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Government of Himachal Pradesh
Department of Health & Family Welfare.

No. Health-A-H(1)-1/2011

Dated, Shimla-2, the 30th Nov., 2011

NOTIFICATION

In exercise of the powers conferred under section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011, the Governor, Himachal Pradesh is pleased to notify various services, authorities & time limits under this act as under:-

Sr. No.	Name of Service/ Public Service	Designated Officer	Format of the application	List of documents required to obtain service	Person who can request for service	Time limit for service	First Appellate Authority	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.
1) Issuance of Medical Certificates								
a) Post Illness - (Fitness)	PHC-Medical Officer In-charge, CHC & CH -Senior Medical Officer Incharge, District Hospital- SMO Incharge, Zonal Hospital- SMO Incharge	No application required	OPD Slip and Discharge Slip	Patient	Same Day during working hours	PHC/CHC/CH--- BMO, District Hospital- CMO, Zonal Hospital- Medical Superintendent	No fee prescribed	
b) Medical Certificate of Fitness for Driving License	CHC & CH - Senior Medical Officer Incharge, District Hospital- SMO Incharge, Zonal Hospital- SMO Incharge	Prescribed Application Form	Two recent passport size Photographs along with medical report	Applicant	Within 2 Working days after the submission of the application form and documents	CHC/CH--- BMO, District Hospital- CMO, Zonal Hospital- Medical Superintendent	Fee as prescribed by RKS concerned	
c) Service Entry Fitness	District Hospital- SMO Incharge, Zonal Hospital- SMO Incharge	Request from Appointing Authority	Medical Examination Report	Appointed person	With in three working days	District Hospital- CMO, Zonal Hospital- Medical Superintendent	Fee as prescribed by the RKS concerned	

Put it on website

Sr. Ravi Sharma
GM
21/12/2011

2.	3.	4.	5.	6.	7.	8.	9.
2)Disability Certificate:- i) Without Expert opinion/investigations	District Hospital-SMO Incharge, Zonal Hospital-SMO Incharge	Application on plain paper	Three recent passport size photographs, any Residential Proof (Electricity bill/ Telephone bill/Passport/ Aadhar Card/ Ration Card/ Voter ID Card)	Affected Person/ Guardian	30 Days	District Hospital-CMO, Zonal Hospital-Medical Superintendent	No fee prescribed
ii) With Expert Opinion/Investigation	District Hospital-SMO Incharge, Zonal Hospital-SMO Incharge	Application on plain paper	Three recent passport size photographs, any Residential Proof (Electricity bill/ Telephone bill/Passport/ Aadhar Card/ Ration Card/ Voter ID Card)	Affected Person/ Guardian	Same day during working hours (After the receipt of opinion / Report)	District Hospital-CMO, Zonal Hospital-Medical Superintendent	No fee prescribed

Contd. Page/3--

2.	3.	4.	5.	6.	7.	8.	9.
Post-mortem Report							
i) without visceral/chemical examination	CH-Senior Medical Officer Incharge, District Hospital-SMO Incharge, Zonal Hospital-SMO Incharge	Not applicable	Not applicable	Requisition from Police/Magistrate	Within 72 working Hrs of conducting Post Mortem	CHC/CH--BMO, District Hospital-CMO, Zonal Hospital-Medical Superintendent	No fee prescribed
ii) with visceral/chemical examination	CH-Senior Medical Officer Incharge, District Hospital-SMO Incharge, Zonal Hospital-SMO Incharge	Not applicable	Not applicable	Requisition from police/Magistrate	Within 2 days during working Hrs after the receipt of report	CHC/CH--BMO, District Hospital-CMO, Zonal Hospital-Medical Superintendent	No fee prescribed
<p>Foot Note: 1. All certificates shall be issued only during routine working hours.</p> <p>2. Please obtain the acknowledgement of your application</p>							

The request for service on the application/form prescribed alongwith specified documents can be made to the designated officer or to a person subordinate to him authorised to receive such applications. All designated officers are required to issue order for authorised person and display in the Notice Board as per section 5 of the Act.

An appeal under Section-6 can be filed before the first appellate authority within thirty days from the date of rejection of application or the expiry of the stipulated time limit.

An appeal against the order of the first appellate authority can be filed before the State Information Commission, Himachal Pradesh, who is the second appellate authority.

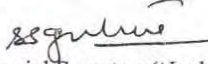
By order

Secretary(Health)to the
Govt. of Himachal Pradesh
Dated Shimla-2, the 30th Nov., 2011

Endst. No. As above

Copy forwarded to the following for information and necessary action to:- 01

1. All the Administrative Secretaries to the Govt. of HP.
2. The Secretary(AR)to the Govt. of HP.
- 3/ The Director of Health Services, HP, Shimla-9.
4. The Director, NIC, HP, Shimla-2.


Special Secretary(Health)to the
Govt. of Himachal Pradesh.

(15)

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5.9.13 (8)

Government of Himachal Pradesh
Department of Health & Family Welfare

No. Health- A- H(1) -1/2011

Dated Shimla-02 3rd Sept., 2013

NOTIFICATION

In exercise of the powers conferred under section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011 and in continuation of this Department Notification of even number dated 1.12.2011 the Governor, Himachal Pradesh is pleased to notify following more services under this act :-

Sr No	Name of Service/ Public Services	Designated Officer	Format of the application	List of documents required to obtain service	Person who can request for service	Time limit for service	First Appellate Authority	Remarks
OPD Slip								
1	OPD Slips/ Tickets	SMO/MO Incharge of the respective Institutions	NA	No	Patient / attendant	Within 30 Minutes	PHC & CHC - BMO CH&RH -CMO ZH-Sr. MS	Free cost of
Emergency call attending								
2	Emergency call attending in peripheral Institutions on call	SMO or MO authorized by Head of Instt.	OPD Slips	OPD Slips	Patient/ attendant	1 hour	PHC & CHC - BMO CH&RH -CMO ZH-Sr. MS	Fee as prescribed by RKS concerned
	Emergency call attending in Institutions on call	SMO or MO authorized by Head of Instt.	OPD Slips	OPD Slips	Patient/ attendant	15 min.	PHC & CHC - BMO CH&RH -CMO ZH-Sr. MS	Fee as prescribed by RKS concerned
Discharge of patient								
3.	Discharge of patient Date :- D.H.S. Add. D.H.S. M.D. NRRM D.H.S. & L. Pvt. Secy.	SMO or MO authorized by Head of Instt.	NA	NA	Patient / attendant on completion of the treatment	Within 4 hours and 30 minutes on request of patient's attendant	PHC & CHC - BMO CH&RH -CMO ZH-Sr. MS	Fee as prescribed by RKS concerned

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Supdt. Med-I
Supdt. Med-II
Supdt. Med-III
Supdt. Med-IV
Supdt. Med-V
Supdt. Med-VI
Supdt. Med-VII

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Lab. Testing Reporting

Lab. Testing reporting routine	S.M.O. or MO authorized by Head of Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Patient attendant	Same day by 3 PM	PHC & CHC - BMO CH&RH - CMO ZH-Sr. MS	Fee as prescribed by RKS concerned
Lab. Testing reporting emergency	S.M.O. or MO authorized by Head of Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Lab. Investigation slip issued to the patient by concerned Instt.	Patient attendant	Same day within 2 hours (if test is feasible in two hours)	PHC & CHC - BMO CH&RH - CMO ZH-Sr. MS	Fee as prescribed by RKS concerned
<p>Foot Note : 1. All certificates shall be issued only during routine working hours. 2. Please obtain the acknowledgement of your application.</p>							

The request for service on the application / form prescribed alongwith specified documents can be made to the designated officers or to a person subordinate to him authorized to receive such applications. All designated officers are required to issue order for authorized person and display in the Notice Board as per section 5 of the Act.

An appeal under Section 6 can be filed before the first appellate authority within thirty days from the date of rejection of application or the expiry of the stipulated time limit.

An appeal against the order of the first appellate authority can be filed before the State Information Commission, Himachal Pradesh, who is the second appellate authority.
By order

ad :- 6/9/2013

Principal Secretary (Health) to the Government of Himachal Pradesh Shimla-02
3rd Sept., 2013

d. D.H.S. Endst. No. As Above Dated
Copy forwarded to the following and information and necessary action to:-

- 1) All the Administrative Secretaries to the Govt. of H.P.
- 2) The Addl. Chief Secretary (AR) to the Government of H.P.
- 3) The Director of Himachal Pradesh, H.P. Shimla-09
- 4) The Director, NIC, H.P. Shimla-02

- Med-I
- Med-II
- Supdt. Med-III
- Supdt. Med-IV
- Supdt. Med-V
- Supdt. Med-VI
- Supdt. Med-VII
- I.F.C.-
- M.I.S.-

By [Signature]
03.9.13
Additional Secretary (Health) to the Government of Himachal Pradesh.

e. R. Shukla

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(Authoritative English text of this Department Notification No. Home-F(F)6-1/2011 dated ~~5-1-2012~~ as required under clause (3) of Article 348 of the Constitution of India).

