

15-1-2016
GOVERNMENT OF PUNJAB
DEPARTMENT OF GOVERNANCE REFORMS
(GOVERNANCE REFORMS-2 BRANCH)

NOTIFICATION

The 15th January , 2016

NO. 5/27/2014-2GR-2(PF)/668042/1. In partial modification of the notification issued vide no NO.5/27/2014-2GR2/ 425953/1,dated 02.03.2015 ,the Governor of Punjab is pleased to modify stipulated time limit , designated officers, first appellate authorities and second appellate authorities for the purpose of Section 3 of the Punjab Right To Service Act, 2011 in respect of services as mentioned against each as under:

Sr. No	Department/ Organization	Name of the Service	Given time limit (working days)	Designated Officer	First Appellate Authority	Second Appellate Authority
14	Health	Certified Copies of Birth / Death Certificates - MC Towns	2 days for current year and 5 days for previous years	Local Registrar, Birth and Death of the concerned Municipal Town	SDM of the concerned Sub-Division	Deputy Commissioner of the concerned District
25	Health	Emergency Medical Response (Ambulance at 108)	20 minutes (Urban)/30 minutes (Rural)	Deputy Medical Commissioner Under Health System Corporation	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
30	Health	Rashtriya Bal Swasthya Karyakram (RBSK) Regular and Periodical checkup of 30 diseases	6 months	District Nodal Officer RBSK - cum- District Vaccination Officer	Civil Surgeon	Deputy Commissioner
33	Health	Issuance of fresh Drug License/Renewal to Retail Chemists	30 days subject to submission of requisite documentation	Drug Inspector notified as Zonal Licensing Authority of the Districts	State Drugs Controller	Commissioner Food and Drug
34	Health	Issuance of fresh Drug License/ Renewal to Wholeseller Chemists	45 days subject to submission of requisite documentation	State Drug Controller/ Assistant Drug Controller Punjab	Commissioner Food and Drug	Principal Secretary Health
35	Health	Issuance of fresh Drug License to Manufacturers	60 days subject to submission of requisite documentation	State Drug Controller/ Assistant Drug Controller Punjab	Commissioner Food and Drug	Principal Secretary Health
36	Health	Issuance of fresh Drug License/ Renewal to Retail Sale Homeopathic	30 days subject to submission of requisite documentation	Drug Inspector notified as Zonal Licensing Authority of the Districts	State Drug Controller	Commissioner Food and Drug

37	Health	Issuance of fresh Drug License/ Renewal to Wholesale Homeopathic	45 days	State Controller/ Assistant Controller Punjab	Drug Drug	Commissioner Food and Drug	Principal Secretary Health
38	Health	Issuance of Drug License to Manufacturers of Homeopathy medicines	60 days	State Controller/ Assistant Controller Punjab	Drug Drug	Commissioner Food and Drug	Principal Secretary Health
39	Health	Cosmetic Manufacturing License	60 days	State Controller/ Assistant Controller Punjab	Drug Drug	Commissioner Food and Drug	Principal Secretary Health
41	Health	Issuance of Registration Certificate for Food (If turnover is less than Rs. 12 lakh)	7 days	Food Safety Officer	Safety	Designated Officer Food Safety	Deputy Commissioner
42	Health	Issuance of License for Food (If turnover is more than Rs. 12 lakh)	60 days	Designated Health Officer (DHO)	Officer	Joint Commissioner Food and Drug	Commissioner Food and Drug
53	Food , Civil Supplies and Consumer Affairs	Issuance of NOC for setting up of Petrol Pump	35 Days 1.Time for obtaining NOC from various departments by the Office of Licensing Authority (23 days) 2. Time for action by the Designated Officer to deliver the service (12 days) Total 35 days	Additional District Magistrate Or Additional Deputy Commission-er (HQ) in case of Police Commission-erate		District Magistrate Or Deputy Commission-er of Police in case of Police Commission-erate	Commissioner Of Division Or Commissioner of Police
54.a	Housing & Urban Development	Sanction of Building Plans – Authority, Revised Building Plans (Residential)	30 days	SDO Building		Additional Chief Administrator	Additional Deputy Commissioner (General) / Deputy Commissioner
54.b	Housing & Urban Development	Sanction of Building Plans – Authority, Revised Building Plans (Commercial)	30 days	SDO Building		Additional Chief Administrator	Additional Deputy Commissioner (General) / Deputy Commissioner

55	Housing & Urban Development	Issue of Completion / Occupation Certificate for Building	15 days	SDO Building	Additional Chief Administrator	Additional Deputy Commissioner (General) / Deputy Commissioner
56	Housing & Urban Development	Issue of No Objection Certificate / Duplicate Allotment / Re-allotment Letter	10 days (No Objection Certificate) / 3 days (Duplicate Allotment letter)/ 10 days (Re-allotment Letter)	Superintendent	Estate Officer	Additional Chief Administrator
57	Housing & Urban Development	Issue of Conveyance Deed	15 days	Estate Officer	Additional Chief Administrator	Additional Deputy Commissioner (General) / Deputy Commissioner
58	Housing & Urban Development	Issue of No Due Certificate	5 days	Account Officer	Estate Officer	Additional Chief Administrator
59	Housing & Urban Development	Transfer of Property in case of sale (NOC)	10 days	Superintendent	Estate Officer	Additional Chief Administrator
60	Housing & Urban Development	Transfer of property in case of death (uncontested) a) All Legal heirs b) Registered Will c) Un-Registered will	a) 30 days b) 30 days c) 45 days	Estate Officer	Additional Chief Administrator	Additional Deputy Commissioner (General)/ Deputy Commissioner
61	Housing & Urban Development	Issue of permission for mortgage	7 days	Superintendent	Estate Officer	Additional Chief Administrator
62	Housing & Urban Development	Attested copy of any Documents	3 days	Superintendent	Additional Chief Administrator	Additional Deputy Commissioner (General)/ Deputy Commissioner
63	Housing & Urban Development	Change of Ownership	5 days	Estate Officer	Additional Chief Administrator	Additional Deputy Commissioner

