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

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29.12.2011

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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.

By order

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

28/12/11  
SO(AR)  
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.

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

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## 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.

Sr. 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	2	3	4	5	6	7
1	Issue of Identity Cards to Senior Citizens	(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	District Welfare officer of the concerned District.	Director Directorate of SCs, OBC & Minority Affairs Block NO. 33, SDA Complex, Kasumpti Shimla-171009.	H.P. State Information Commission, Majitha House, Shimla-02	Three days from the receipt of the complete application with requisite documents in the office of District Welfare Officer.

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		<p>Gram Panchyat Secretary.</p> <p>(iii) Proof of Address ( any of the following:</p> <ul style="list-style-type: none"> <li>• Copy of Ration Card, or</li> <li>• Copy of Electricity bill ,or</li> <li>• Copy of Water Bill.</li> </ul> <p>(iv) Fee of Rs 20/- to be deposited with District Welfare Officer.</p> <p>(v) Photograph of applicant will be taken through web camera in the office of District Welfare Officer.</p>				
2	Issue of Identity Cards to Persons with Disabilities	<p>(i) Application on the prescribed form appended at Annexure -II.</p> <p>(ii) Proof of age (any of the Following):</p> <ul style="list-style-type: none"> <li>• Copy of Birth Certificates issued by Registrar Births &amp; Deaths, or</li> <li>• Copy of School leaving Certificate, or</li> <li>• Copy of Matriculation Certificate, or</li> </ul>	-do-	-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"> <li>• Copy of Date of Birth duly certified by the concerned Gram Panchayat Secretary</li> <li>(iii) Proof of address (any of the following):               <ul style="list-style-type: none"> <li>• Copy of Ration Card or</li> <li>• Copy of Electricity bill or</li> <li>• Copy of Water Bill.</li> </ul> </li> <li>(iv) Attested copy of Disability Medical Certificate issued by Competent Medical Authority.</li> <li>(v) Fee of Rs 20/- to be deposited with District Welfare Officer.</li> <li>(vi) Photograph of the applicant will be taken through web camera in the office of District Welfare Officer.</li> </ul>	-do-	-do-	-do-	On the receipt of complete documents from Police / Court, the concerned District Welfare
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<b>Rules, 1995</b>	examination report in case of rape/ incapacitation.				
<p>The following offences are covered under the above Rules:-</p> <p>i) Forcing to drink or eat inedible or obnoxious substance.</p> <p>ii) Causing injury, insult or annoyance.</p> <p>iii) Derogatory act</p> <p>iv) Wrongful occupation or cultivation of land.</p> <p>v) Offences relating to land, premises and water.</p> <p>vi) Beggar or forced or bonded labour.</p> <p>vii) Offences relating to right to franchise.</p> <p>viii) False and frivolous information.</p> <p>ix) Insult,</p>	<p>(iii) Post mortem report in case of murder.</p> <p>(iv) Copy of challan document prepared by police.</p> <p><b>Release of 2<sup>nd</sup> Instalment of relief amount.</b></p> <p>(i) Copy of orders of Court.</p>				<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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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. xvii) 100% Incapacitation xviii) Murder/ death					
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	<p>xix) Victims of murder, death massacre, rape, mass rape and gang rape, permanent incapacitating and dacoity.</p> <p>xx) Complete destruction/ burning of houses.</p>					
4	<p><b>Disbursement of Stipend to the trainees under the scheme, 'Training &amp; Proficiency in Computer Applications to SCs /STs/OBCs and Minorities'.</b></p>	<p>(i) Monthly attendance report card of the candidate from the training centre.</p> <p>(ii) Monthly test report of candidate from training centre.</p>	-do-	-do-	-do-	<p>The amount of stipend to the eligible trainees will be disbursed by 15<sup>th</sup> 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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Annexure-I

Application for obtaining Senior Citizen's Identity Card.

Receipt No.-----

e-pehchan Ref. No.-----

(to be filled by the departmental staff)

1. Name of applicant.....
2. Father's name.....
3. Date of birth.....
4. Gender (male /female).....
5. Whether SC/ST/OBC/Minority/ General category.....
6. Address:  
Village.....Post Office.....Gram  
Panchyat.....Tehsil.....  
District.....(H. P.)Pin Code.....
7. Present Occupation.....
8. Qualification.....
9. Documents attached (Please tick )

(i) Proof of Age

- Copy of Birth Certificates issued by Registrar Birth's & Death's or
- Copy of School leaving Certificate or
- Copy of Matriculation Certificate or
- Copy of Date of Birth duly certified by the concerned Gram Panchyat Secretary

(ii) Proof of Address

- Copy of Ration Card or
- Copy of Electricity bill or
- Copy of Water Bill .

Date:.....

Signature of Applicant



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Application for obtaining Disability Identity Cards

Receipt No.----- e-pehchan Ref. No.-----  
(to be filled by the departmental staff)

1. Name of applicant.....
2. Father's name.....
3. Date of birth.....
4. Gender (male /female).....
5. Whether SC/ST/OBC/Minority or General.....
6. Address:  
Village.....Post Office.....  
Gram Panchyat .....Tehsil.....  
District..... Himachal Pradesh.
7. Present Occupation.....
8. Qualification.....
9. Documents attached (Please tick )

(i) Proof of Age

- Copy of Birth Certificates issued by Registrar Birth's & Death's or
- Copy of School leaving Certificate or
- Copy of Matriculation Certificate or
- Copy of Date of Birth duly certified by the concerned Gram Panchyat Secretary

(ii) Proof of Address

- Copy of Ration Card or
- Copy of Electricity bill or
- Copy of Water Bill .

(iii) Attested copy of Disability Medical Certificate issued by Competent Medical Authority

Date:.....

Signature of Applicant