central Motor Vehicle Rules, 1989, compulsory document form no. 04, valid learners' license (on its completion of minimum 30 days duration). For professional license - Motor Driving training on form no.05, certificate of school, two latest photos and deposit of fixed fee, next day after the passing of the examination.	Under rule 5 of the Uttar Pradesh Motor Vehicle Rules, 1998 and under sub-section (8) of section 9, sub-section (2) of section 17 and sub-section (3) of section 19, the Deputy Transport Commissioner at Headquarter of concerning region shall be the authority for hearing of appeals.	Transport Commissioner
4.	Fitness	Divisional Transport Officer or Assistant Divisional Transport Officer or such Divisional Inspector of Transport Department or Assistant Divisional Inspector, who is authorized for performing of duties of licensing authority by Divisional Transport Officer or Assistant Divisional Transport Officer	According to rule 62 of Central Motor Vehicle Rules, 1989, compulsory documents, vehicle inspection report form, valid insurance certificate, control pollution certificate, certificate regarding payment of all dues, certificate of non-pendency of any challan with vehicle for inspection after that on the payment of fixed fees, the inspection shall be made on same day. If found fit, the fitness shall be issued next	Under rule 35 of the Uttar Pradesh Motor Vehicle Rules, 1998 and under the section 57, the Deputy Transport Commissioner at Headquarter for the concerning area shall be the authority for hearing of appeals.	Transport Commissioner

			day and if not found fit then all queries in writing shall be intimated.		
--	--	--	--	--	--

6. Drinking Water Department

S. No.	Services	Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1	Wherever technically feasible, sanctioning of new water connection otherwise rejection in special circumstances				
	(a) water connection of 15mm.diameter	Executive Engineer	15 days	Superintending Engineer	Chief General Manager
	(b) water connection of 20mm. diameter	Executive Engineer	15 days	Superintending Engineer	Chief General Manager
	(c) water connection of 25mm. diameter	Executive Engineer	30 days	Superintending Engineer	Chief General Manager
	(d) water connection of 32mm. diameter	Executive Engineer	30 days	Superintending Engineer	Chief General Manager
	(e) water connection of 40mm. diameter	Executive Engineer	30 days	Superintending Engineer	Chief General Manager
	(f) water connection of 50mm. diameter	Superintending Engineer	30 days	General Manager	Chief General Manager
	(g) water connection of more than of 50mm. diameter	General Manager	30 days	Chief General Manager	Chairman Uttarakhand Jal Sansthan/ Secretary Drinking Water
2.	Where technically feasible, sanctioning of new Sewer connection in Buildings / Commercial institutions otherwise rejection in special circumstances	Executive Engineer	15 days	Superintending Engineer	Chief General Manager
3.	Where it is possible technically, sanctioning	Superintending	30 days	General Manager	Chief General

lu

	of new Sewer connection in any colony or institution/ group of institutions otherwise rejection in special circumstances	Engineer			Manager
--	--	----------	--	--	---------

7. Social Welfare Department

S. No.	Services	Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1	Scholarships				
	1 (a) Regarding the students studying in the State	District Social Welfare Officer	Within 45 days from the date of receipt of demand letter from schools, sanction and payment to the schools	Chief Development Officer	District Magistrate
	1 (b) Regarding the students studying outside the State	District Social Welfare Officer	Within 45 days from the date of receipt of demand letter from schools, sanction and payment to the schools	Chief Development Officer	District Magistrate
2.	Gaura Devi Kanya Dhan Yojna	District Social Welfare Officer	Within 2 months of receiving the complete application form, registration shall be done and recommendation of the District Selection Committee obtained	Chief Development Officer	District Magistrate
3.	Old Age Pension, Widow Pension and Disabled Pension Service-3 (a) for the pension beneficiaries of Rural Areas	Village Panchayat Development Officer	Within 2 months from the date of receiving the complete application form, the approved form shall be forwarded to the Block Development Officer	Assistant Development Officer, Panchayat	District Magistrate