Government of Himachal Pradesh
Department of Home (F)

No. Home-F (F) 6-1/2011

Dated: 5-1-2012

Notification

In exercise of the powers conferred under section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011 and Rule-4 of the Himachal Pradesh Public Service Guarantee Rules, 2011, the Governor Himachal Pradesh is pleased to notify various services, authorities and time limits under the Act in respect of H.P. Fire Services Department as under:-

Sr. No.	Name of Service/ Public Service	Designated officer	Format of the application	List of Documents required to obtain service	Person who can request for service	Time limit for service	First Appellate authority	Remarks
1	Issue of Fire Report	Divisional Fire Officer/ Station Fire Officer/ sub-Fire Officer	Application on plain paper	No document required, however application should include date, time and place of Fire	Any person	7 days	Chief Fire Officer	No fees required
2	Issue of NOC for fire safety	Chief Fire Officer	Application on plain paper	Site Plan, recommendations of Divisional Fire Officer/ Station Fire Officer/ Sub-Fire Officer of the concerned area	Any person	30 days	Director Fire Services, HP	No fees required

See memo
2/2

The request for service on the application/form prescribed alongwith specified documents can be made to the designated officer or to a person subordinate to him authorized to receive such application. An acknowledgement of which will be issued as per Himachal Pradesh Public Service Guarantee Rules, 2011. All designated officers

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are required to issue order for authorized person and display in the Notice Board as per section 5 of the Act.

An appeal under section 6 can be filed before the first appellate authority within thirty days from the date of rejection of application or the expiry of the stipulated time limits.

An appeal against the order of the First Appellate Authority can be filed before the State Information Commission, Himachal Pradesh, who is the second Appellate Authority.

By Order

Principal Secretary (Home) to the
Government of Himachal Pradesh

Endst. No. as above

Dated: 5-1-2012

Copy is forwarded for information to the following:-

- 1 All the Administrative Secretaries to the Govt. of Himachal Pradesh.
- 2 The Secretary (AR) to the Govt. of Shimla-2
- 3 ADG(P)-cum-Director Fire Services, Shimla-2
- 4 The Controller, Printing & Stationary, H.P. Shimla-5 with the requested that the same may be publish in the Rajpatra and copy of the same be supplied to this departmet.
- 5 The Director, NIC, HP, Shimla-2

Under Secretary (Home) to the
Government of Himachal Pradesh

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(Authoritative English text of this Department Notification No. Home(A)A(3)-2/2010 Dated _____ as required under clause(3) of articles 348 of the Constitution of India)

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Government of Himachal Pradesh
Department of Home

No.Home (A)A(3)-2/2010

Dated:

29 Feb 2012.

NOTIFICATION

In exercise of the powers conferred by Section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011 and Rule-4 of the Himachal Pradesh Public Service Guarantee Rules, 2011, the Governor, Himachal Pradesh is pleased to notify various services, authorities & time limits under the Act in the Police Department as under:-

Sr. No.	Name of Service/ public service	Person who can request for service	Designated officer	Format of application to obtain service	List of documents required to obtain service	Time limit for service	First Appellate Authority	Remarks
1	2.	3	4.	5.	6	7	8	9.
1.	Supply of copy of FIR	Complain- Ant	MHC	Nil	Nil	Immediately after registration of FIR	SO	Free of cost
2.	Passport verification (Regular)	Any citizen (Applicant)	SHO	Standard form prescribed under the Passport Act forwarded by the RPO	Documents as submitted to the RPO	15 days after receipt of application in Police Station	SO.	Free of cost
3.	Passport verification (Tatkaal)	Any citizen	SP	Standard form prescribed under the Passport Act forwarded by the RPO	1. Form 'C' under passport Act. 2. Age proof. 3. Residence Proof. 4. Two passport size photographs.	7 days after receipt of application in S.P. Office	IGP Range	Free of cost
4.	Verification of character and antecedents when requested for by the Employer/ Organization.	Employer	SHO	On the format supplied by the employer	As provided in Police Web portal hpolice.nic.in	15 days	SO	Free of cost

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Sr. No.	Name of Service/ public service	Person who can request for service	Designated officer	Format of application to obtain service	List of documents required to obtain service	Time limit for service	First Authority	Remarks
1	2.	3	4.	5.	6	7	8	9.
5	NOC for petrol pump, gas agency, Hotel & Bar etc.	Any applicant	SHO	On plain paper	Application with proof of residence and identification	15 days	SO	Free of cost
6	Arms License	Any citizen	SP / Adtl. SP	Standard Form prescribed under the Arms Act/Rules	As prescribed under the Arms Act/Rules	15 days after the personal appearance	IGP Range	Free of cost
7	Transfer of Arms License	Any citizen	SP / Adtl. SP	under the Arms Act/Rules	As prescribed under the Arms Act/Rules	15 days after the personal appearance	IGP Range	Free of cost
8	Missing report	Any Person	SHO/ Incharge Police Post	Nil	Written application	Immediately after receipt of the written complaints	SP	Free of cost.
9	Police assistance through SMS No 9459100100	Any Person	SHO	Nil	Nil	Action within 24 hours	SO	Free of cost
10	Action on on-line complaints	Any Person	SHO	As provided in Police Web portal hppolice.nic.in	Nil	24 hours subject to internet connectivity.	SO	Free of cost.
11	On line compounding of Traffic offences	Any Person	SHO/In-charge Traffic	As provided in Police Web portal hppolice.nic.in	Nil	Immediately.	SO	Free of cost

Change the Subt. to Rule. Sub-Section. Sec-216

IGP-Inspector General of Police
 SP-Superintendent of Police of the District.
 RPO-Regional Passport Officer.
 SO-Supervisory Officer.(Additional SP/Deputy SP).
 SHO-Station House Officer.
 MHC-Moharir Head Constable/Munshi.

The request for service on the application/Form prescribed alongwith specified documents, can be made to the designated officer or to a person subordinate to him authorized to receive such applications. Acknowledgment as provided in the Rule will be given. All designated officers are required to issue order for authorized person and display in the Notice Board as per section 5 of the Act.

An Appeal under Section 6 can be filed before the first appellate authority within thirty days from the date of rejection of application or the expiry of the stipulated time limits.

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An Appeal against the order of the First Appellate Authority can be filed before the State Information Commission, Himachal Pradesh, which is the second Appellate Authority.

By Order

Principal Secretary (Home) to the
Government of Himachal Pradesh.

Endst. No. No.Home(A)A(3-2/2010 Dated: 29 Feb 2012.

Copy is forwarded to the following for information and necessary action to :-

1. All the Administrative Secretaries to the Govt. of HP.
2. The Secretary (AR) to the Govt. of HP.
3. The Director General of Police, Himachal Pradesh, Shimla-2.
4. The Inspector General of Police, Northern, Dharmasala Central Range Mandi & Southern Range; Shimla, Himachal Pradesh
5. The Director, NIC, HP Shimla-2.
6. All District Superintendents of Police, Himachal Pradesh.
7. The Controller, Printing Press & Stationary, Himachal Pradesh, Shimla-171005.

(Signature) 29.2
Deputy Secretary (Home) to the
Government of Himachal Pradesh.

(18)

Government of Himachal Pradesh
Department of Irrigation & Public Health

No. IPH-B(A)4-2/2011 Dated Shimla-171002, 7/01/2012

NOTIFICATION

In supersession of this department's notification of even No. issued on 14.12.2011 and in exercise of the powers vested under Section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011, the Governor, Himachal Pradesh now is pleased to notify the following services, Designated Officers, Appellate Authorities thereunder for providing the services within the prescribed time limits relating to Irrigation & Public Health Department for the purpose of the above said Act :-

Sr. No.	Title of Services	Designated Officers	Time limit for providing service.	1 st Appellate Authority	2 nd Appellate Authority
1.	Sanction of Water Connection. (Domestic/ Commercial)	Assistant Engineer of concerned Sub-Division.	One Month	Executive Engineer (EE) of the concerned Division	State Information Commissioner.
2.	Minor breakdown in drinking water supply and irrigation schemes.				
i)	Failure of power Supply.	Junior Engineer of the concerned Section	One Day (Water supply will be restored after one day of restoration of power supply by HPSEB).	-do-	-do-
ii)	Minor breakdown in pumping machinery due to greasing, oiling, change of gland packing pump including checking of alignment and replacement of Nuts, Bolts, Screws etc.	-do-	Three days	-do-	-do-
iii)	Breakage of existing fittings, union, valve, line etc.	Junior Engineer of the concerned Section	Five days	-do-	-do-

v)	Bursting of packing of flanges of common headers/ suction pipe or Rising main.	-do-	Five days	-do-	-do-
	Leakage in rising main	-do-	Five days	-do-	-do-
3. Major breakdown in drinking water supply and irrigation schemes.					
	Burning of transformer of HPSEB and failure of supply.	Junior Engineer of the concerned Section	One Day (Water supply will be restored after one day of restoration of power supply by HPSEB)	Executive Engineer (EE) of the concerned Division	State Information Commission
ii)	Burning of electric parts due to lightening	-do-	3 days	-do-	-do-
iii)	Land sliding during rainy season	-do-	7 days (For laying of pipe line or laying of bypass system)	-do-	-do-
iv)	Pumps, Motors including standby pump sets going out of order simultaneously	-do-	7 days	-do-	-do-

By order


Principal Secretary(IPH) to the,
Government of Himachal Pradesh

Endst. No. IPH-B(A)4-2/2011

Dated Shimla-17/02/2012

Copy for information and necessary action is forwarded to:-

1. The Secretary to Governor, HP, Shimla-2.
2. Pr. Secretary to Chief Minister, HP, Shimla-2.
3. All Pr. Secretaries/ Secretaries to the Government of HP, Shimla-2.
4. Engineer-in-Chief (IPH) HP, US Club, Shimla-1. He is requested to circulate the notification amongst all concerned and also upload the same in the departmental website for public domain.
5. Director, NIC, HP Secretariat, Shimla-2.
6. Section Officer, IPH-A Section, HP Secretariat, Shimla-2.


