

**DEPARTMENT OF PERSONNEL
CHANDIGARH ADMINISTRATION**

NOTIFICATION

No. 28/67/1-IH(11)-2020/10872

Dated 08/10/2020

In supersession of Notification No 28/67/1-IH(11)-2019/14032, dated 13.09.2019 and in exercise of powers conferred under Section 3 of the Punjab Right to Service Act, 2011 and the Punjab Right to Service (Amendment) Act , 2014 as extended to the Union Territory of Chandigarh vide Government of India, Ministry of Home Affairs, New Delhi Notification NO. G.S.R. 1015(E) dated 14.08.2017, the Administrator Union Territory of Chandigarh is pleased to notify the public services designated officers, first appellate authorities, second appellate authorities and the stipulated time limits for the purpose of this Act, as detailed below:

(Related to services rendered by the Directorate of Higher Education and Directorate of School Education UT Chandigarh)

Sr No	Name of the service	Time-Limit for delivery of service (working days)	Designated Officer	First Appellate Authority	Second Appellate Authority	Remarks
Directorate of Higher Education						
1.	Bonafide Certificate	07 days	Principal, Govt./ Aided College	Director Higher Education	Principal Secretary, Education	
2.	Character Certificate	07 days	Principal, Govt./ Aided College	Director Higher Education	Principal Secretary, Education	
3.	Attestation of Documents for Bus Pass	07 days	Principal, Govt./ Aided College	Director Higher Education	Principal Secretary, Education	

Directorate of School Education

1.	Duplicate Certificate (OT/ETT/ NTT/Middle Standard)	20 Days	Deputy Registrar Examination	Deputy Director School Education	Director School Education	Subject to submission of OT-Oriental Training/ ETT-Elementary Teacher Training/ NTT-Nursery Teacher Training application complete in all respects
2.	Verification of Certificates (OT/ ETT/ NTT/ Training equivalent to B.Ed) Middle Standard	20 Days	Deputy Registrar Examination	Deputy Director School Education	Director School Education	
3.	School Leaving Certificate	10 days	Principal/Headmaster/ Headmistress of Govt./ Aided School	District Education Officer	Deputy Director School Education	
4.	Duplicate Certificate	20 days	Principal/Headmaster/ Headmistress of Govt./ Aided School	District Education Officer	Deputy Director School Education	Other than Board Classes
5.	Verification of Certificates	20 days	Principal/Headmaster/ Headmistress of Govt./ Aided School	District Education Officer	Deputy Director School Education	Other than Board Classes

6.	Bonafide Certificate	07 days	Principal/Headmaster/ Headmistress of Govt./ Aided School	District Education Officer	Deputy Director School Education	
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