de

	Service-3(b) for the pension beneficiaries of Rural Areas	Block Development Officer	Within 15 days from the date of receiving application from Gram Panchayat it shall be forwarded to the District Social Welfare Officer	District Development Officer	District Magistrate
	Service-3 (c) for the pension beneficiaries of Urban Areas	Sub Divisional Magistrate	Within 2 months from the date of receiving complete application form, the approved form shall be forward to the District Social Welfare Officer	Chief Development Officer	District Magistrate
	Service-3 (d)for pension beneficiaries of both types (listed above)	District Social Welfare Officer	(a)Within 45 days, the information of sanction/rejection shall be sent to the Block Development Officer/ Sub Divisional Magistrate (b) Payment of pension shall start in the last month of the next quarter	Chief Development Officer	District Magistrate
4.	Jan Shree Beema Yojna				
	Service-1 at the District level	District Social Welfare Officer/ District Manager, Uttarakhand Bahuudeshiya Finance and Development Corporation	Within 1 month from the date of receiving the application, it shall be forwarded to the State Headquarter with recommendation	Chief Development Officer	District Magistrate
	Service-2 at the State headquarter level	Deputy General Manager, Uttarakhand Bahuudeshiya Finance and Development Corporation	Within 20 days from the date of receiving the application, it shall be forwarded to the Life Insurance Corporation Office	General Manager	Managing Director, Uttarakhand Bahuudeshiya Finance and Development Corporation

del

8. Urban Development Department

S. No.	Services	Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1	Birth and Death Registration (In cases of Birth and Death happening in the hospital and on produce of medical certificate for evidence)	Municipal Health Officer/ Registrar of Municipal Corporation	7 days	Mukhya Nagar Adhikari, Municipal Corporation	District Magistrate
		Municipal Health Officer / Registrar/ Executive Officer of Municipal Council	7 days	An officer not below the rank of Sub Divisional Magistrate authorized by District Magistrate for Municipal Council	District Magistrate
		Executive Officer of Nagar Panchayat	07 days	An officer not below the rank of Sub Divisional Magistrate authorized by District Magistrate for Nagar Panchayat	District Magistrate
2.	Birth and Death Registration (In cases of Birth and Death happening outside the hospital, on the availability of related information)	Municipal Health Officer/ Registrar of Municipal Corporation	15 days	Mukhya Nagar Adhikari, Municipal Corporation	District Magistrate
		Municipal Health Officer / Registrar/ Executive Officer of Municipal Council	15 days	An officer not below the rank of Sub Divisional Magistrate authorized by District Magistrate for Municipal Council	District Magistrate

u

		Executive Officer of Nagar Panchayat	15 days	An officer not below the rank of Sub Divisional Magistrate authorized by District Magistrate for Nagar Panchayat	District Magistrate
3.	Issue of Birth/Death certificate in case of prior registration	Municipal Health Officer/ Registrar of Municipal Corporation	3 days	Mukhya Nagar Adhikari, Municipal Corporation	District Magistrate
		Municipal Health Officer / Registrar/ Executive Officer of Municipal Council	3 days	An officer not below the rank of Sub Divisional Magistrate authorized by District Magistrate for Municipal Council	District Magistrate
		Executive Officer of Nagar Panchayat	3 days	An officer not below the rank of Sub Divisional Magistrate authorized by District Magistrate for Nagar Panchayat	District Magistrate
4.	Property Transfer Certificate (non disputed) (on the presentation of application on prescribed form and all required documentary evidence)	Mukhya Nagar Adhikari, Municipal Corporation or an officer nominated by him.	60 days	Chief Development Officer	District Magistrate
		Executive Officer of Municipal Council/ Nagar Panchayat	60 days	An officer not below the rank of Sub Divisional Magistrate authorized by District Magistrate for Municipal Council/ Nagar Panchayat	District Magistrate
5.	Property Transfer Certificate (disputed) (on the presentation of application on prescribed form	Mukhya Nagar Adhikari, Municipal Corporation or an officer nominated by him.	90 days	Chief Development Officer	District Magistrate

	and all required documentary evidence)	Executive Officer of Municipal Council/ Nagar Panchayat	90 days	An officer not below the rank of Sub Divisional Magistrate authorized by District Magistrate for Municipal Council/ Nagar Panchayat	District Magistrate
6.	No objection certificate for building construction	Mukhya Nagar Adhikari, Municipal Corporation	30 days	Chief Development Officer	District Magistrate
		Executive Officer of Municipal Council/ Nagar Panchayat	30 days	An officer not below the rank of Sub Divisional Magistrate authorized by District Magistrate for Municipal Council/ Nagar Panchayat	District Magistrate
7.	Sanction of Building Plan by Municipal Corporation/ Municipal Council/ Nagar Panchayat (only for areas out of the jurisdiction of regulated area/ Development Authorities)	Mukhya Nagar Adhikari, Municipal Corporation	30 days	Chief Development Officer	District Magistrate
		Executive Officer of Municipal Council/ Nagar Panchayat	30 days	An officer not below the rank of Sub Divisional Magistrate authorized by District Magistrate for Municipal Council/ Nagar Panchayat	District Magistrate