Deputy Secretary (IPH) to the,
Government of Himachal Pradesh

Government of Himachal Pradesh
Department of Industries

78 (78)

No. Ind-II(A)18-1/2006-II

Dated: Shimla-2, the

13-12-2011.

NOTIFICATION

In exercise of the powers vested under Section 3 of the HP Public Service Guarantee Act, 2011, the Governor, Himachal Pradesh is pleased to notify the following services, Designated Officers and Ist Appellate Authority and stipulated time limits relating to the Industries Department, Himachal Pradesh for the purpose of the Act ibid:-

Sr. No.	Public Service	Designated Officer to provide service	Stipulated time	First Appellate Authority
1.	Acknowledgement of Entrepreneurship Memorandum Part-I	General Manager DIC / Deputy Director / Member Secretary SWCA (Single Window Clearance Agency)	6 working days provided that application is received with all prescribed documents as per Annexure-A	Director of Industries
2.	Acknowledgement of Entrepreneurship Memorandum Part-II	General Manager DIC / Deputy Director / Member Secretary SWCA (Single Window Clearance Agency)	30 working days provided that application is received with all prescribed documents as per Annexure-B	Director of Industries
3.	Issue of Essentiality Certificate	Director of Industries	45 working days (30 days GM+15 days at Directorate) provided that application is received with all prescribed documents as per Annexure-C	Principal Secretary (Industries) to the Govt. of H.P.
4.	Issue of Certificate of Approval (Registration) of lessee under minor mineral rules.	Mining Officer	6 working days provided that application is received with all prescribed documents as per Annexure-D	Director of Industries
5.	Registration of firms, Suppliers etc. with Store Purchase Organisation	Additional Controller of Stores	15 working days provided that application is received with all prescribed documents as per Annexure-E	Director of Industries

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6.	Registration partnership of Firms	Additional Controller of Stores, H.P.	7 working days provided that application is received with all prescribed documents as per Annexure-F	143 (179) Director of Industries
7.	Registration of Sericulture Farmer / Entrepreneur/ NGO / Society/ SHG involved in Sericulture & Silk Industry in the State	Divisional Sericulture Officer	7 working days provided that application is received with all prescribed documents as per Annexure-G	Director of Industries

Second Appellate Authority.

State Information Commissioner has been notified Second Appellate Authority under Section 2(h).

By Order

Ajay Tyagi

AJAY TYAGI

Principal Secretary (Inds.) to the Government of Himachal Pradesh.

Endst. No. Ind-II(A)18-1/2006-II Dated: Shimla-2, the ~~13-12~~ 2011.

Copy to :-

1. The Secretary to Governor, Himachal Pradesh, Raj Bhawan, Shimla-2.
2. The Pr. Secretary to Chief Minister, HP, Shimla-2.
3. The Sr. Private Secretary to Chief Secretary, H.P., Shimla-2.
4. All Administrative Secretaries to the Govt. of HP Shimla-2.
5. The Principal Secretary (AR) to the Government of Himachal Pradesh, Shimla-2
6. The Controller (Printing), HP Govt. Press, Ghora Chowki, Shimla-5, publication in the Rajpatra (Extra Ordinary).
7. The Director Industries, HP, Shimla-171001 with a request to upload this in the departmental web site and display on notice board also.
8. The Section Officer, Industry-A Section, HP Secretariat, Shimla-2.
9. Guard File.

[Signature]
Deputy Secretary (Inds.) to the Government of Himachal Pradesh.

[Handwritten marks]
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Government of Himachal Pradesh
Department of Industries

No. Ind-II(A)18-1/2006-II

Dated: Shimla-2, the

12-1-2012.

Corrigendum

In this department Notification of even number dated 13/12/2011 vide which 7 services of the Industries Department has been notified under HP Public Service Guarantee Act, 2011, under the service mentioned at Sr. No. 6 i.e. registration partnership of firms and in Col. No. 2, the designated officer may be read as Additional Director of Industries-cum-Registrar of Firms/Deputy Director of Industries, Baddi & General Manager-cum-Deputy Registrar of Firms in place of Additional Controller of Stores, H.P. Accordingly, in Annexure-F, at point number 2 and 3, after the word Registrar of Firms/, the word Deputy Registrar of Firms in HP may be read in place of Sub-Registrar of Firms in HP. The revise detail at Sr. No. 6 shall be as follow:-

Sr. No.	Public Service	Designated Officer to provide service	Stipulated time	First Appellate Authority
6.	Registration Partnership of Firms	Additional Director of Industries-cum-Registrar of Firms/Deputy Director of Industries, Baddi & General Manager-cum-Deputy Registrar of Firms in their respective jurisdiction.	7 working days provided that application is received with all prescribed documents as per Annexure-F.	Director of Industries.

By Order,

AJAY TYAGI
Principal Secretary (Inds.) to the
Government of Himachal Pradesh.

Endst. No. as above

Dated: Shimla-2, the

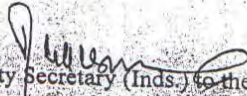
12-1-2012.

1. The Secretary to Governor, Himachal Pradesh, Raj Bhawan, Shimla-2.
2. The Pr. Secretary to Chief Minister, HP, Shimla-2.
3. The Sr. Private Secretary to Chief Secretary, H.P., Shimla-2.

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4. All the Administrative Secretaries to the Govt. of HP, Shimla-2.
5. The Secretary (AR) to the Government of Himachal Pradesh, Shimla-2.
6. The Controller (Printing), HP Govt. Press, Ghora Chowki, Shimla-5, publication in the Rajpatra (Extra Ordinary).
7. The Director Industries, HP, Shimla-171001 with a request to upload this in the departmental web site and display on notice board also.
8. The Section Officer, Industry-A Section, HP Secretariat, Shimla-2.
9. Guard File.


Deputy Secretary (Inds.) to the
Government of Himachal Pradesh.

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Government of Himachal Pradesh
Department of Industries

27/6/16

No Ind-II(A)9-1/2014

Dated: Shimla-2, the 16/6/2016.

Notification

In continuation of this department notification of even No dated, 13.12.2011 and dated 26.5.2016, the Governor, Himachal Pradesh in exercise of the powers vested under Section 3 of the HP Public Services Guarantee Act, 2011 is pleased to notify the following service, Designated Officers, 1st Appellate Authority and stipulated time limit relating to the Industries Department, Himachal Pradesh for the purpose of the Act
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Sr No	Name of Service/Public Service	Designated Officer to provide Service	Stipulated Time	First Appellate Authority
1	Procedure for addressing investor grievances.	Additional Director /Joint Director/Deputy Director of Industries/GM, DIC.	The grievances shall be redressed within 15 days from the receipt as per Annexure-A	Director of Industries.

Second Appellate Authority

State Information Commissioner has been notified Second Appellate Authority under Section 2 (h).

By Order

R.D. DHIMAN
Pr. Secretary (Inds) to the
Government of Himachal Pradesh

Dated: Shimla-2, the 16/6/2016

Endst No Ind-II(A)9-1/2014

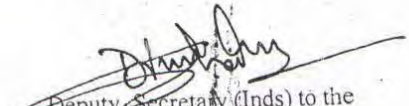
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22/6/2016
Smt. N.D.