						r (General)/ Deputy Commissioner
64	Housing & Urban Development	Demarcation of Plot	5 days	Sub Divisional Officer (Building)	Additional Chief Administrator	Additional Deputy Commissioner (General)/ Deputy Commissioner
65	Housing & Urban Development	Issue of Plinth/Roof Level Certificate	7 days	Sub divisional officer (Building)	Additional Chief Administrator	Additional Deputy Commissioner (General)/ Deputy Commissioner
66	Housing & Urban Development	Water Supply and Sewerage connection	7 days	Sub Divisional Officer (Public Health)	Additional Chief Administrator	Additional Deputy Commissioner (General)/ Deputy Commissioner
67.a	Local Government	Sanction of Building Plans/ Revised Building Plans (Residential) – in Improvement Trust Areas.	30 days	Executive Officer of the concerned Improvement Trust	SDM of the concerned Sub- Division	Deputy Commissioner of the concerned District
67.b	Local Government	Sanction of Building Plans/ Revised Building Plans (Other than Residential)- in Improvement Trust Areas.	60 days	Executive Officer of the concerned Improvement Trust	SDM of the concerned Sub- Division	Deputy Commissioner of the concerned District
75.a	Local Government	Sanction of Building Plans/ Revised Building Plans (Residential)-in Municipal Corporation Cities and in Municipal Council Towns	30 days	Commissioner of the Concerned Municipal Corporation in Corporation Cities and Executive Officer Of the Concerned Municipal Council in the Municipal Towns	Deputy Commissioner of the concerned District in case of Corporation Cities and SDM of the concerned Sub- Division in case of Municipal Towns	Commissioner of the concerned Division and Deputy Commissioner of the concerned District

75.b	Local Government	Sanction of Building Plans/ Revised Building Plans (Other than Residential)-in Municipal Corporation Cities and in Municipal Council Towns	60 days	Commissioner of the concerned Municipal Corporation in Corporation Cities and Executive Officer Of the concerned Municipal Council in the Municipal Towns	Deputy Commissioner of the concerned District in case of Corporation Cities and SDM of the concerned Sub- Division in case of Municipal Towns	Commissioner of the concerned Division and Deputy Commissioner of the concerned District
76	Local Government	Issue of Completion / Occupation Certificate for Buildings (All Categories) -in Corporation Cities and Municipal Council Towns	30 days	Commissioner of the concerned Municipal Corporation in Corporation Cities and Executive Officer of the concerned Municipal Council in Municipal Towns	Deputy Commissioner of the concerned district in case of Corporation cities and SDM of the concerned Sub-Division in case of Municipal Towns	Commissioner of the concerned Division and Deputy Commissioner of the concerned District
78	Local Government	Sanction of Water Supply / Sewerage Connection in M.C. Towns	7 days	Assistant Municipal Engineer of the concerned Municipal Council.	SDM of the Concerned District	Deputy Commissioner of the concerned District
84	Local Government	Water pipes leakages/Sewerage / Blocked/Overflow	24 hours	Executive Officer	SDM of the Concerned District	Deputy Commissioner of the concerned District
129	Home	Police Record checking (For newly appointed persons in government and semi government departments)	10 days	Assistant Commissioner of Police Sub-Division or Deputy Superintendent of Police Sub-Division	Deputy Commissioner of Police or Senior Superintendent of Police	Commissioner of Police or Deputy Inspector General of Police of the Range
130	Home	Police Clearance Certificate (For private employment etc.)	10 days	Assistant Commissioner of Police Sub-Division or Deputy Superintendent of Police Sub-Division	Deputy Commissioner of Police or Senior Superintendent of Police	Commissioner of Police or Deputy Inspector General of Police of the Range

133	Home	Police Record Checking of Passport Applicants	21 Days	Additional Deputy Commissioner of Police (HQ) or Superintendent of Police (HQ)	Deputy Commissioner of Police or Sr. Superintendent of Police	Commissioner of Police or Inspector General of Police Zone.
134	Home	Verification for fresh Arms License	30 days	Additional Deputy Commissioner of Police (HQ) or Superintendent of Police (HQ)	Deputy Commissioner of Police or Sr. Superintendent of Police	Commissioner of Police or Inspector General of Police Zone.
136	Home	Status report of complaints	21 days	Station House officer	DSP In-charge of the sub division	Commissioner of Police or Senior Superintendent of Police.
143.a	Home	Issuance of New Arms License	30 days 2 Working days for referring case to the Police by the Licensing Authority. 23 Working days for verification by the Police. 5 Working days for delivery of the service by the Designated Officer after verification.	Licensing authority (Addl. DM of the District/ Addl. Deputy Commissioner of Police (HQ) in case of police Commissionerate	District Magistrate of the Concerned district/ Deputy Commissioner of Police	Commissioner of the concerned Division / Commissioner of Police in case of Commissionerate
143.l	Home	Permission of addition of Cartridges	10 days	Licensing Authority (Addl. DM of the District / Addl. Deputy Commissioner of Police (H.Q.) in case of Police Commissionerate	District Magistrate of the Concerned District / Deputy Commissioner of Police in Commissionerate cities.	Commissioner of the Concerned Division/ Commissioner of Police
182.a	Power /Electricity	Release of new connection/additional load/demand feasible from existing network: Release of supply	Within 24 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum

182.b	Power /Electricity	Network expansion/enhancement requirement to release supply: Release of supply-Low Tension	Within 35 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
182.c	Power /Electricity	Release of supply-High Tension 11000 volts	Within 50 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
182.d	Power /Electricity	Release of supply-High Tension 33000 volts	Within 80 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
182.e	Power /Electricity	Release of supply-Extra High Tension	Within 105 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
186	Town & Country Planning	NOC in case of Petrol Pump/ Rice Sheller/Brick Kiln	15 days	District Town Planner/Deputy District Town Planner	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
187	Town & Country Planning	CLU (Where Master Plan is notified and Local Planning areas are not notified. Residential, Industrial, Institutional Purpose : upto 25 acres and Commercial (excluding multiplex and shopping mall upto 2 acres)	23 days	Concerned Senior Town Planner	Chief Town Planner, Punjab	Director, Town and Country Planning Punjab (DTCP)
188.a	Town & Country Planning	Building Plans upto 500 Sq. mtrs	15 days	District Town Planner/Deputy Town Planner	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
188.b	Town & Country Planning	500 - 5000 Sq. mtrs	15 days	Senior Town Planner	Chief Town Planner, Punjab	Director Town and Country Planning, Pb.
188.c	Town & Country Planning	Upto 5000 – 10000 Sq. mtrs	45 days	Chief Town Planner	Director Town and Country Planning, Punjab	Principal Secretary, Housing & Urban Dev. Department
189.a	Town & Country	Completion/Partial Completion	15 days	District Town Planner	Additional Deputy	Deputy Commissioner