9. School Education Department

S. No.	Services	Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1	For various scholarships to be given by the Social Welfare Department (Scheduled Castes, Scheduled Tribes/ Other Backward	Principal/ Head Master of the school	Within 10 days from the date of receiving the application from the student	Block Education Officer	District Magistrate

ll

	Classes/ Minorities), 1 (a) Forwarding the application to the Social Welfare Department				
	1 (b) Distribution of scholarship on receiving the money from the Social Welfare Department	Principal/ Head Master	10 days	Block Education Officer	District Magistrate
2.	Issuing transfer Certificate to a student	Principal/ Head Master	7 days	Block Education Officer	District Magistrate

10. **Home Department**

Detail of works, where the decision is to be taken by the Department-

S. No.	Services	Designated officer	Stipulated Time Limit of providing the service	First Appellate Authority	Second Appellate Authority
1	2	3	4	5	6
1	Increase duration of living in India for Foreigners	Inspector LIU	7 days	Circle Officer	Superintendent of Police/ Senior Superintendent of Police
2	Registration of Foreigners	Inspector LIU	Immediately	Circle Officer	Superintendent of Police/ Senior Superintendent of Police
3	Verification of outside persons (certification letter received from other district to which he belongs)	Officer Incharge of Police Station	7 days	Circle Officer	Superintendent Police/ Senior Superintendent of Police
4	Provide a copy of FIR (to the Plaintiff)	Officer Incharge of Police Station	Immediately	Circle Officer	Superintendent of Police/ Senior Superintendent of Police

de

5	Permitting the use of Loudspeaker	Officer Incharge of Police Station	5 days	Circle Officer	Superintendent of Police/ Senior Superintendent of Police
6	Verification regarding employment	Officer Incharge of Police Station	30 days	Circle Officer	Superintendent of Police/ Senior Superintendent of Police
7	Verification of passport	Inspector LIU	21 days	Circle Officer	Superintendent of Police/ Senior Superintendent of Police
8	Disposal of General request letters/ complaints	Officer Incharge of Police Station	30 days	Circle Officer	Superintendent of Police/ Senior Superintendent of Police
9	Complaints against Police	Circle Officer	30 days	District Incharge	Superintendent of Police/ Senior Superintendent of Police

Detail of services, where recommendations/ comments have to be sent by the Department-

10	Recommendation of renewal of Armed License/ forwarding comments (in case the application is received before expiry of license and relates to within the district)	Officer Incharge of Police Station	15 days	Circle Officer	Superintendent of Police/ Senior Superintendent of Police
11	Regarding recommendation for any changes in Arms License (if relates to same district)	Officer Incharge of Police Station	7 days	Circle Officer	Superintendent of Police/ Senior Superintendent of Police
12	Recommendation / Comments regarding no objection	Officer Incharge of Police Station	5 days	Circle Officer	Superintendent of Police/ Senior Superintendent of Police

LL

	certificate for Fairs/ Exhibition and other sponsored programs				
13	Recommendation / comments regarding the verification for new Arms License	Officer Incharge of Police Station	30 days	Circle Officer	Superintendent Police/ Senior Superintendent of Police
14	Recommendation / comments regarding renewal of Arms License	Officer Incharge of Police Station	15 days	Circle Officer	Superintendent Police/ Senior Superintendent of Police
15	Regarding recommendation/ comments for issuing no objection certification for renewal license of Armed sellers	Officer Incharge of Police Station	15 days	Circle Officer	Superintendent Police/ Senior Superintendent of Police
16	Regarding recommendation/ comments for issuing no objection certification to Petrol Pump/ Cinema Hall	Officer Incharge of Police Station/ Fire Station Officer	15 days	Circle Officer/ Chief Fire Officer	Superintendent Police/ Senior Superintendent of Police

- 2- Only working days shall be counted for calculating the stipulated days under the Right to Service Act, 2011.
- 3- The calculation of days for provision of services under the Right to Service Act, 2011 shall start from the date of receiving complete application forms (with required/essential documents).
- 4- Said services shall be deemed to be effective immediately.

By Order,


(Manisha Panwar)
Secretary