Copy to:-

1. The Secretary to Governor, Himachal Pradesh, Raj Bhawan, Shimla-2
2. The Sr. Private Secretary to the Chief Secretary, HP, Shimla-2.
3. All the Administrative Secretaries to the Govt. of HP, Shimla-2.
4. The Secretary (ARO) to the Government of Himachal Pradesh, Shimla-2.
5. The Controller (Printing), HP Govt. Press, Ghora Chowki, Shimla-5.
6. The Director of Industries, HP, Shimla-171001 with the request to upload this in the departmental website and display on the notice board also.
7. The Additional Secretary (Inds) to the Government of Himachal Pradesh, Shimla-2.
8. Guard File

-50-


Deputy Secretary (Inds) to the
Government of Himachal Pradesh

Government of Himachal Pradesh
Department of Industries

No Ind-II(A)9-1/2014

Dated: Shimla -2 30/6/16

Notification

In continuation of this department notification No.-Ind-II(A)-18-1/2006-II dated 13.12.2011, the Governor, Himachal Pradesh in exercise of the powers vested under Section 3 of the HP Public Service Guarantee Act, 2011 is pleased to notify the following service, Designate Officers, 1st Appellate Authority and stipulated time limit relating to the Industries Department, Himachal Pradesh for the purpose of the Boiler Act -1923:

Sr. No	Name of Service/Public Service	Designated Officer to provide Service	Stipulated Time	First Appellate Authority
1	Issue of welder Qualification Certificate in Form XII after submission of satisfactory reports	Inspecting Authority	5 days	Chief Inspector of Boiler
2	Approval of design and manufacturing drawings for boilers and boiler components made in India	Inspecting Authority/ Competent Person	(i) 5 days for boilers components & boiler up to 20TPH capacity. (ii) 15 days for boilers above 20 TPH capacity.	-do-
3	Inspection during construction/ manufacture	Inspecting Authority	10 days	-do-
4	Issue of Certificate for manufacture and test	Inspecting Authority	(i) 3 Days for boiler components. (ii) 7 days for boiler	-do-
5	Recognition of repairs boilers & steam pipes	Chief Inspector of Boiler	30 days	-do-
6	Transfer of Memorandum of Inspection Book & Registration Book	Chief Inspector of Boiler	15 days	-do-

Note: Above time limits shall be applicable from the date of submission of complete details/documents.

Second Appellate Authority

State Information Commissioner has been notified Second Appellate Authority Section 2(h)

By Order

(R.D.Dhiman)
Pr. Secretary (Ind) to the
Government of Himachal Pradesh

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14/7/16. AS AR*

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Ensd:No.As above
Copy to:-

Dated 30/6/16

1. The Secretary to Governor , Himachal Pradesh ,Raj Bhawan ,Shimla-2
2. The Additional Chief Secretary to the Chief Minister of H.P. Shimla -1
3. All the Administrative Secretary to the Govt of H.P.,Shimla -2
4. The Secretary (AR) to the Govt of Himachal Pradesh Shimla -2
5. The Controller (Printing)H.P.Govt Press ,Ghora Chowki ,Shimla -5
6. The Director of Industries ,Shimla -171001
7. The Additional Secretary (Inds) to the Govt. of Himachal Pradesh.
8. Guard File

12-7-16

AS (AR)



Deputy Secretary (Ind) to the
Government of Himachal Pradesh

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←SS←

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**GOVERNMENT OF HIMACHAL PRADESH
DEPARTMENT OF INDUSTRIES**

No Ind-II(A)9-1/2014

Dated: Shimla-2the 28-12-2017

NOTIFICATION

In continuation of this department notification No Ind-II(A)18-1/2006-II dated 13.12.2011, the Governor, Himachal Pradesh in exercise of the powers vested under Section 3 of the HP Public Services Guarantee Act, 2011 is pleased to notify the following service, Designated Officers, 1st Appellate Authority, 2nd Appellate Authority and stipulated time limit relating to the Industries Department, Himachal Pradesh for the purpose of the Act ibid:-

Sr. No.	Name of Services	Designated Officer to provide Service	Stipulated period	First appellate authority	Second appellate authority
Incentives Disbursed at District Level					
1.	Verification of claims w.r.t. application received complete in all respects	Joint Director/General Manager/Member Secretary, SWCA	15 working days after the completion of all codal formalities by the applicant.	Commissioner/ Director Industries	Additional Chief Secretary/Pr. Secretary (Industries)
2.	Disbursal of claims through DBT/RTGS	Joint Director/General Manager/Member Secretary, SWCA	Within 7 days of approval	Commissioner/ Director Industries	Additional Chief Secretary/Pr. Secretary (Industries)
Incentives Disbursed at State level					
1.	Verification of claims w.r.t. application received complete in all respects	Joint Director/General Manager/Member Secretary, SWCA	15 working days after the completion of all codal formalities by the applicant.	Commissioner/ Director Industries	Additional Chief Secretary/Pr. Secretary (Industries)
2.	Forwarding of the claims to the Director of Industries	Joint Director/General Manager/Member Secretary, SWCA	7 working days	Commissioner/ Director Industries	Additional Chief Secretary/Pr. Secretary (Industries)

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3.	Grant of in-principal- approval (wherever applicable)	Commissioner/ Director Industries	Within 7 days of issue of proceedings of SLEC	Additional Chief Secretary/Pr. Secretary (Industries)	State Information Commissioner as notified under Section 2 (i)
4.	Release of installment/disbursal of incentive	Commissioner/ Director Industries	Within 30 days of (on submission of complete documents) Through DBT/RTGS etc.	Additional Chief Secretary/Pr. Secretary (Industries)	State Information Commissioner as notified under Section 2 (i)

By Order

Tarun Kapoor
(Tarun Kapoor)

Additional Chief Secretary (Ind) to the Government of Himachal Pradesh

Ensd:No.As above

Dated 28-10-17

Copy to:-

1. The Secretary to Governor, Himachal Pradesh, Raj Bhawan, Shimla-2
2. All the Administrative Secretary to the Govt of H.P., Shimla -2
3. The Secretary (AR) to the Govt of Himachal Pradesh Shimla -2
4. The Commisioner Industries, Shimla -171001
5. Guard File

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28/10/17

Special Secretary (Ind) to the Government of Himachal Pradesh

Government of Himachal Pradesh
Department of Industries

No.Ind-II(A)9-1/2014

Dated: Shimla-2 the 28/10/14

NOTIFICATION

In continuation of this department notification No Ind-II(A)18-1/2006-II dated 13.12.2011, the Governor, Himachal Pradesh in exercise of the powers vested under Section 3 of the HP Public Services Guarantee Act, 2011 is pleased to notify the following Services, Designated Officer, 1st Appellate Authority, 2nd Appellate Authority and stipulated time limit after the receipt of application complete in all respects relating to the Industries Department, Himachal Pradesh for the purpose of the Act ibid:-

S. NO	Name of the Service	Designated Officer to provide service	Stipulated time	First Appellate Authority	Second Appellate Authority
1.	Registration of Boilers under the Boilers Act, 1923 i. Completion of Inspection by Inspecting Authority (Form- IIC) ii. Issue of Provisional order in Form-V iii. Issue of Boiler Registration Number	i. Competent Person/ Inspecting Authority ii. Chief Inspector of Boiler iii. Chief Inspector of Boiler	i. Within 2 days and issue and upload "Form IIC" ii. Within 48 hours of receiving Form-IIC iii. Within 30 days of issuing Form-V	Director of Industries	State Information Commissioner as notified under section 2(i)
2.	Renewal of Boilers under the Boilers Act, 1923 i. Certificate for use of boiler in Form-VI	Chief Inspector of Boiler / Third Party Boiler Engineer/ Competent Person	i. Within 48 hours of successful completion of inspection	Director of Industries	State Information Commissioner as notified under section 2(i)

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KODB (online)

21 3	Approval for Boiler Manufacturer	Chief Inspector of Boiler	Within 30 Days of Inspection	Director of Industries	State Information Commissioner as notified under section 2(i)
26 4	Renewal for Boiler Manufacturer	Chief Inspector of Boiler	Within 30 Days of Inspection	Director of Industries	State Information Commissioner as notified under section 2(i)
26 5	Approval for Boiler erector.	Chief Inspector of Boiler	Within 30 days of completion of Inspection	Director of Industries	State Information Commissioner as notified under section 2(i)
26 6	Renewal for Boiler erector.	Chief Inspector of Boiler	Within 30 days of completion of Inspection	Director of Industries	State Information Commissioner as notified under section 2(i)

By Orders

(Tarun Kapoor)
Additional Chief Secretary (Industries) to the
Government of Himachal Pradesh

Endst. No.Ind-II(A)9-1/2014

Dated: Shimla-2, the 28/10/17

Copy forwarded to:

1. The Secretary to Governor, Himachal Pradesh, Raj Bhawan, Shimla -2
2. All Administrative Secretaries to the Govt. of H.P., Shimla -2
3. The Secretary (AR) to the Government of Himachal Pradesh, Shimla-2
4. The Director Industries, HP, Shimla-171001
5. The Chief Inspector of Boilers, Himachal Pradesh, Shimla-2

28/10/17
Special Secretary (Ind) to the
Government of Himachal Pradesh

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(Authoritative English Text of this department notification No. WLF-E(2)-24
dated 28-12-2011 as required under clause (3) of Article 348 of the constit
of India)

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Government of Himachal Pradesh
Department of **Social Justice & Empowerment**

NOTIFICATION

No:WLF-E(2)-1/78

Dated; 28-12-2011

In exercise of the powers conferred by Section 3
Himachal Pradesh Public Services Guarantee Act, 2011, the Governor Himachal
Pradesh is pleased to notify the Services, Designated Officers, First Appellate
Authority, Second Appellate Authority and the Stipulated Time Limits for the
purposes of the above Act as per Annexure-A, for the Department of Social
Justice and Empowerment, Directorate of Scheduled Castes, Other Backward
Classes and Minority Affairs, Himachal Pradesh.