	Planning	Certificate: up to 500 Sq mtrs.			Commissioner (General)	r of the concerned District
189.b	Town & Country Planning	500 - 5000 Sq. mtrs	15 days	Senior Town Planner	Chief Town Planner, Pb.	Director, Town & Country Planning , Pb.
189.c	Town & Country Planning	More than 5000 Sq. mtrs.	23 days	Chief Town Planner, Pb.	Director Town & Country Planning Pb.	Principal Secretary, Housing & Urban Dev. Department
190	Town & Country Planning	Land use classification	5 days	Concerned District Town Planner	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
194	Rural Development and Panchayat	Rural Area Certificate	15 days	Tehsildar	Sub Divisional Magistrate	Deputy Commissioner of the concerned District
196	Industries & Commerce	(a) Registration of Societies under the Society Registration Act- XXI of 1860 at Headquarter Level	15 days	Registrar	Joint Director Industry	Director Industries
206	Dairy Development	Disposal of Application for the registration/ renewal as Dealer under Cattle feed, concentrates and mineral mixture Order 1988	Within 30 days from the receipt of application if found in order.	Dy. Director Dairy	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District

The Governor of Punjab is further pleased to notify the following additional services, stipulated time limit, designated officers, first appellate authorities and second appellate authorities for the purpose of Section 3 of the Punjab Right To Service Act, 2011 as under:

No	Department/ Organization	Name of the Service	Given time limit (working days)	Designated Officer	First Appellate Authority	Second Appellate Authority
113.d	Home	Renewal of Arms License (In the case where the applicant applies for renewal after the due date)	40 days (i) 3 days Time for referring case to the Police by Licensing Authority Office. (ii) 15 days Time for verification by the Police. (iii) Additional	Licensing authority (Addl. DM of the District/ Addl. Deputy Commissioner of Police (HQ)in case of police Commissioner ate	District Magistrate of the Concerned district/Deputy Commissioner of Police	Commissioner of the Concerned Division/ Commissioner of Police in case of Police Commissioner ate.

			15 days for providing an opportunity of personal hearing by the Licensing Authority. (iv) 7 days Time for delivery of services by the Designated Officer.			
182.g	Power /Electricity	Issue of No Objection Certificate for release of connections in the colonies being developed by Developers/ Builders/Societies /owners/ Associations of Residents	45 days	Nodal Officer/ Commercial	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
183.e	Power /Electricity	Approval of supply/Use of power from roof top Solar Photo voltaic projects installed by consumers as per Net Metering Policy notified by PSERC	30 days	Nodal Officer/ Commercial	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
184.f	Power /Electricity	Implementation of Permanent Disconnection Order (PDCO) on the request of the Consumer.	7 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
185.c	Power /Electricity	Refund/adjustment of arrears on account of energy bills	15 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
185.d	Power /Electricity	Refund/Closing of consumer's accounts against deposit works after completion of work/release of connection etc.	60 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
185.e	Power /Electricity	Testing of challenged meter in ME Lab on the request of consumer				
		I. LT meters	15 days	AE/AEE incharge of area/function	Consumer Disputes Settlement	Consumer Grievances Redressal

					Committee	Forum
		II. HT / EHT meters	30 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
185.f	Power /Electricity	Replacement of damaged/burnt CT/PT Units				
		I. 11 KV	15 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
		II. 66 KV & above	30 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
185.g	Power /Electricity	Testing of private meter in ME Lab after deposit of testing fee by the consumer				
		I. LT meters	15 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
		II. HT / EHT meters	30 days	AE/AEE incharge of area/function	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
185.h	Power /Electricity	To issue No Objection / Consent within 12 working days for allowing Open Access to consumers by SLDC.	12 days	Sr. Xen/ Open Access	Consumer Disputes Settlement Committee	Consumer Grievances Redressal Forum
188.d	Town & Country Planning	Sanction of building plans above 10000 square meters	60 days	Chief Town Planner	Director Town and Country Planning , Punjab	Principal Secretary, Housing & Urban Dev. Department
189.d	Town & Country Planning	Issue of Completion/Partial Completion certificate above 10000 square meters	30 days	Chief Town Planner	Director Town and Country Planning , Punjab	Principal Secretary, Housing & Urban Dev. Department
207	Excise and Taxation	Grant of Registration Certificate	30 days	ETO-cum Designated Officer	Deputy Excise & Taxation Commissioner of Division concerned	Additional Excise & Taxation Commissioner (VAT), Punjab
208	Excise and	Amendment in Registration	30 days	ETO-cum Designated	Deputy Excise &	Additional Excise &

	Taxation	Certificate		Officer	Taxation Commissioner of Division concerned	Taxation Commissioner (VAT), Punjab
209	Excise and Taxation	Issue of Duplicate Registration Certificate	30 days	ETO-cum Designated Officer	Deputy Excise & Taxation Commissioner of Division concerned	Additional Excise & Taxation Commissioner (VAT), Punjab
210	Excise and Taxation	Cancellation of Registration Certificate	30 days	ETO-cum Designated Officer	Deputy Excise & Taxation Commissioner of Division concerned	Additional Excise & Taxation Commissioner (VAT), Punjab
211	Excise and Taxation	Permission for Business by a casual dealer	5 days	ETO-cum Designated Officer	Deputy Excise & Taxation Commissioner of Division concerned	Additional Excise & Taxation Commissioner (VAT), Punjab
212	Excise and Taxation	Request for extension of period of casual business	2 days	ETO-cum Designated Officer	Deputy Excise & Taxation Commissioner of Division concerned	Additional Excise & Taxation Commissioner (VAT), Punjab
213	Excise and Taxation	Allotment of Tax Deduction Number in case of Works Contract	30 days	ETO-cum Designated Officer	Deputy Excise & Taxation Commissioner of Division concerned	Additional Excise & Taxation Commissioner (VAT), Punjab
214	Excise and Taxation	Supply of Assessment Orders/Penalty Orders/Refund Orders	15 days	Excise & Taxation Officer/ Asstt. Excise & Taxation Commissioner as the case may be	Deputy Excise & Taxation Commissioner of Division concerned	Additional Excise & Taxation Commissioner (VAT), Punjab
215	Excise and Taxation	Obtaining additional certified copy of order	30 days	ETO-cum Designated Officer	Deputy Excise & Taxation Commissioner of Division concerned	Additional Excise & Taxation Commissioner (VAT), Punjab
216	Excise and Taxation	Obtaining copy of statement recorded in any	30 days	ETO-cum Designated	Deputy Excise & Taxation	Additional Excise & Taxation

