

Punjab Right to Service Act 2011

Service No.	Name of The Service	Given Time Limit (working days)	Designated Officer	First Appellate Authority	Second Appellate Authority
13	Certified Copies of Birth / Death Certificates - Corporation Cities	2 days for current year and 5 days for previous years	Local Registrar, Birth and Death of the Concerned Municipal Corporation	SDM of the Concerned Sub-Division	Deputy Commissioner of the Concerned District
17	Birth Certificate (Name Entry & New Birth Certificate)	7 days	Concerned Local/District Registrar as applicable	Sub Divisional Magistrate / Additional Deputy Commissioner (General)	Deputy Commissioner of the Concerned District
18	Correction of entry in Birth and Death Certificate	15 days	Concerned Local/ District Registrar as applicable	Sub Divisional Magistrate / Additional Deputy Commissioner (General)	Deputy Commissioner of the Concerned District
75.A	Sanction of Building Plans / Revised Building Plans (Residential)	30 days	Commissioner of the Concerned Municipal Corporation	Deputy Commissioner of the Concerned District	Commissioner of the Concerned Division
75.B	Sanction of Building Plans / Revised Building Plans (Other than Residential)	60 days	Commissioner of the Concerned Municipal Corporation	Deputy Commissioner of the Concerned District	Commissioner of the Concerned Division
76	Issue of Completion / Occupation Certificate for Buildings (All Categories)	30 days	Commissioner of the Concerned Municipal Corporation	Deputy Commissioner of the Concerned District	Commissioner of the Concerned Division
77	Sanction of Water Supply / Sewerage Connection in Corporation Cities	7 days	Executive Engineer (O&M) of the Concerned Municipal Corporation	SDM of the Concerned Sub-Division	Deputy Commissioner of the Concerned District

79	Issue of Conveyance Deed	15 days	Assistant Commissioners of Concerned Municipal Corporation	Sub Divisional Magistrate of the Concerned District	Deputy Commissioner of the Concerned District
81	Issuance/Renewal of Trade License by Municipal Corporations	12 days	Superintendent of the Concerned Municipal Corporations	Sub Divisional Magistrate of the Concerned District	Deputy Commissioner of the Concerned District
82	Removal of Solid waste from streets/roads	2 days	Executive Officer	Sub Divisional Magistrate of the Concerned District	Deputy Commissioner of the Concerned District
83	Replacement of Street lights	10 days	Executive Officer	Sub Divisional Magistrate of the Concerned District	Deputy Commissioner of the Concerned District
84	Water pipes leakages/ Sewerage/ Blocked/ over-flow	24 hours	Executive Officer	Sub Divisional Magistrate of the Concerned District	Deputy Commissioner of the Concerned District
85-A	Change of Title in Water & Sewerage Bill/Water & Sewerage Bill Amendment	7 days	Additional/Joint Commissioner of Municipal Corporations	Commissioner of Municipal Corporation	Deputy Commissioner of the Concerned District
85-B	Approval of Water Disconnection/Reconnection	7 days	Additional/Joint Commissioner of Municipal Corporations	Commissioner of Municipal Corporation	Deputy Commissioner of the Concerned District
85-C	Approval of Sewerage Disconnection/Reconnection	7 days	Additional/Joint Commissioner of Municipal Corporations	Commissioner of Municipal Corporation	Deputy Commissioner of the Concerned District
86	License for Slaughter house	30 days	Additional/Joint Commissioner of Municipal Corporations	Commissioner of Municipal Corporation	Deputy Commissioner of the Concerned District
87	Approval of Additional Construction	30 days	Additional/Joint Commissioner of Municipal Corporations	Commissioner of Municipal Corporation	Deputy Commissioner of the Concerned District
88	Sanction of Change of Land Use	60 days	Additional/Joint Commissioner of Municipal Corporations	Commissioner of Municipal Corporation	Deputy Commissioner of the Concerned District

	Issue of NOC for Fire Safety	30 days	Additional/ Joint Commissioner in case of Municipal Corporations	Commissioner , of Municipal Corporation	Deputy Commissioner of the Concerned District
90.A	Conveying the Assessment regarding Property Tax	One hour or immediately when deposited	Additional/ Joint Commissioner of Municipal Corporation	Commissioner , of Municipal Corporation	Deputy Commissioner of the Concerned District
90.B	Collection of property tax	One hour or immediately when deposited	Additional/ Joint Commissioner of Municipal Corporation	Commissioner , of Municipal Corporation	Deputy Commissioner of the Concerned District
91	Issue of Bus Pass (for buses operated by the ULB)	Same Day	Additional/ Joint Commissioner of Municipal Corporation	Commissioner , of Municipal Corporation	Deputy Commissioner of the Concerned District
92	Issuance of Possession Letters	30 days after allotment letter of sold property	Additional/ Joint Commissioner of Municipal Corporation	Commissioner , of Municipal Corporation	Deputy Commissioner of the Concerned District
93	Issuance of Allotment Letters	60 days after auction / sold	Additional/ Joint Commissioner of Municipal Corporation	Commissioner , of Municipal Corporation	Deputy Commissioner of the Concerned District
94	Approval for time extension for building plans	15 days	Additional/ Joint Commissioner of Municipal Corporation	Commissioner , of Municipal Corporation	Deputy Commissioner of the Concerned District