28/12/11
SO(AR)

By order
Principal Secretary(SJ&E) to the
Government of Himachal Pradesh.
dated; 28-12-2011

Endst. No: even

Copy forwards to the :-

1. Secretary to Governor, Himachal Pradesh Shimla-2
2. Private Secretary to Chief Minister, Himachal Pradesh, Shimla-2
3. Private Secretary to Chief Secretary to the Government of Himachal Pradesh, Shimla-2
4. Chief Information Officer, State Information Commission Himachal Pradesh Shimla-2
5. Principal Secretary (ARU) to the Government of Himachal Pradesh Shimla-2.
6. Director, Department of SCs, OBCs & Minority Affairs, Himachal Pradesh, Shimla-9
7. Joint Director, Department of SCs, OBCs & Minority Affairs, H.P, Shimla-
8. All the Deputy Commissioners in Himachal Pradesh.
9. Controller Printing & Stationary, H.P. Government Press, Shimla for publication in the Rajpatra of Himachal Pradesh, Shimla
10. Technical Director-cum-SIO, National Informatics Centre, Shimla-2 for uploading the notification on the Departmental Website.
11. All District Welfare Officers in Himachal Pradesh.
12. All Tehsil Welfare Officers in Himachal Pradesh.
13. Guard file.

28/12/11
SO(AR)
Principal Secretary (ARU)

F-58- [Signature]

Deputy Secretary(SJ&E) to the
Government of Himachal Pradesh

ANNEXURE-A

Services/Designated Officers/First Appellate Authority/Second Appellate Authority & Stipulated Time Limits for the Department of Social Justice & Empowerment, Directorate of Scheduled Castes, Other Backward Classes & Minority Affairs, Government of Himachal Pradesh under the H.P. Public Services Guarantee Act, 2011.

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Sl. No.	Name of the service / Public Service	Documents to be attached with the application	Designated Officer	Name and Address of First Appellate Authority.	Name and Address of the Second Appellate Authority	Stipulated time limit for providing service(s)
1	Issue of Identity Cards to Senior Citizens	3 (i) Application on the prescribed form appended at Annexure-I (ii) Proof of age (any of the following): • Copy of Birth Certificate issued by Registrar Births & Deaths, or • Copy of School leaving Certificate, or • Copy of Matriculation Certificate, or • Copy of Date of Birth duly certified by the concerned	4 District Welfare officer of the concerned District.	5 Director Directorate of SCs, OBC & Minority Affairs Block NO. 33, SDA Complex, Kasumpti Shimla-171009.	6 H.P. State Information Commission, Majitha House, Shimla-02	7 Three days from the receipt of the complete application with requisite documents in the office of District Welfare Officer.

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2	Issue of Identity Cards to Persons with Disabilities	Gram Panchayat Secretary.	(iii) Proof of Address (any of the following: <ul style="list-style-type: none"> • Copy of Ration Card, or • Copy of Electricity bill, or • Copy of Water Bill. (iv) Fee of Rs 20/- to be deposited with District Welfare Officer. (v) Photograph of applicant will be taken through web camera in the office of District Welfare Officer. (i) Application on the prescribed form appended at Annexure -II. (ii) Proof of age (any of the Following): <ul style="list-style-type: none"> • Copy of Birth Certificates issued by Registrar Births & Deaths, or • Copy of School leaving Certificate, or • Copy of Matriculation Certificate, or 	-do-	-do-	Three days from the receipt of the complete application with requisite documents in the office of District Welfare Officer.
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3	Relief under Scheduled Castes and Scheduled Tribes (Prevention of Atrocities).	<ul style="list-style-type: none"> • Copy of Date of Birth duly certified by the concerned Gram Panchayat Secretary (iii) Proof of address (any of the following): <ul style="list-style-type: none"> • Copy of Ration Card or • Copy of Electricity bill or • Copy of Water Bill. (iv) Attested copy of Disability Medical Certificate issued by Competent Medical Authority. (v) Fee of Rs 20/- to be deposited with District Welfare Officer. (vi) Photograph of the applicant will be taken through web camera in the office of District Welfare Officer. 	-do-	-do-	-do	On the receipt of complete documents from Police / Court, the concerned District Welfare
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<p>Rules, 1995</p> <p>The following offences are covered under the above Rules:-</p> <ul style="list-style-type: none"> i) Forcing to drink or eat inedible or obnoxious substance. ii) Causing injury, insult or annoyance. iii) Derogatory act iv) Wrongful occupation or cultivation of land. v) Offences relating to land, premises and water. vi) Beggar or forced or bonded labour. vii) Offences relating to right to franchise. viii) False and frivolous information. ix) Insult. 	<p>examination report in case of rape/incapacitation.</p> <ul style="list-style-type: none"> (iii) Post mortem report in case of murder. (iv) Copy of challan document prepared by police. <p>Release of 2nd Instalment of relief amount.</p> <ul style="list-style-type: none"> (i) Copy of orders of Court. 		<p>Officer will get the financial sanction of relief from the District Magistrate and after the drawl of funds from Government treasury the same will be released to the concerned Executive Magistrate for further disbursement to the victim of atrocities. The entire process will be completed within one month from the date of receipt of documents by District Welfare Officer.</p>
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<p>intimidation and humiliation. x) Outraging the modesty of woman. xi) Sexual exploitation of woman. xii) Fouling of water. xiii) Denial of customary right of passage. xiv) Making one desert place of residence. xv) Giving false evidence. xvi) Committing offences under IPC punishable with imprisonment for a term of ten years or more. xvii) Victimization at the hands of public servants. xviii) 100% Incapacitation xix) Murder/ death</p>					
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<p>4</p> <p>(xix) Victims of death murder, rape, massacre, mass rape and gang rape, permanent incapacitating and dacoity. Complete destruction/ burning of houses.</p> <p>(xx) Complete destruction/ burning of houses.</p>	<p>Disbursement of stipend to the trainees under the scheme, 'Training & Proficiency in Computer Applications to SCs /STs/OBCs and Minorities'.</p>	<p>(i) Monthly attendance report card of the candidate from the training centre. (ii) Monthly test report of candidate from training centre.</p>	<p>-do-</p>	<p>-do-</p>	<p>-do-</p>	<p>-do-</p>	<p>The amount of stipend to the eligible trainees will be disbursed by 15th of every month by crediting the amount of scholarship in the bank account of trainee provided the candidate has 85% attendance in that month and has secured 50% marks in the monthly test.</p>
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Authoritative English text of this Department Notification No.PCH- HA (1) 11/2011-, dated 19th January, 2012 as required under Article 348 (3) of the Constitution of India]

Government of Himachal Pradesh
Panchayati Raj Department

Notification
Shimla-9, dated the January, 2012

In exercise of the powers conferred by section 3 of the Himachal Pradesh Public Services Guarantee Act, 2011, the Governor, Himachal Pradesh is pleased to notify the Services, Designated Officers, First Appellate Authority, Second Appellate Authority and the Stipulated Time Limits for the purposes of the above Act in the following manner for the Department of Panchayati Raj, Himachal Pradesh :-

1. Registration of Births and Deaths and issuance of certificates thereof:

- > **Designated Officer** : Panchayat Secretary/ Panchayat Sahayak of Gram Panchayat.
- > **First appellate authority** : Panchayat Inspector of the concerned Development Block.
- > **Second appellate authority** : State Information Commission.
- > **Stipulated time limits** : Within 24 hours. If the Panchayat Secretary/Sahayak is away from the office due to leave, official tour, training and other assignments in that event on every Tuesday.

> **Pre-requisite for registration of births and deaths:**

Information to be given to the Registrar i.e. Panchayat Secretary/ Panchayat Sahayak:-

- in respect of births and deaths in a house by the Head of the house.
- in respect of births and deaths in hospital, health centre, maternity or nursing home or other like institutions by the MO in charge
- in respect of any new born child or dead body found deserted in a public place, by the headman or other corresponding officer of the village in case of a village and by the officer in charge of the local police station elsewhere
- Report to be made on Forms 1,2 and 3 appended to the Himachal Pradesh Registration of Birth & Death Rules, 2003 (Copy enclosed at Annexure-A to C)
- Every person who has orally given to the Registrar any information shall sign or put his thumb mark in the register against his name.

- > **Process for issuing birth and death certificate:** The certificate shall be issued on demand by application from the concerned individual after verification from the record.

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➤ **Fee:**

For registration

- Rs.5 fee within 30 days
- Rs.10 after 30 days and within 90 days
- Rs.50 after 90 days and within 1 year
- Rs.50 after 1 year

For certificate and other particulars

- Rs.10 for inspection of register and obtaining the certified copy of the entry
- Rs.10 for marriage certificate

3. Issuance of Copy of Panchayat record including Pariwar Register:

- **Designated Officer** : Panchayat Secretary/ Panchayat Sahayak of Gram Panchayat.
- **First appellate authority** : Panchayat Inspector of the concerned Development Block.
- **Second appellate authority** : State Information Commission.
- **Stipulated time limits** : Within five days subject to the availability of record in the office of the Gram Panchayat.