		enquiry held under PVAT Rules		Officer	Commissioner of Division concerned	Commissioner (VAT), Punjab
217	Excise and Taxation	Issuance of Advance Tax Exemption Certificate	60 days	DETC of the Division concerned or Officer authorized by Excise and Taxation Commissioner, Punjab	Additional Excise & Taxation Commissioner (VAT), Punjab	Excise & Taxation Commissioner, Punjab
218	Excise and Taxation	Renewal of Advance Tax Exemption Certificate	30 days	DETC of the Division concerned or Officer authorized by Excise and Taxation Commissioner, Punjab	Additional Excise & Taxation Commissioner (VAT), Punjab	Excise & Taxation Commissioner, Punjab
219	Excise and Taxation	Registration under Luxury Tax	30 days	ETO (Excise)	Deputy Excise & Taxation Commissioner of Division concerned	Additional Excise & Taxation Commissioner (VAT), Punjab
220	Excise and Taxation	Hard Bar License	60 days	Deputy Excise & Taxation Commissioner of the concerned Division –cum-Collector Excise	Joint Excise & Taxation Commissioner (X), Punjab	Addl. Excise & Taxation Commissioner (X), Punjab
221	Excise and Taxation	Beer Bar License	60 days	Deputy Excise & Taxation Commissioner of the concerned Division –cum-Collector Excise	Joint Excise & Taxation Commissioner (Excise), Punjab	Addl. Excise & Taxation Commissioner (Excise), Punjab
222	Excise and Taxation	Drought Beer Bar License	60 days	Deputy Excise & Taxation Commissioner of the concerned Division –cum-Collector Excise	Joint Excise & Taxation Commissioner (Excise), Punjab	Addl. Excise & Taxation Commissioner (Excise), Punjab

223	Excise and Taxation	Annual License to Marriage Palaces	30 days	Deputy Excise & Taxation Commissioner of the concerned Division –cum-Collector Excise	Joint Excise & Taxation Commissioner (Excise), Punjab	Addl. Excise & Taxation Commissioner (Excise), Punjab
224	Excise and Taxation	Bar License to Clubs	60 days	Deputy Excise & Taxation Commissioner of the concerned Division –cum-Collector Excise	Joint Excise & Taxation Commissioner (Excise), Punjab	Addl. Excise & Taxation Commissioner (Excise), Punjab
225	Excise and Taxation	Permission to serve liquor in a marriage or banquet hall to a function holder	2 days	Excise & Taxation Officer (Excise) of concerned district	Joint Excise & Taxation Commissioner (Excise), Punjab	Deputy Excise & Taxation Commissioner
226	Excise and Taxation	Permit for industrial Alcohol to Chemical industries etc.	60 days	Deputy Excise & Taxation Commissioner	Joint Excise & Taxation Commissioner (Excise), Punjab	Addl. Excise & Taxation Commissioner (Excise), Punjab
227	Labour	Registration under the Contract Labour (Regulation & Abolition) Act, 1970 after receipt of duly completed application along with prescribed fee.	30 days	Additional Labour Commissioner/ Deputy Labour Commissioner/ Assistant Labour Commissioner/ Labour cum-conciliation Officer	Labour Commissioner	Principal Secretary Labour
228	Labour	Licence under the Contract Labour (Regulation & Abolition) Act, 1970 after receipt of duly completed application	30 days	Additional Labour Commissioner/ Deputy Labour Commissioner/ Assistant Labour Commissioner/ Labour cum-	Labour Commissioner	Principal Secretary Labour

		along with prescribed fee.		conciliation Officer		
229	Labour	Renewal of License under the Contract Labour (Regulation & Abolition) Act, 1970 after receipt of duly completed application along with prescribed fee.	30 days	Additional Labour Commissioner /Deputy Labour Commissioner / Assistant Labour Commissioner /Labour-cum-Conciliation Officer	Labour Commissioner	Principal Secretary Labour
230	Labour	Registration under Punjab Shops and Commercial Establishments Act, 1958	30 days	Labour Inspector	Deputy Labour Commissioner	Additional Labour Commissioner
231	Labour	Registration under the Trade Unions Act after receipt of duly completed application with documents along with prescribed fee	90 days	Labour Commissioner	Special Secretary Labour	Principal Secretary Labour
232	Labour (Factory wing)	Acceptance of plans of new factory building after receipt of complete documents	30 days	Director of Factories, Punjab	Special Secretary Labour	Principal Secretary Labour
233	Labour (Factory wing)	Registration of Factory to run factory after receipt of complete documents along with prescribed fee	15 days	Deputy/Assistant Director of Factories	Joint Director of Factories	Additional Director of Factories

234	Labour (Factory wing)	Grant of Factory Licence to run factory after receipt of complete documents along with prescribed fee	15 days	Deputy/Assistant Director of Factories	Joint Director of Factories	Additional Director of Factories
235	Labour (Factory wing)	Renewal of Factory licence, after receipt of complete documents along with prescribed fee	60 days	Deputy/Assistant Director of Factories	Joint Director of Factories	Additional Director of Factories
236.a	Forests & Wildlife Preservation	Processing of proposals for diversion of forest land under Forest Conservation Act, 1980.	30 days – (For Office of Divisional Forest Officer)	Divisional Forest Officer	Conservator of Forest	Nodal Officer
			7 days- (For Office of Conservator of Forests)	Conservator of Forest	Nodal Officer	Principal Chief Conservator of Forest
			7 days – (For office of Nodal Officer/PCC F)	Nodal Officer	Principal Chief Conservator of Forest	Secretary Forests
			7 days – (For Secretary, Forest)	Deputy/Joint/Assistant./Special Secretary Forests	Secretary Forests	Financial Commissioner, Forests
236.b	PWD, Irrigation, Drainage and other land owning Departments	Issue NOC for the FCA proposal to Forest Department for '236 a' above.	15 days	Executive Engineer	Superintendent Engineer	Chief Engineer
237	Forests & Wildlife Preservation	NOC to be sent to the Competent Authority cum Site Appraisal Committee for site clearance of Industries.	15 days	Divisional Forest Officer	Conservator of Forest	Chief Conservator of Forest
238	Forests & Wildlife Preservation	NOC to be sent to the District Magistrate for issuing Gun license.	15 days	Divisional Forest Officer (WL)	Conservator of Forest (WL)	Chief Wildlife Warden
239	Forests & Wildlife	Supply of Plants from Forest	3 days	Range Forest Officer	Divisional Forest Officer	Conservator of Forest

