

**Government of Punjab
Department of Planning**

To

MEETING 31-10-2011 3.00 PM

Sh. Varun Roojam, IAS,
Deputy Commissioner,
SAS Nagar, Mohali.

Memo No. 1/3-RTS Act-PSPB-2011/8117

Dated Chandigarh, the 25/10/2011.

Sub: Review of Implementation of Right to Service Act.

The Chief Secretary is holding a meeting of senior officers on 1/11/2011 who were deputed for various districts. Implementation of Right to Service Act is to be reviewed in detailed in this meeting.

2. I had a meeting with officers of Mohali district in the office of Municipal Commissioner, Mohali about two weeks back.

3. I intend to hold a detailed meeting at 3.00 PM on 31/10/2011 with the district officers of the following department –

- (1) **Revenue** – (1 Tehsildar) may kindly be invited;
- (2) **Food Supplies** – (1 AFSO) may be asked to attend the meeting;
- (3) **Health** (Civil Surgeon alongwith one SMO) may be asked to attend the meeting.
- (4) **Municipal Committees** (Commissioner of Municipal Corporation, 1 Engineer of MC, 1 Assistant Municipal Engineer of MC, EO of Improvement Trust, one incharge for

birth and death registration in MC) may be asked to attend the meeting;

- (5) **Transport** – (DTO/SDM, MVI, SO in DTO Office and Secretary, Regional Transport Authority) may be asked to attend the meeting.
- (6) **Water Supply & Sanitation** (1 SDO) may be asked to attend the meeting;
- (7) **Social Security, Women and Child Development** ((1 District Social Security Officer) may be asked to attend the meeting;
- (8) **Housing Development & Urban Development** (EO & SDO Buildings) may be asked to attend the meeting.

4. The following items are proposed to be discussed in this meeting –

- (1) Installation of computer and recruitment of computer operators;
- (2) Display Board in the office of Designated Officers, Fard Kendras and Suvidha Centres;
- (3) Details of Suvidha Centres in your district and the number of services all 47 being provided therein;
- (4) Application form alongwith check-list for each of 47 services;
- (5) Compilation of details of applications received by Designated Officers in format RTS-I;
- (6) Monitoring of work of Designated Officers by SDM and Deputy Commissioner.
- (7) Delivery Points – We have to take a final decision about Sub Divisional Suvidha Centre for the services being provided at the district level and vice-versa.

5. The difficulty in regard to stipulated time, change of Designated Officers first by your officers and any other difficulty in implementation of Right to Service Act.

6. Suggestion of Designated Officers and the District Administration.

Sd/
(Satish Chandra)
Principal Secretary Planning &
Member Secretary
Punjab Governance Reforms Commission