➤ **Pre-requisite for issuance of Copy of Panchayat record including Pariwar Register:**

Copies of following can be given:-

- All leases, agreement, resolution
- Final order passed by the Panchayat or its officer or any matter
- Entries of Pariwar register

The copy of record shall be made available to the applicant subject to the condition that the record is not in the custody of any investigating agency or Court.

➤ **Process for obtaining Copy of Panchayat record including Pariwar Register:**

The copy of record shall be provided on demand by application from the concerned individual after verification from the record.

➤ **Form for obtaining Copy of Panchayat record including Pariwar Register:**

True copy of the record.

➤ **Fee:**

- Rs.2 accompanied with application
- Copying fee at the rate of Rs.3 for every page or part thereof

4. Issuance of BPL Certificate:

- **Designated Officer** : Panchayat Secretary/ Panchayat Sahayak of Gram Panchayat with counter signature of Pradhan.

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➤ **Process for obtaining transit permit for Minor Forest Produce:**

On demand by the concerned individual.

➤ **Form for issue transit permit for Minor Forest Produce:**

Appendix-II appended to the Himachal Pradesh Forest Produce Transit (Land Routs) Rules, 1978 form of export permit prescribed under rules (copy enclosed at Annexure-I).

➤ **Fee:**

As per Annexure-F annexed to the Forest Department Notification No.FFE-B-G(9)-9/94-II, dated 28th February, 2003 for 37 species (copy enclosed at Annexure- J).

6. Issue of Ration card:

- **Designated Officer** : Panchayat Secretary/ Panchayat Sahayak of Gram Panchayat with counter signature of Pradhan.
- **First appellate authority** : Panchayat Inspector of the concerned Development Block.
- **Second appellate authority** : State Information Commission.
- **Stipulated time limits** : Within 24 hours. If the Panchayat Secretary/Sahayak is away from the office due to leave, official tour, training and other assignments in that event on every Tuesday.

➤ **Pre-requisite for issuing of Ration Card:**

- The consumer card in respect of a family shall be issued in the name of head of the family only
- "Family" means a joint family of all persons descended from common ancestor who live, worship and mess together permanently as shown in the Pariwar Register of the Panchayat but persons residing elsewhere due to their profession/ business shall not be included in the family for the purpose of issue of consumer card
- When a card holder leaves the distribution area he/she shall deposit the card in the office of the Gram Panchayat and obtain necessary surrender certificate to facilitate issuance of card at the new place
- It is necessary to intimate about the increase or decrease in the number of family members.
- The persons coming from other State/ City/ Town/ Village, should attach cancellation/ migration certificate issued by the previous card issuing authority
- In the case of Government servants the application is required to be certified by the Head of office

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3. Principal Secretary (SJ & E) to the Government of Himachal Pradesh, Shimla-2
4. Secretary (Health & Family Welfare) to the Government of Himachal Pradesh, Shimla-171002.
5. Secretary (AR) to the Government of Himachal Pradesh, Shimla-171002.
6. All Deputy Commissioners in Himachal Pradesh.
7. All District Panchayat Officers in Himachal Pradesh.
8. Principal, Panchayati Raj Training Institute, Baijnath & Mashobra.
9. All Block Development Officer in Himachal Pradesh.
10. Controller Printing and Stationary Department, H.P. Shimla-171005 with the request that the above notification may kindly be published in Rajpatra and to provide 3300 copies of the same to this Department.

Sd/-
**Spl. Secretary (Panchayati Raj) to the
Government of Himachal Pradesh.**

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This is a digitally signed gazette, to verify click here.

राजपत्र, हिमाचल प्रदेश

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, शुक्रवार 30 दिसम्बर, 2011/9 पौष, 1933

हिमाचल प्रदेश सरकार

राजस्व विभाग

अधिसूचना

शिमला-2, 20 दिसम्बर, 2011

संख्या रैव0बी.ए.(3)7/2010.—हिमाचल प्रदेश की राज्यपाल, हिमाचल प्रदेश लोक सेवा गारंटी अधिनियम, 2011 की धारा 3 द्वारा प्रदत्त शक्तियों को प्रयोग करते हुए, पूर्वोक्त अधिनियम के प्रयोजन के लिए राजस्व विभाग से सम्बन्धित सेवाओं, पदाभिहित अधिकारियों, प्रथम अपीलीय प्राधिकारी और नियत समय-सीमा को निम्न प्रकार से अधिसूचित करती है:-

199-राजपत्र/2011-30-12-2011

(4915)

सेवाएँ	पदाभिहित अधिकारी	समय-सीमा	प्रथम अपीलिय प्राधिकारी
राजस्व अभिलेखों की प्रतियों का प्रदाय।	पटवारी	यदि सोमवार, बुधवार या शुक्रवार को मांगी गई है तो उसी दिन अन्यथा आगामी ऐसे दिन को।	तहसील/उप-तहसील में तहसीलदार/नायब तहसीलदार।
विभिन्न प्रमाण पत्रों को जारी करने के लिए रिपोर्टें।	पटवारी	यदि सोमवार, बुधवार या शुक्रवार को मांगी गई है तो उसी दिन अन्यथा आगामी ऐसे दिन को।	तहसील/उप-तहसील में तहसीलदार/नायब तहसीलदार।
प्राकृतिक आपदा के कारण हुए नुकसान की रिपोर्टें।	पटवारी	सात दिन के भीतर।	तहसील/उप-तहसील में तहसीलदार/नायब तहसीलदार।
नामांतरण (इंतकाल) की प्रविष्टि।	पटवारी	यदि सोमवार, बुधवार या शुक्रवार को मांगी गई है तो उसी दिन अन्यथा आगामी ऐसे दिन को।	तहसील/उप-तहसील में तहसीलदार/नायब तहसीलदार।
विभिन्न प्रमाण पत्रों को जारी करना।	तहसीलदार/ नायब तहसीलदार	यदि अधिकारी उपस्थित है तो उसी दिन जारी कर दिया जाएगा या आख्यापक आदेश द्वारा नामन्जूर कर दिया जाएगा।	उप-मण्डलाधिकारी (नागरिक)।
शपथ-पत्र/मुख्तारनामा का अनुप्रमाणन।	तहसीलदार/ नायब तहसीलदार	यदि अधिकारी उपस्थित है तो उसी दिन अन्यथा आगामी दिन को।	उप-मण्डलाधिकारी (नागरिक)।
विलेख/दस्तावेज का रजिस्ट्रीकरण।	तहसीलदार/ नायब तहसीलदार	यदि अधिकारी उपस्थित है तो उसी दिन अन्यथा आगामी दिन स्वीकार की जाएगी या नामन्जूर की जाएगी।	उप-मण्डलाधिकारी (नागरिक)।

आदेश द्वारा,
हस्ताक्षरित/—
प्रधान सचिव (राजस्व)।

[Authoritative English Text of this Department Notification No.Rev.B.A. (3)-7/2010 dated 20th December, 2011 as required under article 348(3) of the Constitution of India].

REVENUE DEPARTMENT

NOTIFICATION

Shimla-2, 20th December, 2011

No. Rev.B.A.(3)-7/2010.—In exercise of the powers conferred by Section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011, the Governor, Himachal Pradesh is pleased to notify the services, designated officers, first appellate authority and stipulated time limits pertaining to revenue department, for the purpose of Act ibid as follows:

Services	Designated Officer	Time limit	First appellate Authority
Supply of copies of revenue records.	Patwari	Same day if sought on Monday, Wednesday or Friday otherwise on next such day.	Tehsildar/ Naib Tehsildar in Tehsil/Sub-Tehsil.
Reports for issuance of various certificates.	Patwari	Same day if sought on Monday, Wednesday or Friday otherwise on next such day.	Tehsildar/ Naib Tehsildar in Tehsil/Sub-Tehsil.
Reports of damages due to natural calamity.	Patwari	Within 7 days.	Tehsildar/ Naib Tehsildar of Tehsil/Sub-Tehsil.
Entry of mutation	Patwari	Same day if presented on Monday, Wednesday or Friday otherwise on next such day.	Tehsildar/ Naib Tehsildar of Tehsil/Sub-Tehsil.
Issuance of various certificates.	Tehsildar/ Naib Tehsildar	To be issued or refused with a speaking order on same day, if Officer is present otherwise on next day.	Sub-Divisional Officer (C).
Attestation of affidavits/Power of Attorneys.	Tehsildar/ Naib Tehsildar.	Same day, if Officer is present otherwise on next day.	Sub-Divisional Officer (C).
Registration of deeds/documents.	Tehsildar/ Naib Tehsildar.	To be accepted or refused on same day, if Officer is present otherwise on next day.	Sub-Divisional Officer (C).

By order,
Sd/-

Principal Secretary (Revenue).