	Preservation	Nurseries.				
240.a	Forests & Wildlife Preservation	Issue of permit for felling of trees in the areas notified under Punjab Land Preservation Act, 1900 as per the Punjab Govt. Policy and Felling Programme.				
		I. Upto 40 hectare.	60 days	Divisional Forest Officer	Conservator of Forest	Chief Conservator of Forest
		II. Upto 100 hectare.	75 days-	Divisional Forest Officer	Conservator of Forest	Chief Conservator of Forest
		III. More than 100 hectare.	90 days	Divisional Forest Officer	Conservator of Forest	Chief Conservator of Forest
240.b	Revenue	Revenue officials will demarcate the land jointly with Forest Department and Land Owners for 'A' above.	30 days	Field Kanungo/ Patwari	Naib Tehsildar/ Tehsildar	SDM (C)
241	Industries & Commerce (Directorate of Industries)	Allotment of plots	45 days from close of advertisement inviting applications and another 15 days for issuance of allotment letter by Department of Industries & Commerce.	Chief Co-ordinator, Udyog Sahyak	Director of Industries Punjab	Principal Secretary Industries & Commerce Punjab
242	Industries & Commerce (Directorate of Industries)	Certification/Inspection of Boilers	30 days from the date of receipt of application from the	Director Boiler	Industrial Adviser, Department of Industries Punjab	Director of Industries Punjab

			concerned Industrial Unit.			
243	Industries & Commerce (Directorate of Industries)	Mortgage/ First Charge on Industrial Plots.	15 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
244	Industries & Commerce (Directorate of Industries)	Issuance of No Due Certificate	15 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
245	Industries & Commerce (Directorate of Industries)	Transfer of Industrial Plots where conveyance deed has already been executed in Industrial Area, Industrial Estates and Industrial Development Colony in the State of Punjab(through original allottee)	i) Undisputed- 7 days ii) Disputed- 45 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
246	Industries & Commerce (Directorate of Industries)	Transfer of Industrial Plots where conveyance deed has already been executed in Industrial Area, Industrial Estates and Industrial Development Colony in the State of Punjab (through GPA)	i) Undisputed- 7 days ii) Disputed- 45 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
247	Industries & Commerce (Directorate of Industries)	Transfer of Industrial Plots where conveyance deed has already been executed in	i) Undisputed- 7 days ii) Disputed- 45 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District

		Industrial Area, Industrial Estates and Industrial Development Colony in the State of Punjab (within family/blood relation)				
248	Industries & Commerce (Directorate of Industries)	Grant of Conveyance deed to the allottees of Industrial Plot in the State for the first time on successful start of industrial activity and payment of Govt. dues.	30 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
249	Industries & Commerce (Directorate of Industries)	Permission for renting of portion of Industrial Plot in Focal Points.	15 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
250	Industries & Commerce (Directorate of Industries)	Permission for Change of End Product in Focal Points	7 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
251	Industries & Commerce (Directorate of Industries)	Grant of License under Lubricating and Grease Control Order, 1987.	15 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
252	Industries & Commerce (Directorate of Industries)	Entrepreneurship Memorandum Part-1 Under MSME Act, 2006	1 day	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
253	Industries & Commerce (Directorate of Industries)	Entrepreneurship Memorandum Part-2 Under MSME Act, 2006	1 day	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District

254	Industries & Commerce (Directorate of Industries)	Issue of No Due Certificate to the outstanding loanees who have availed Loans from the Department under Punjab State Aid to Industries Act, 1935, Seed Margin Money and Handloom cases.	15 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
255	Industries & Commerce (Directorate of Industries)	Issuance of I-Card to Handloom Weavers and Artisans	10 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
256	Industries & Commerce (Directorate of Industries)	NOC/Permission for sale of Industrial Plot in Industrial Area, Industrial Estate and Industrial Development Colony.	10 days	General Manager, District Industries Center concerned.	Additional Deputy Commissioner (General)	Deputy Commissioner of the concerned District
257	Industries & Commerce (Punjab Infotech)	Allotment of plots	45 days from close of advertisement inviting applications and another 15 days for issuance of allotment letter by Punjab Infotech.	Chief Coordinator, Udyog Sahyak	Director of Industries Punjab	Principal Secretary Industries & Commerce Punjab
258	Industries & Commerce (Punjab Infotech)	Issuance of No Due Certificate	15 days	General Manager concerned	MD, Punjab Infotech	Principal Secretary Industries & Commerce
259	Industries & Commerce (Punjab Infotech)	Transfer of industrial plot through original allottee	30 days	General Manager concerned	MD, Punjab Infotech	Principal Secretary Industries & Commerce
260	Industries & Commerce	Transfer of industrial plot	30 days.	General Manager	MD, Punjab Infotech	Principal Secretary

	(Punjab Infotech	through GPA		concerned		Industries & Commerce
261	Industries & Commerce (Punjab Infotech	Transfer of plot within family/blood relation	30 days	General Manager concerned	MD, Punjab Infotech	Principal Secretary Industries & Commerce
262	Industries & Commerce (Punjab Infotech	NOC/ Permission to sale of industrial plot	21 days	General Manager concerned	MD, Punjab Infotech	Principal Secretary Industries & Commerce
263	Industries & Commerce (Punjab Infotech	Providing of calculations for OTS amount after receipt of a request in this regard.	2 days from the date of receipt of application from the concerned Loanee /Industrial Unit.	GM concerned, Punjab Infotech	MD, Punjab Infotech	Principal Secretary Industries & Commerce Punjab
264	Industries & Commerce (Punjab Infotech	Issuance of acceptance letter for OTS after receipt of application with requisite down payment.	7 days	GM concerned, Punjab Infotech	MD, Punjab Infotech	Principal Secretary Industries & Commerce Punjab
265	Industries & Commerce (Punjab Infotech	Reply to the Bond-holders in respect of non receipt of payment against bonds or any other query of the bond-holders.	7 days	GM concerned, Punjab Infotech	MD, Punjab Infotech	Principal Secretary Industries & Commerce Punjab
266	Industries & Commerce (PSIEC)	Extension in time period for possession	15 days	Chief General Manager (Estate)	Managing Director	Principal Secretary Industries & Commerce
267	Industries & Commerce (PSIEC)	Issuance of No Due Certificate	15 days	Estate Officer	Chief General Manager (Estate)	Managing Director, PSIEC
268	Industries & Commerce (PSIEC)	Transfer of industrial plot through original allottee	30 days	Managing Director	Director Industries	Principal Secretary Industries & Commerce
269	Industries & Commerce (PSIEC)	Transfer of industrial plot through GPA	30 days.	Managing Director	Director Industries	Principal Secretary Industries & Commerce

