

**Government of Punjab  
Department of Planning  
(Right to Service Act Division)**

To

Deputy Commissioner,  
S.A.S Nagar.

Memo No. 1/1-RTS Act-PSPB-2011/8159  
Dated, Chandigarh, the 2<sup>nd</sup> November, 2011

**Subject:- Regarding minutes of the meeting to review the implementation of Right to Service Act.**

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The copy of the minutes of the meeting held on 31/10/2011 at 3.00 PM under the chairmanship of Principal Secretary Planning in regard to review the implementation of Right to Service Act is enclosed herewith for information and necessary action.

Sd/  
Director Planning

**Minutes of the meeting held in the office of Deputy Commissioner, Mohali on 31/10/2011 at 3.00 PM – Review of Implementation of Right to Service Act**

The undersigned held a meeting with the concerned officers of Mohali district for reviewing the implementation of Right to Service Act in district Mohali. The following items were discussed :

- 1. Purchase of computers and computer operators** – There are three sub divisions – Mohali, Kharar and Derabassi and one district headquarter and therefore the district administration would purchase 4 computer and recruit 4 computer operators. This may kindly be done by 10/11/2011.

**( DC Mohali)**

- 2. Display Boards in the office of Designated Officers, Fard Kendras, Suvidha Centres** – There is a Suvidha Centre in the district headquarter where 30 services being provided. There is another Suvidha Centre in the sub division Kharar where 8 services are being provided. DC Mohali would ensure that proper display boards are put at these two places.

**(DC Mohali)**

**Fard Kendras** – Similarly, DC, Mohali would ensure that display boards are put up at all Fard Kendras.

**(DC Mohali)**

DC Mohali would ensure that the following Designated Officers put up display boards for the relevant services.

**Revenue Department**

- 139 Patwaris for service no. 1 regarding copies of documents
- Tehsildars, Sub-Registrars/Joint-Sub Registrars, CROs for service 2 to 6. Service 19, 44.

**Health**

- Municipal Corporation Mohali for service number 7. Municipal Committees of Lalru, Derabassi, Banur, Zirakpur, Kharar, Kurali and Nayagaon for service 8;
- 79 sub centres and 8 state hospitals of the Health Department for Service 9;
- SMO (Banur, Kharar and Mohali) for service 10

**Transport Department**

- DTOs and SDMs for service 7, 11, 13, 17 & 18;
- MVI for service 12;
- SO (DTO office) for service 14, 15;
- RTA Patiala for service 16.

**Food & Civil Supplies**

- AFSSO Derabassi, Kharar, Kurali and Mohali for service 20.

**Housing & Urban Development Department**

- Four SDOs of GMADA for service 21 & 22.
- EO GMADA for service 23, 24, 25, 26, 27 & 28.

**Local Government**

- There is no improvement trust in Mohali district and therefore service 29, 30, 31, 32, 33, 34, 35 & 36 will not be covered;
- Commissioner, Municipal Corporation, Mohali and EO of 8 Municipal Committees for service 37 & 38;
- XEN Water Supply and Sanitation for Service 39 in Mohali area;
- AME of 8 Municipal Committees for service 40;
- SDO Punjab Water Supply & Sewerage Board for Zirakpur;
- Four SDOs of Rural Water Supply Department in the district of Mohali for service 41.

**Social Security**

- CDPOs and DSWO and EO, MC for service 42;
- DSWOs for service 43.

## Home

- Office of DM/ADM for service 45, 46 & 47.

All the officers of these departments mentioned above may kindly put up display boards after approval from DC in a weeks time. DC, Mohali may kindly monitor.

**(DC Mohali)**

**3. Suvidha Centres** – DC may kindly review the services being provided in Suvidha Centres – Mohali and Kharar and the proposed Suvidha Centre at Derabassi and report as to for how many services of the 47 services under RTS, services are being provided at the Suvidha Centres.

**4. Application form and Check-list** – The standard application format alongwith check-list is being got prepared from the Administrative Department at Chandigarh.

**5. Review of application under RTS** – The Designated Officers would compile on monthly basis, the details of application received under RTS in RTS-I and this would be reviewed by SDM and DC on regular basis.

**6. Suggestions regarding stipulated time limit and other matters** – Service 1 – copy of jamabandi for all record in Urdu. The translations take some time and therefore it was suggested that the time limit be increased from one day to 15 days.

**Service 17 (Transport)** – Hire/Purchase entry – It was suggested seven days time.

**Service 37 & 38** – Commissioner is the Designated Officer while SDM is the appellate authority. Need for reconciliation.

**Service 40 & 41 – Sanction of Water Supply Connection** – At some places, the schemes are being maintained by Department of Water Supply Sanitation and Punjab Water Supply and Sewerage Board. This may needs to be sorted out.

**Service 42 & 43 (Social Security)** – The applications are made to CDPOs for rural areas and EO, MC for urban areas. DSWO should authorize the CDPOs/Eos to receive the applications.

**Service 44 (Registration of Marriage)** – The stipulated time is OK where both boy and girl are present. However if only one is present then 15 day notice is

required to be issued and therefore stipulated time limit should be increased to 21 days.

**Service 46 (Addition of Weapon)** – DC suggested that the services can be deleted.

**New services – The following two new services can be added in the list of services –**

- (1) Registration of birth and death after one year;
- (2) Issuance of disability certificate by the doctors.

( Satish Chandra )  
Principal Secretary Planning &  
Principal Secretary Local Government  
Nodal Officer for Mohali

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