TOWN AND COUNTRY PLANNING DEPARTMENT

NOTIFICATION

Shimla, the 14th September, 2016

TCP-A(3)-4/2011.—In supersession of this Department's Notification of even No. dated 21.1.2014, the Governor of Himachal Pradesh, in exercise of the powers conferred by section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011 (Act No. 34 of 2011), read with Rule 4 of the Himachal Pradesh Public Service Guarantee Rules, 2011, is pleased to notify various services, Designated Officers, Appellate Authorities and time limits etc. in respect of the Town and Country Planning Department, Himachal Pradesh as per details given below:—

Sr. No.	Name of the service/ Public Service	Designated Officer	Documents to be attached with the Application (list enclosed)	Stipulated time limit for providing service (s)	Name and address of the first appellate authority	Stipulated time limit for disposal of first Appeal	Name and address of the second Appellate authority
1	2	3	4	5	6	7	8
1.	Certificate that land is not in Planning/ Special Area	1. Deputy Commissioner, Kangra, Chamba, Kullu vested with power of the Director (TCP). 2. Chairman SADA vested with power of the Director (TCP). 3. Chief Executive Officer BBND, vested with power of the Director (TCP). 4. Commissioner, Municipal corporation being Chairman of Single Umbrella Committee. 5. Town and Country Planner/ Assistant Town Planner/ Planning Officer of the District. 6. Executive Officers of the Municipal Committee vested with power of the Director (TCP).	Revenue paper of the land.	(i) 3 working days where site visit is not required (ii) 10 days where site visit is required	Director (TCP)	30 Days	Add. Chief Secretary (TCP), to the Govt. of H.P.- 171002
2.	(i) Change of Land Use. (ii) Site inspection.	Same as Above Same as Above	As prescribed in Form-11 and 12 under Rule 16 (1) of HPTCP Rnjs, 2014.	60 days (i) 7 days from the receipt of the application. (ii) For Industrial proposal it shall be 48 hours.	-do- -do-	-do- -do-	-do- -do-

1	2	3	4	5	6	7	8
3	(i) Development permission. (ii) Site inspection.	Same as Above. Same as Above.		30 days (i) 7 days from the receipt of the application. (ii) For Industrial proposal it shall be 48 hours.	-do-	-do-	-do-
4	(i) NOC service connection. (ii) Site inspection.	Same as Above. Same as Above.	Letter No. and date vide which development permission was granted.	30 days (i) 7 days from the receipt of the application. (ii) For Industrial Proposal it shall be 48 hours.	-do-	-do-	-do-
5	Complaint regarding detection of unauthorized construction, deviation from approved plan and other lapses.	Same as Above.	Location of unauthorized construction and name of the person.	30 days.	-do-	-do-	-do-
6	Supplying copy of record.	Same as Above.	Detail of the record required.	7 days.	-do-	-do-	-do-
7	Composition of charges.	Same as Above.	As prescribed under Form-26 (as per Rule 15 of HPULP Rules, 2014).	60 days.	-do-	-do-	-do-
8	Registration of Private Professionals under H.P. TCP Rules, 2014.	Same as Above.	As prescribed Appendix 10 of HP TCP Rules, 2014.	Nil days.	-do-	-do-	-do-
9	Registration of Inspectors and Estate Agents.	Same as Above.	As in Form 54 for Promoters and in Form 55 for Estate Agents of HP TCP Rules, 2014.	30 days.	-do-	-do-	-do-
10	Issue of License for construction of Apartment and Colony under Municipal Provisions Town and Country Planning Act, 1977.	Same as Above.	As in Form 47 of HP TCP Rules, 2014.	60 days.	-do-	-do-	-do-

By order,

Sd/-

Additional Chief Secretary (TCP)

(Authoritative English text of this department Notification No. UD-A(3)-14/2015 dated 11/08/2016 as required under clause (3) of Article 348 of the Constitution of India)

Government of Himachal Pradesh
Department of Urban Development

No: UD-A(3)-14/2015

Dated: . 11 August, 2016.

NOTIFICATION

In supersession of this Department notification No. UD-A(3)-6/2011 dated 01-02-2012 and in exercise of the powers conferred by section 3 of the Himachal Pradesh Public Services Guarantee Act, 2011, the Governor, Himachal Pradesh is pleased to notify the Services, Designated Officers, First Appellate Authority, Second Appellate Authority and the stipulated time limits for the purpose of above Act for the Department of Urban Development, Himachal Pradesh as under :-

S.N.	Name of service/ public service	Designated Officer	Format of the application to obtain service	List of documents required to obtain service	Person who can request for service	Time limit for service	First Appellate Authority	Remarks
1	2	3	4	5	6	7	8	9
1.	Registration of Birth	Registrar, Birth & Death (C.H.O), M.Corp/ EO,MC/ Secy, NP	On Form No.7 prescribed under the HP Registration of Birth & Death Rules, 2003.	Report of Medical officer, if birth takes place in Health Institute in case birth takes place at home, birth proforma duly signed by the family doctor/ nurse/ trained midwife/ Ward Councilor.	Parents of any other family member	2 days	Commr. of the Corp/SDM concerned	As per the HP Registration of Birth & Death Rules, 2003
2.	Registration of Death	Registrar, Birth & Death (C.H.O), M.Corp/ EO,MC/ Secy, NP	On Form No.8 prescribed under the HP Registration of Birth & Death Rules, 2003.	Report of Medical Officer, if death takes place in Health Institute. In case death takes place at home report signed by the family doctor/Ward Council.	Parents of any other family member	2 days	Commr. of the Corp/ SDM concerned	As per the HP Registration of Birth & Death Rules, 2003
3.	Registration of Marriage	Registrar/ J.C./AC of M.Corp/ EO,MC/ Secy, NP	On prescribed form as per the provision of Registration of Marriage Act, 1996.	Detail of persons getting married	Parents of any other family member	2 days	Commr. of the Corp/ SDM concerned	

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4.	Copy of Birth death & Marriage Certificate	Registrar, Birth & Death (C.H.O), Marriage, M.Corp/EO,MC/ Secy, of NP	On prescribed form as per the provision of Registration of Marriage Act, 1996.	Name, date of Birth/Death/Marriage/ and other relevant details .	Any person of family	2 days	Commr. of the Corp/SDM concerned	
5.	Water supply connection	M.E. M.Corp/EO,MC/ Secy, NP	On prescribed form.	Completion/sanction letter, Tax Clearance, Ownership/ site plan and NOC of owner in case of tenants Tech. report of JE/AE/ME.	Owner or tenant	30 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
6.	Sewerage connection	M.E. M.Corp/EO,MC/ Secy, NP	On prescribed form.	Completion/sanction letter, Tax Clearance, Ownership/ site plan and NOC of owner in case of tenants Tech. report of JE/AE/ME.	Owner or tenant	30 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
7	Building Plan/ Planning permission /map							
a	Fresh planning permission	A.P. M.Corp/EO,MC/ Secy, NP	On prescribed form.	As prescribed in the Form	Owner of the property	90 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
b	Revised-cum-Completion plan	A.P. M.Corp/EO,MC/ Secy, NP	On prescribed form.	As prescribed in the Form	Owner of the property	90 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
c	Completion plan (after completion of building in all respect	A.P. M.Corp/EO,MC/ Secy, NP	On prescribed form.	As prescribed in the Form	Owner of the property	90 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the Municipality concerned
d	Reconstruction on old line	A.P. M.Corp/EO,MC/Secy, NP	On prescribed form.	As prescribed in the Form	Owner of the property	60 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
e	Change of building use	A.P. M. Corp/EO,MC/Secy,NP	On prescribed form.	As prescribed in the Form	Owner of the Property	60 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned

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8.	Issuance of BPL certificate	J.C./AC of M.Corp/EO,MC/Secy, NP.	Application on plain paper	Copy of BPL card/ Affidavit, if required. List of family member with name Photograph of head of the family.	Any person	07 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
9.	NOC for Electricity	A.P. M.Corp/EO,MC/Secy, NP	Application on plain paper	Reference sanction of	Any person	30 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
10	Non P.F.A. License	J.C./A.C. M.Corp/EO,MC/Secy, NP	Application on plain paper	Reference sanction of	Any person	30 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
11	Permission for Canopy	J.C./A.C. M.Corp/EO,MC/Secy, NP	Application on plain paper	Reference sanction of	Any person	7 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned
12	Permission for Dumping of muck	XEN, M. Corp / EO, MC/ Secy, NP	Application on plain paper	Reference sanction of	Any person	7 days	Commr. of the Corp/SDM concerned	Fee as prescribed by the municipality concerned

*** This will be applicable only for those Municipalities where both the services are under their control.**

The request for service on the application/from prescribed alongwith specified documents can be made to the designated officer or to a person subordinate to him authorized to receive such applications. An acknowledgement will be issued as per Himachal Pradesh Public Service Guarantee Rules. All designated officers are required to issue order authorized person and display in the Notice Board as per section 5 of the Act.

An appeal under Section 6 can be filed before the first appellate authority within thirty days from the date of rejection of application or the expiry of the stipulated time limits.

An appeal against the order of the First Appellate Authority can be filed before the State Information Commission, Himachal Pradesh, who shall be the second Appellate Authority.