270	Industries & Commerce (PSIEC)	Transfer of plot within family/blood relation	30 days	Managing Director	Director Industries	Principal Secretary Industries & Commerce
271	Industries & Commerce (PSIEC)	NOC/ Permission to sale of industrial plot	21 days	Managing Director	Director Industries	Principal Secretary Industries & Commerce
272	Industries & Commerce (PSIEC)	Sanction of Building plan	30 days	General Manager (Planning)	Managing Director	Principal Secretary Industries & Commerce
273	Industries & Commerce (PSIEC)	Issuance of duplicate title documents	15 days	Estate Officer	Chief General Manager (Estate)	Managing Director, PSIEC
274	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to establish (NOC) to Small Scale Green Category Industry	15 days	Environmental Engineer	Senior Environmental Engineer	Chief Environmental Engineer(HQ)
275	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to establish (NOC) to Medium Scale Green Category Industry	15 days	Senior Environmental Engineer	Chief Environmental Engineer(HQ)	Member Secretary
276	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to establish (NOC) to Large Scale Green Category Industry	15 days	Chief Environmental Engineer(HQ)	Member Secretary	Chairman
277	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to establish (NOC) to Small Scale Orange Category Industry	15 days	Senior Environmental Engineer	Chief Environmental Engineer(HQ)	Member Secretary
278	Science , Technology & Environment	Grant of Consent to establish (NOC) to Medium Scale Orange	21 days	Chief Environmental Engineer(HQ)	Member Secretary	Chairman

	(Punjab Pollution Control Board)	Category Industry				
279	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to establish (NOC) to Large Scale Orange Category Industry	21 days	Chief Environmental Engineer(HQ)	Member Secretary	Chairman
280	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to establish (NOC) to Small Scale Red Category Industry	15 days	Senior Environmental Engineer	Chief Environmental Engineer(HQ)	Member Secretary
281	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to establish (NOC) to Medium Scale Red Category Industry	21 days	Chief Environmental Engineer	Member Secretary	Chairman
282.a	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to establish (NOC) to Large Scale Red Category Industry Having total cost of project upto Rs.15.00 Crore	21 days	Member Secretary	Chairman	Special Secretary Science ,Technology & Environment
282.b	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to establish (NOC) to Large Scale Red Category Industry Having total cost of project more than Rs.15.00 Crore	21 days	Chairman	Special Secretary Science ,Technology & Environment	Principal Secretary Science ,Technology & Environment
283	Science , Technology &	Grant of Consent to operate to Small Scale Green	15 days	Environmental Engineer	Senior Environmental Engineer	Chief Environmental

	Environment (Punjab Pollution Control Board)	Category Industry				Engineer(HQ)
284	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to operate to Medium Scale Green Category Industry	15 days	Senior Environmental Engineer	Chief Environmental Engineer(HQ)	Member Secretary
285	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to operate to Large Scale Green Category Industry	15 days	Chief Environmental Engineer	Member Secretary	Chairman
286	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to operate to Small Scale Orange Category Industry	15 days	Senior Environmental Engineer	Chief Environmental Engineer(HQ)	Member Secretary
287	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to operate to Medium Scale Orange Category Industry	30 days	Chief Environmental Engineer	Member Secretary	Chairman
288	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to operate to Large Scale Orange Category Industry	30 days	Chief Environmental Engineer	Member Secretary	Chairman
289	Science , Technology & Environment	Grant of Consent to operate to Small Scale Red Category Industry	30 days	Senior Environmental Engineer	Chief Environmental Engineer(HQ)	Member Secretary

	(Punjab Pollution Control Board)					
290	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to operate to Medium Scale Red Category Industry	30 days	Chief Environmental Engineer	Member Secretary	Chairman
291.a	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to operate to Large Scale Red Category Industry Having total cost of project upto Rs.15.00 Crore	30 days	Member Secretary	Chairman	Special Secretary Science , Technology & Environment
291.b	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Consent to operate to Large Scale Red Category Industry Having total cost of project more than Rs.15.00 Crore	30 days	Chairman	Special Secretary Science , Technology & Environment	Principal Secretary Science , Technology & Environment
292	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Authorization under Hazardous Wastes (Management, Handling & Transboundary Movement) Rules, 2008	30 days	Senior Environmental Engineer	Chief Environmental Engineer(HQ)	Member Secretary
293.a	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Authorization under Bio Medical Wastes (Management & Handling) Amendment Rules, 2003 Upto 50 beds HCES and lab and Blood Banks, Pathological etc.	30 days	Environmental Engineer	Senior Environmental Engineer/ Additional Secretary Science , Technology & Environment	Chief Environmental Engineer(HQ) Special Secretary Science , Technology & Environment

293.b	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Authorization under Bio Medical Wastes (Management & Handling) Amendment Rules, 2003 More than 50 beds but Upto 200 beds.	30 days	Senior Environmental Engineer/ Additional Secretary Science Technology & Environment	Chief Environmental Engineer(HQ) Special Secretary Science Technology & Environment	Chairman
293.c	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Authorization under Bio Medical Wastes (Management & Handling) Amendment Rules, 2003 More than 200 beds but Upto 500 beds.	30 days	Chief Environmental Engineer(HQ) Special Secretary Science Technology & Environment	Chairman	Special Secretary Science Technology & Environment
293.d	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Authorization under Bio Medical Wastes (Management & Handling) Amendment Rules, 2003 More than 500 beds .	30 days	Member Secretary	Chairman	Special Secretary Science Technology & Environment
294	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Registration for Manufacture of Carry Bags & Multi Layered Plastics under Plastic Wastes (Management & Handling) Rules, 2011	30 days	Environmental Engineer	Senior Environmental Engineer(HQ)	Chief Environment al Engineer(HQ)
295	Science , Technology & Environment (Punjab Pollution Control	Grant of Registration for Recycling of Carry Bags & Multi Layered Plastics or any plastic waste under	30 days	Environmental Engineer	Senior Environmental Engineer(HQ)	Chief Environment al Engineer(HQ)

	Board)	Plastic Wastes (Management & Handling) Rules, 2011				
296	Science , Technology & Environment (Punjab Pollution Control Board)	Grant of Authorization under e-waste (Management & Handling) Rules, 2011	30 days	Chairman	Special Secretary Science ,Technology & Environment	Principal Secretary Science ,Technology & Environment
297	Science , Technology & Environment (Punjab Pollution Control Board)	Declaration of analysis results for the effluent / emissions samples collected	15 days	Senior Scientific Officer	Member Secretary	Chairman
298	Science , Technology & Environment (Punjab Pollution Control Board)	Providing effluent / emission analysis report after deposit of analysis fees	03 days	Environmental Engineer	Senior Environmental Engineer(HQ)	Chief Environmental Engineer(HQ)
299	Medical Education and Research/Punjab Medical Council	Provisional Registration (in case of Graduate from Punjab State)	15 days (2 days in emergent cases)	Registrar	Chairman	Director, Medical Education and Research.
300	Medical Education and Research/Punjab Medical Council	Provisional Registration (in case of Graduates from other States) on receipt of NOC from the Medical Council of Concerned State	45 days	Registrar	Chairman	Director, Medical Education and Research.
301	Medical Education and Research/Punjab Medical Council	Permanent Registration (who are already registered provisionally by Punjab Medical Council)	15 days	Registrar	Chairman	Director, Medical Education and Research.