By Order

Manisha Nanda
Additional Chief Secretary(UD) to the
Government of Himachal Pradesh

Uaeelb
11 Aug 2016

Endst. No. UD-A(3)-14/2015

dated: Shimla-2 the 11 August, 2016

Copy for information and necessary action is forwarded to :

1. The Pr. Secretary to Chief Minister, H.P. Shimla-2
2. The Sr. Private Secretary to Chief Secretary, H.P. Shimla-2
3. All the Administrative Secretaries to the Govt. of HP. Shimla-2
4. The Secretary (AR) to the Govt. of HP. Shimla-2
5. The Director, Urban Dev. HP Shimla-2.
6. The Commissioner, Municipal Corporation, Shimla & Dharamshala.

Naresh

(Naresh Thakur)

Joint Secretary(UD) to the
Government of Himachal Pradesh

13 (74) (2012)

(Authoritative English Text of this Department Notification No. HSG-A(3)-3/2011 dated 16/01/2012 as required under clause (3) of Article 348 of the Constitution.)

**Government of Himachal Pradesh
Housing Department**

No. HSG-A(3)-3/2011

Dated, the Shimla 16/1/2012

NOTIFICATION

In exercise of the powers conferred under section 3 of the Himachal Pradesh Public Service Guarantee Act, 2011 and Rule-4 of the Himachal Pradesh Public Service Guarantee Rules, 2011, the Governor Himachal Pradesh is pleased to notify various services, authorities & time limits in respect of Himachal Pradesh Housing & Urban Development Authority, for the purpose of the Act as under :-

Sr. No.	Name of service	Designated Officer	Format of the application to obtain service	List of documents required to service	Person who can request for service	Time limit for service	First Appellate Authority	Remarks
1	2	3	4	5	6	7	8	9
1	Enquiries regarding instalments/dues	Chief Accounts Officer	On plain paper	Particular of House/Plot/Flat No. and name of the colony.	Allottees of Plots/Flats/Houses in various Housing Colonies of HIMUDA	Two weeks	CEO-cum-Secretary	--
2	Mortgage Permission: i) For residential units. ii) For Industrial/Commercial/Institutional units	i) Administrative Officer. i) CEO-cum-Secretary	On plain paper On plain paper		Concerned allottees. Concerned allottees	Two weeks Two weeks	CEO-cum-Secretary Secretary (Hsg.)	

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3.	i) No Dues Certificate Regarding maintenance charges/ Certificate of non-encroachment/ unauthorised Construction. ii) No Dues Certificate regarding full and final payment of Houses/ Plots/Flats	Concerned Executive Engineer/ Assistant Engineer CEO-cum-Secretary	On plain paper. On plain paper.		Concerned allottees	Two weeks Three Weeks	CEO-cum-Secretary Secretary (Hsg.)
4	Conveyance Deed	CEO-cum-Secretary	-	i) Non judicial stamp papers of required value alongwith 20 judicial paper. ii) 3 Copies of allotment letter. iii) No due certificate and Non encroachment certificate issued by the concerned A.E. iii) Photo identity.	Concerned Allottee	One week	Secretary (Hsg.)

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5.	Issue of possession letter.	Administrative Officer			Concerned Allottee	One week	CEO-cum-Secretary	After execution of HPTA/ Conveyance deed/ Lease deed.
6.	Registration of Conveyance Deed.	Concerned Asstt. Engineer			Concerned Allottee	Eight weeks	CEO-cum-Secretary	Subject to the deposit of requisite fee in the office of Registrar.
7.	Sanction of building plans	CEO-cum-Secretary	On plain paper along with requisite fee.	i) No dues Certificate from Concerned Executive/ Asstt. Engineer w.r.t. maintenance /water charges. ii) Four copies of building plan.		Four weeks.	Secretary (Hsg.)	
8.	Completion Certificate	Executive Engineer concerned/ Local Body.	On plain paper	Report of Assistant Engineer concerned duly supported by building Plan.		Two weeks	CEO-cum-Secretary	
9.	Refund.	CEO-cum-Secretary	on plain paper			Four weeks	Secretary (Hsg.)	

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10.	Water/ Sewerage connect- ion.	Execut- ive Engineer concern- ed	on plain paper	Receipt of the deposit of requisite fee.	Concerned allottee.	Four weeks	CEO- cum- Secretary
11.	Transfer of allotment of House/ Plot/Flat.	CEO- cum- Secretary	On plain paper.	i) Affidavit from the allottee to sell the unit. ii) Affidavit from the purchaser to abide by allotment Rules of the Authority. iii) Receipt of the up-to- date dues/ levy charges in the case of Plot. iv) Receipt of transfer charges. v) No due Certificate. vi) Certifi- cate of non- encroach- ment/un- authorised construction from concerned AE.	Concerned allottee.	Six Weeks	Secretary (Hsg.).

> Time limit shall apply, if the case is in order.

The request for service on the application/Form prescribed alongwith specified documents can be made to the designated officer or to a person subordinate to him authorised to receive such applications. An acknowledgement will be issued as per Form No.1 prescribed in "Himachal

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Pradesh Service Guarantee Rules, 2011." All designated officers are required to issue order for authorized person and display in the Notice Board as per section 5 of the Act.

An Appeal under Section 6 can be filed before the first appellate authority within thirty days from the date of rejection of application or the expiry of the stipulated time limit.

An Appeal against the order of the First Appellate Authority can be filed before the State Information Commission, Himachal Pradesh who is the second Appellate Authority.

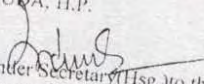
By Order

Principal Secretary(Hsg.)to the
Government of Himachal Pradesh

Dated Shimla-2, the 16/01/2012

Endst. No. Even.

1. The Secretary(AR) to the Government of Himachal Pradesh.
2. CEO-cum-Secretary, HIMUDA, Nigam Vihar, Shimla-2.
3. Private Secretary to the Principal Secretary(Hsg.)to the Government of H.P.
4. Administrative Officer, HIMUDA, Nigam Vihar, Shimla-2.
5. Chief Accounts Officer, HIMUDA, Nigam Vihar Shimla-2.
6. All the Executive Engineers/Asstt. Engineer, HIMUDA, H.P.


Under Secretary(Hsg.)to the
Government of Himachal Pradesh

Dy No 53827457 (AR)
09-06-2016

Government of Himachal Pradesh
Department of Transport

No- TPT-B(15)-3/2003-L-II Dated Shimla-2 the

23rd May, 2016

NOTIFICATION

In supersession to this department Notification of even number dated 22nd August, 2013 and in exercise of the powers vested under Section 3 of the HP Public Service Guarantee Act, 2011 the Governor, Himachal Pradesh is pleased to notify the following services, Designated Officers, 1st Appellate Authority and 2nd Appellate Authority thereunder for providing the services within the prescribed time limits relating to the Transport Department Himachal Pradesh for the purpose of the above said Act:-

Sr. No.	Title of services	Designated Officers	Time limit for providing services	Designation of 1 st Appellate Authority	Designation of 2 nd Appellate Authority
1.	Registration of vehicles	Concerned Registering & Licensing Authority	6 working days after submission of complete paper and required fee/late fee etc.	Additional Commissioner, Transport, HP,	Director Transport, H.P.
2.	Learner Driving License/Conductor License	-do-	3 working days after submission of complete paper and required fee/late fee etc.	-do-	-do-
3.	Permanent Driving License/Conductor License	-do-	6 working days after submission of complete paper and required fee/late fee etc.	-do-	-do-
4.	International Driving License	-do-	6 working days after submission of complete paper and required fee/late fee etc	-do-	-do-

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Sanjay
31/6/2016

Smt - B. N. D.

By Order

Sanjay Gupta
Principal Secretary (Transport) to the
Government of Himachal Pradesh

Endst. No. TPT-B(15)-3/2003-L-II Dated: the Shimla-2 23rd May, 2016
Copy for information & necessary action is forwarded to:-

- The Secretary to Governor, Himachal Pradesh, Raj Bhawan, Shimla-2.
- The Principal Secretary to Chief Minister, Himachal Pradesh Shimla-2

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- iii. The Special Secretary-cum-Pr. Private Secretary to the Chief Minister, Himachal Pradesh, Shimla-2.
- iv. The Sr. Private Secretary to Transport Minister, HP, Shimla-02.
- v. The Sr. Private Secretary to Chief Secretary, Himachal Pradesh Shimla-2.
- vi. All ACS/Administrative Secretaries to the Govt. of Himachal Pradesh, Shimla-2.
- vii. The Director of Transport. Parivahan Bhawan, Shimla-171004.
- viii. Controller, Printing & Stationary HP Shimla -5 for publication in the Rajpatra.
- ix. The Secretary State Transport Authority, Parivahan Bhawan Shimla-4.
- x. The Additional Commissioner, Transport, Parivahan Bhawan Shimla-4.
- xi. All Registering Licensing Authority in Himachal Pradesh.
- xii. All Regional Transport Officer in Himachal Pradesh.
- xiii. Guard file.

Devi Ram
(Devi Ram)

Under Secretary (Transport) to the
Government of Himachal Pradesh