302	Medical Education and Research/Punjab Medical Council	Permanent Registration (who have already been registered provisionally/permanently by other States Medical Council) – on receipt of NOC from the Medical Council of Concerned State	45 days	Registrar	Chairman	Director, Medical Education and Research.
303	Medical Education and Research/Punjab Medical Council	Provisional /Permanent Registration (in case of Graduate from other Countries) – on receipt of verification of Degree from the concerned Embassy	90 days	Registrar	Chairman	Director, Medical Education and Research.
304	Medical Education and Research/Punjab Medical Council	Issuance of Good Standing Certificate	15 days	Registrar	Chairman	Director, Medical Education and Research.
305	Medical Education and Research/Punjab Medical Council	Renewal of Registration	15 days	Registrar	Chairman	Director, Medical Education and Research.
306	Medical Education and Research/Punjab Medical Council	Issuance of NOC for Registration in other States.	15 days	Registrar	Chairman	Director, Medical Education and Research.
307	Medical Education and Research/Punjab Medical Council	Additional of Qualification Registration Certificate	15 days	Registrar	Chairman	Director, Medical Education and Research.
308	Medical Education and Research/Punjab Medical Council	Issuance of Duplicate Registration Certificate and Other Certificates etc.	15 days	Registrar	Chairman,	Director, Medical Education and Research.
309	Medical Education and Research/Punjab Nurses Registration Council	Issuance of Detailed Marks Certificate (ANM, GNM)	60 days (After the Declaration of Result)	Registrar	Chairman	Director, Medical Education and Research

310	Medical Education and Research/Punjab Nurses Registration Council	Issuance of Registration Certificate (ANM,GNM.B.Sc Nursing, Post Basic B.Sc Nursing and M.Sc Nursing)	60 days	Registrar	Chairman,	Director, Medical Education and Research
311	Medical Education and Research/Punjab Nurses Registration Council	Issuance of Diploma Certificate (ANM and GNM)	60 days	Registrar	Chairman,	Director, Medical Education and Research
312	Medical Education and Research/Punjab Nurses Registration Council	Issuance of NOC for Transfer of Registration to other States	30 days	Registrar	Chairman	Director, Medical Education and Research
313	Medical Education and Research/Punjab Nurses Registration Council	Issuance of NOC on demand for Transfer of Registration from other States	30 days	Registrar	Chairman	Director, Medical Education and Research
314	Medical Education and Research/Punjab Nurses Registration Council	Forwarding Certificates for verification in India/ DC Office/Hospitals Concerned.	30 days	Registrar	Chairman	Director, Medical Education and Research
315	Medical Education and Research/Punjab Nurses Registration Council	Forwarding Certificate for Verification to other Countries	30 days	Registrar	Chairman	Director, Medical Education and Research
316	Medical Education and Research/ Council of Homeopathic Systems of Medicines Punjab	Provisional Registration	15 days	Registrar	Chairman	Director Medical Education and Research
317	Medical Education and Research/ Council of Homeopathic Systems of Medicines Punjab	Registration for Candidates of Punjab State Registration for Candidates from other States.	15 days 15 days (After the receipt of verification)	Registrar	Chairman	Director Medical Education and Research

			from the concerned State			
318	Medical Education and Research/ Council of Homeopathic Systems of Medicines Punjab	Renewal of Registration	30 days	Registrar	Chairman	Director Medical Education and Research
319	Medical Education and Research/ Council of Homeopathic Systems of Medicines Punjab	Verification of NOC Qualification and Registration	15 days (In case of already renewed cases) 15 days (After renewal in case of not already renewed cases)	Registrar	Chairman	Director Medical Education and Research
320	Medical Education and Research /Punjab State Pharmacy Council	Fresh Registration	60 days (After receipt of verification of result and after the approval of Sub Committee).	Registrar	Vice Chairman	Chairman
321	Medical Education and Research /Punjab State Pharmacy Council	Registration by Transfer (Migration)	60 days (After receipt of verification of result and after the approval of Sub Committee).	Registrar	Vice Chairman	Chairman
322	Medical Education and Research /Punjab State Pharmacy Council	Duplicate Registration Certificate	30 days	Registrar	Vice Chairman	Chairman
323	Medical Education and Research /Punjab State Pharmacy Council	Renewal / Restoration	60 days	Registrar	Vice Chairman	Chairman

324	Medical Education and Research /Punjab State Pharmacy Council	Issuance of Good Standing Certificate	30 days	Registrar	Vice Chairman	Chairman
325	Medical Education and Research /Punjab State Pharmacy Council	Addition of Qualification	60 days (After verification of qualification/ results from the concerned Authority.	Registrar	Vice Chairman	Chairman
326	Medical Education and Research /Punjab State Pharmacy Council	Issue of NOC to Candidates qualified from Punjab for "Registration in other States."	60 days	Registrar	Vice Chairman	Chairman
327	Medical Education and Research /Punjab State Dental Council	New Registration- Punjab State (BDS, MDS, Dental Mechanic and Dental Hygienist)	7 days	Registrar	Chairman	Director, Medical Education and Research
328	Medical Education and Research /Punjab State Dental Council	New Registration- Other States (BDS, MDS, Dental Mechanic and Dental Hygienist)	15 days (After verification of DMC/Degree from the concerned Colleges and Universities)	Registrar	Chairman	Director, Medical Education and Research
329	Medical Education and Research /Punjab State Dental Council	New Registration: Applied from Other Countries	15 days (After verification of DMC/Degree from the concerned Colleges and Universities)	Registrar	Chairman	Director, Medical Education and Research
330	Medical Education and Research /Punjab State Dental Council	Restoration of Registration	15 days	Registrar	Chairman	Director, Medical Education and Research
331	Medical Education and Research /Punjab State Dental Council	Renewal of Registration	3 days	Registrar	Chairman	Director, Medical Education and Research
332	Medical Education and Research	Issue of NOC to Candidates qualified from	7 days	Registrar	Chairman	Director, Medical Education

	/Punjab State Dental Council	Punjab for "Registration in other States."				and Research
333	Medical Education and Research /Punjab State Dental Council	Issuance of Good Standing Certificate	7 days	Registrar	Chairman	Director, Medical Education and Research
334	Medical Education and Research /Punjab State Dental Council	Issuance of Duplicate Certificate and Other Certificates	7 days	Registrar	Chairman	Director, Medical Education and Research
335	Medical Education and Research /Punjab State Dental Council	Issuance of Smart Card	Same day	Registrar	Chairman	Director, Medical Education and Research
336	Medical Education and Research /Board of Ayurvedic and Unani Systems of Medicines Punjab	Provisional Registration	15 days	Registrar	Vice Chairman	Chairman
337	Medical Education and Research /Board of Ayurvedic and Unani Systems of Medicines Punjab	Permanent Registration	30 days	Registrar	Vice Chairman	Chairman
338	Medical Education and Research /Board of Ayurvedic and Unani Systems of Medicines Punjab	Updation of Registration	30 days	Registrar	Vice Chairman	Chairman
339	Medical Education and Research /Board of Ayurvedic and Unani Systems of Medicines Punjab	Issue of NOC to Candidates qualified from Punjab for "Registration in other States."	30 days	Registrar	Vice Chairman	Chairman
340	Medical Education and Research /Board of	Good Professional Certificate for further studies	30 days	Registrar	Vice Chairman	Chairman

	Ayurvedic and Unani Systems of Medicines Punjab	Abroad.				
341	Medical Education and Research /Board of Ayurvedic and Unani Systems of Medicines Punjab	Registration of Candidates qualified from other State's Board	30 days (After the verification of result from the colleges/ universities and approval of Sub-Committee)	Registrar	Vice Chairman	Chairman
342	Medical Education and Research /Board of Ayurvedic and Unani Systems of Medicines Punjab	Addition of Qualification	30 days (After the verification of result from the colleges/ universities and approval of Sub-Committee)	Registrar	Vice Chairman	Chairman
343	Medical Education and Research /Board of Ayurvedic and Unani Systems of Medicines Punjab	Registration of UpVoids	30 says	Registrar	Vice Chairman	Chairman
344	Medical Education and Research /Board of Ayurvedic and Unani Systems of Medicines Punjab	Renewal Registration (UpVaid)	30 days	Registrar	Vice Chairman	Chairman
345	Medical Education and Research / Punjab State Faculty of Ayurvedic and Unani Systems of Medicines	Issuance of DMC (D. Pharmacy and Ayurveda (UpVaid)	60 days (After the declaration of Result)	Member Secretary	Chairman	Secretary, Medical Education and Research
346	Medical Education and Research / Punjab State Faculty of Ayurvedic and Unani Systems of Medicines	Issuance of Diploma Certificate	60 days (After the completion of Internship)	Member Secretary	Chairman	Secretary, Medical Education and Research

347	Medical Education and Research / Punjab State Faculty of Ayurvedic and Unani Systems of Medicines	Issuance of Duplicate DMC	45 days	Member Secretary	Chairman	Secretary, Medical Education and Research
348	Medical Education and Research / Punjab State Faculty of Ayurvedic and Unani Systems of Medicines	Issuance of Duplicate Diploma Certificate	45 days	Member Secretary	Chairman	Secretary, Medical Education and Research
349	Medical Education and Research / Punjab State Faculty of Ayurvedic and Unani Systems of Medicines	Result Verification	20 days	Member Secretary	Chairman	Secretary, Medical Education and Research
350	Medical Education and Research / Punjab State Faculty of Ayurvedic and Unani Systems of Medicines	Issuance of Transcript Certificate	60 days	Member Secretary	Chairman	Secretary, Medical Education and Research
351	Medical Education and Research / Punjab State Faculty of Ayurvedic and Unani Systems of Medicines	Enrollment of Candidates after Admission	Upto 31 st August (Every year)	Member Secretary	Chairman	Secretary, Medical Education and Research

3. It is further classified as under:-

- a) In case services are sought through 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.
- b) The time fixed for delivery of services would start from the expiry of notice period, wherever prescribed under the Act/ Rules.
- c) 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 *ibid*.

- d) 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 Headquarter.
- e) Time limit fixed for the services pertaining to Arms License notified by the Government will not be applicable to "Prohibited Bore Arms Licenses".
- f) In case, the applicant shifts his residence from another State to Punjab then the time for renewal of arms license will start from the date of receipt of verification from that State.
- g) In case of services pertaining to the Department of Power/ Electricity the First Appellate Authority/ Second Appellate Authority shall mean the Consumer Disputes Settlement Committee/ Consumer Grievances Redressal Forum as notified by the Punjab State Electricity Regulatory Commission.
- h) Ombudsman Electricity or RTS Commission will be the final authority for all the revision petitions connected with the services pertaining to Department of Power (Sr. No. 172-185).

Chandigarh

Sarvesh Kaushal , IAS

11 .01.2016

Principal Secretary to Government of Punjab

No.5/27/2014-2 GR-2(PF)/668042/2

Chandigarh, the 15-1-2016

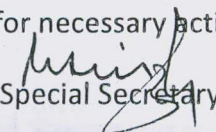
A copy is forwarded to all the Additional Chief Secretaries, Financial Commissioners, Principal Secretaries, Administrative Secretaries in the State of Punjab for necessary action.


Special Secretary

No.5/27/2014-2 GR-2(PF)/668042/3

Chandigarh, the 15-1-2016

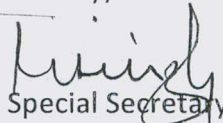
A copy is forwarded to the Registrar^{Punjab} & Haryana High Court, Heads of all the Departments, Commissioners of the Divisions, Deputy Commissioners, Heads of all Boards & Corporations and Sub Divisional Magistrates in the State of Punjab for necessary action.


Special Secretary

No.5/27/2014-2 GR-2(PF)/668042/4

Chandigarh, the 15-1-2016

A copy is forwarded to Controller, Printing & Stationery, Punjab with the request to publish this notification in the Punjab Government Gazette (Extra-ordinary) and 3000 copies of this notifications may please be sent to this department.


Special Secretary

No. 5/27/2014-2 GR-2(PF)/668042/5

Chandigarh, the 15-1-2016

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


Special Secretary